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Planning

Soft Market Testing Exercise for the Provision of Merchant Services

UNIVERSITY OF SOUTHAMPTON

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-028646

Procurement identifier (OCID): ocds-h6vhtk-04061f

Published 28 September 2023, 2:56pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF SOUTHAMPTON

BUILDING 37, HIGHFIELD CAMPUS, UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

Contact

Amy Hands

Email

procurement@soton.ac.uk

Telephone

+44 2380591656

Country

United Kingdom

Region code

UKJ32 - Southampton

UK Register of Learning Providers (UKPRN number)

10007158

Internet address(es)

Main address

<http://www.southampton.ac.uk>

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton>

I.3) Communication

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

<https://in-tendhost.co.uk/universityofsouthampton>

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Soft Market Testing Exercise for the Provision of Merchant Services

Reference number

2023UoS-1089-SMT

II.1.2) Main CPV code

- 66170000 - Financial consultancy, financial transaction processing and clearing-house services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Southampton wishes to explore a range of options to meet its need for the provision of Merchant Services through a soft market testing exercise.

The University is keen to explore options that may be available in the marketplace and interested parties are invited to complete a questionnaire and attend a Soft Market Testing event.

Further details, including the University's high-level requirements, can be found at Section II.2.4.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

Main site or place of performance

Southampton, Hamshire, UK

II.2.4) Description of the procurement

The University is seeking to understand new and emerging innovations that have been made in this sector since our last tender process was undertaken with a primary focus of ascertaining how providers could assist in streamlining our current card payment facilities to allow for more efficient and effective reconciliation and management and aiding the University in achieving PCI DSS Compliance. Improvement to student experience of payment through these channels is also a priority.

The University is seeking to develop efficient and cost-effective payment service provisions which will be capable of meeting future market and technological changes, and which will meet, and often exceed user expectations.

It is looking to build strong working relationships with an organisation(s) in which it can be confident to deliver tangible value to the University.

Potential providers must also be able to integrate with the University's accounting software package (Unit 4 Business World version 7.0/0(10)) to allow the import of data/files and also be compatible with various EPOS/Till systems the University utilises, including Gladstone and Uniware/Upay.

II.3) Estimated date of publication of contract notice

1 December 2023

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: No

Section VI. Complementary information

VI.3) Additional information

The University is utilising an electronic tendering tool (In-Tend: <https://in-tendhost.co.uk/universityofsouthampton>) to manage this soft market testing exercise and to communicate with participating organisations.

All documentation in relation to this soft market testing exercise can be downloaded from In-Tend.

Participating organisations are advised that there will be no hard copy documents issued to organisations and all communications with the University including the submission of Soft Market Testing event request form will be conducted via In-Tend. Regular monitoring of In-Tend is the responsibility of the participating organisation.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the soft market testing documentation.

Once you have logged in: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your company against the project and access all documentation by clicking 'Express Interest'.

Further instructions for the submission of soft market event forms are below.

To submit your return, please follow the instructions below:

1. Log In
2. Click 'Tenders'
3. Locate the relevant project
4. View Details
5. Click on the tab relating to the relevant project stage (e.g. 'Soft Market Testing')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the "My Tender Return" panel. The system will only permit your organisation to make one return.
8. Click the red "Submit Return" button.

Please note that, to preserve the integrity of the soft market testing exercise, all queries must be made via the correspondence function within In-Tend.

The deadline for the receipt of completed questionnaires and requests to attend a Soft Market Testing Exercise is 12:00 (Noon) 20th October 2023.

This Prior information Notice is issued solely for the purpose of conducting pre-procurement market engagement and does not constitute any commitment to undertake any procurement in the future.

Interested parties will not be prejudiced by any response or failure to respond to the PIN event and a response to this PIN does not guarantee any invitation to participate in this event or any future procurement.

This PIN does not constitute a call for competition to procure any services, supplies or works mentioned in this PIN and the University will not accept any proposals offered in response to this PIN.

The University of Southampton is not liable for any costs, fees, or expenses incurred by any party in replying to the PIN or attending any briefing day (if applicable).

Any procurement of any services, supplies or works by the University of Southampton will be carried out strictly in accordance with the provisions of the Public Contracts Regulations 2015.