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Tender

## **DDaT23251 - Logistics In-Bound Goods system**

UK Research and Innovation

F02: Contract notice

Notice identifier: 2023/S 000-020716

Procurement identifier (OCID): ocds-h6vhtk-03e32c

Published 18 July 2023, 7:13pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

UK Research and Innovation

Polaris House, North Star Avenue

SWINDON

SN21FL

#### **Email**

[ddatprocurement@uksbs.co.uk](mailto:ddatprocurement@uksbs.co.uk)

#### **Telephone**

+44 1793867005

#### **Country**

United Kingdom

#### **Region code**

UKJ - South East (England)

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.ukri.org/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://beisgroup.ukp.app.jaggaer.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://beisgroup.ukp.app.jaggaer.com/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

DDaT23251 - Logistics In-Bound Goods system

Reference number

DDaT23251

#### **II.1.2) Main CPV code**

- 48000000 - Software package and information systems

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

The final date and time for the submission of bids is 22/08/2023 at 17:00

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Jaggaer eSourcing Portal.

Brief Description of Requirement

UK Research and Innovation, The Science Technologies and Facilities Council (STFC) has a requirement to procure a system managing the inbound booking of items for different sites, with auditable tracking information of items and location, confirmation of delivery and suppliers, and purchase order details.

The logistics team are responsible for the distribution of items to our secure sites, utilising the system directory and locations to ensure safe delivery to agreed delivery points, automated confirmation emails of booking in & delivery are required for this purpose.

Current System provides an auditable booking system, utilizing, Palm digital assistants (PDAs) for deliveries and collections on site, lap tops & printers for the booking in process, generating unique booking reference & barcode, it has the ability to send automated emails to our customers on booking in.

There are current limitations with flexibility and control of email templates and the ability

to change these to suit requirements and we have identified new business needs.

## Aims & Objectives

STFC's strategic aim is to secure a system that enables a consistent approach to booking in and management and movement of in-bound goods received by logistics at core sites Rutherford Appleton Laboratory (RAL) and Daresbury Laboratory (DL), with scope to extend the service to other sites as required.

STFC seeks to secure a supplier that can provide products and services that enable STFC to deliver an integrated and effective approach to enable an auditable inventory of items for the below stated core business needs:

- Booking in process (couriers/suppliers/pallets)
- Delivery process on site and network (own fleet)
- Customer collection process (Front desk)
- Long term storage process (R24, storage area)
- Dewar replenishment operation (Ln2)
- MI- Dashboard provide for associated functional

Logistics Services, on behalf of STFC seeks to work with a supplier(s) in order to:

- Supply the right products, expertise, and services.
- Support resilience in response to the growth of site and demand.
- Deliver innovation and 'future proof' technology and investment.
- Provide a responsive customer focus.
- Ensure cost efficiency.

## The Scope

The Scope of the procurement covers Logistics - Inbound Goods system as a solution for the requirement of STFC, initial installation at RAL (Rutherford Appleton Laboratory) site with a further extension of the services to Daresbury Laboratory (DL) as phase 2.

The service could potentially expand to another two sites, which are Boulby Mine (BM)

and Royal Observatory, Edinburgh (ROE), however this is currently under review .

STFC's strategic aim is to secure a system that enables a consistent approach to booking in and management and movement of in-bound goods received by logistics at the above core sites. The successful supplier is therefore expected to have the capability to scale up to the other sites.

The budget is flexible year on year, however the Bids that exceed the maximum budget of £175,000.00 for the four years in total, will not be considered.

The optional extension of the 5th Year shall not exceed £25,000.00 excluding VAT.

The total value of this requirement over the five-year period is £200,000.00 excluding VAT

#### **II.1.5) Estimated total value**

Value excluding VAT: £200,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKJ - South East (England)

Main site or place of performance

The Science Technologies and Facilities Council (STFC), Rutherford Appleton Laboratory (RAL) and Daresbury Laboratory (DL).

#### **II.2.4) Description of the procurement**

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## Requirement

The requirement is for Logistics In-Bound Goods which will be rolled out in two phases for RAL and Daresbury Site (DL) Sites for installation, initial set up and training of super users/team, the system requirement should cover:

### 1. Package tracking;

- Inbound
- Customer collections
- Courier & supplier collections
- Automatic email customer confirmations
- Email templates; changeable to suit times of year and changes to service
- Searchable inventory; in process/delivered/stored
- Long term storage (R24)
- Asset (Dewar management, charging and location, timeframe)
- Periodic tailored reports

### 2. Hardware

The service will need to include the required hardware (the Hardware can be lease or buy as an option that can be proposed):

- PDAs & docking stations
- Thermal label printers
- Scanners (Barcodes/QR)

### 3. Business requirement

The proposed solution Must be scalable to be able to add units, sites or update where applicable.

The system should be able to work Off- line (Network down), including all software licences and required updates.

- The system should provide Customer & supplier directory
- Web hosting for data storage (back up) (no single source to be considered).
- PDAs for delivery ease.
- Delivery label printing, to be configurable for easier reading and print size.

#### 4. Licences and Ease of Accessibility

The Solution should provide Unique Log on for users, split by site/ department/individual

- Licences for RAL site - 13 user licences

#### 5. Innovation and technology

- Able to supply latest version of PDAs
- Provide Laptop licencing & software updates
- Thermal delivery label printers

#### 6. Training

Start-up training, in person, for super users is required for each site as per the below breakdown:

- Phase 1 - 13 users general training, with more specific training to 4 superusers.

Additional Training at DL site for users and superusers.

- Users Support in set up, email configuration, customer-supplier directory is required for both phases



## 7. Service and maintainability

- The supplier must provide ongoing support throughout the contract, with appropriate Service Level Agreements in place to ensure issues raised are dealt with in a timely manner.

## 8. Technical support

After sales management and support: Technical support and troubleshooting software challenges must be available.

- On call help - during office hours for assistance on system matters.
- Technical support, same day/remedial for any technical issues within 24hrs
- Updates - as released by system providers.
- Data retrieval - loss of data/updates/reports

## 9. KPI

- Auditable inventory, data available to search, length of historic search to be detailed.
- No loss of data - back of system for offline working when system is down, explain rate of download. Device performance (PDAs-printers etc.) Performance or defective equipment replacement, detail response to issues for these cases.
- Technical support, on hand, same day, remedial, issues dealt with during office hours for non-technical issues, technical issue response escalation if/when operational critical issues arise, detail response times in these cases.
- Reporting

The budget is flexible year on year, however the Bids that exceed the maximum budget of £175,000.00 for the four years in total, will not be considered.

The optional extension of the 5th Year shall not exceed £25,000.00 excluding VAT.

The total value of this requirement over the five-year period is £200,000.00 excluding VAT

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found with the Supplier Attachments tab within the Jaggaer eSourcing Portal.

This contract will be awarded based on the evaluation criteria as set out in the RFP document.

### How to Apply

UK Shared Business Services Ltd (UK SBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the reference number DDaT23251

### DO NOT APPLY DIRECTLY TO BUYER

All submissions will be assessed in accordance with the Public Procurement Regulations that apply to this opportunity.

Responses must be received by the date and time in the tender documentation; responses received outside of the deadline or not sent via the Jaggaer eSourcing portal will not be accepted or considered by the Contracting Authority further for this opportunity, unless a system outage is experienced, to which the Contracting Authority will advise upon accordingly. Interested organisations should ensure that they allow a sufficiency of time, prior to the deadline to allow all sections to be completed in full and any attachments to be uploaded.

As a user of the Jaggaer eSourcing Portal you will have access to the Jaggaer messaging service which facilitates all messages sent to you and from you, as well as other messages and updates in relation to any specific tender event. Please note that any and all information secured outside of the messaging service, shall have no Legal Standing, merit or worth and should not be relied upon by any organisation submitting a tender response.

Please note it is your organisations responsibility to access these messages on a regular basis to ensure you have sight of all relevant information applicable to this opportunity.

The Contracting Authority expressly reserves the right:

- i. not to award any contract as a result of the procurement process commenced by publication of this notice; and
- ii. to make whatever changes it may see fit to the content and structure of the procurement; and under no circumstances as part of your organisations participation in this opportunity, will the Contracting Authority be liable for any costs incurred by any organisation as a result. If the Contracting Authority decides to enter into a contract with any successful organisation(s), this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of your organisation in doing so.

### About UK Shared Business Services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our contracting authorities to improve efficiency, generate savings and modernise.

Where UK SBS is not named as the Contracting Authority within the documentation, UK SBS will be acting as an agent on behalf of the Contracting Authority.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

For full details of our partner base please review the following link:

<http://www.ukpbs.co.uk/services/procure/contracts/Pages/default.aspx>

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £200,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Contract duration shall be for a period of 4 years with one optional extensions of 12 months i.e. 4+1year period from commencement of the Contract.

The optional extension of the 5th Year shall not exceed £25,000.00 excluding VAT.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

22 August 2023

Local time

5:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

22 August 2023

Local time

5:01pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

UK Shared Business Services

Polaris House, North Star Avenue

Swindon

SN2 1FL

Country

United Kingdom