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Contract

NU/1745-6 The Provision of an Invoice-Receipting Hub Service

Newcastle University

F03: Contract award notice

Notice identifier: 2022/S 000-032039

Procurement identifier (OCID): ocds-h6vhtk-032064

Published 11 November 2022, 1:54pm

Section I: Contracting authority

I.1) Name and addresses

Newcastle University

Newcastle University, 1 Park Tce

Newcastle upon Tyne

NE1 7RU

Contact

Mrs Leigh Robinson

Email

leigh.anderson@ncl.ac.uk

Telephone

+44 1912088618

Country

United Kingdom

Region code

UKC - North East (England)

Internet address(es)

Main address

<https://www.ncl.ac.uk>

Buyer's address

<https://www.ncl.ac.uk>

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**

NU/1745-6 The Provision of an Invoice-Receipting Hub Service

Reference number

DN629459

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and

security

- AA01 - Metal

II.1.3) Type of contract

Services

II.1.4) Short description

The University wishes to appoint a Contractor to provide an Invoice-Receipting Hub Service to handle the receipt of supplier invoices and provide the University with a daily electronic feed.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £176,020

II.2) Description

II.2.2) Additional CPV code(s)

- 66170000 - Financial consultancy, financial transaction processing and clearing-house services
- 80530000 - Vocational training services
- 66121000 - Mergers and acquisition services
- 71241000 - Feasibility study, advisory service, analysis
- 72221000 - Business analysis consultancy services
- 66519600 - Actuarial services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

II.2.4) Description of the procurement

The scope of the services shall comprise of:

- 1) Receiving paper and e-mail invoices e.g. via PDF, Excel, Word, Jpegs, Tiffs etc and converting them to an electronic format.
- 2) Processing the data from the electronic images of the paper invoices.
- 3) Receiving electronic invoices and translating/mapping the data and invoice image to integrate with our WNS SAP-certified Accounts Payable Workbench.
- 4) The Contractor will also implement and manage a programme to migrate suppliers from submitting paper invoices to submitting pure electronic invoices over the course of the contract.
- 5) The proposed solution should integrate with our WNS SAP-certified Accounts Payable Workbench (APW) with the following steps per process:
 - 5.1) Import of reference files sent from University SAP ECC system to Contractor (new/changed Vendor information, Purchase Order headers sent as CSV text files).
 - 5.2) Export of a reconciliation file (one file in XML format).
 - 5.3) Export of invoice image files (one or many files in PDF format).
 - 5.4) Export of invoice files (one or many files in XML format).
 - 5.5) Import of a reconciliation response file (one file in XML format).
 - 5.6) Transfer of the invoice data to APW.

Processing must be able to be performed once or several times a day every day.

All file import/exports are to be performed by web services created at the University.

All connections inbound to or outbound from Contractor to be PI Secure Connectivity SFTP adapter type.

Appropriate firewall security must be in place.

There must be procedures to recover from and restart the processing from any of the above steps if errors occur and also to ensure no duplicates are created.

II.2.5) Award criteria

Quality criterion - Name: Ability to meet the Scope of Service / Weighting: 60

Price - Weighting: 40

II.2.11) Information about options

Options: Yes

Description of options

The contract will commence on the 1st April 2023 and, unless extended by the University, will complete by 31st March 2025.

The appointment may be extended for a further two 12-month periods from 1st April 2025:

- 1st April 2025 – 31st March 2026

- 1st April 2026 – 31st March 2027

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-006602](#)

Section V. Award of contract

Contract No

NU/1745-6

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

1 November 2022

V.2.2) Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Parseq Ltd

Lowton Way, Hellaby

Rotherham

S66 8RY

Country

United Kingdom

NUTS code

- UKC - North East (England)

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £180,000

Total value of the contract/lot: £176,020

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Newcastle University

Newcastle upon Tyne

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Newcastle University

Newcastle upon Tyne

Country

United Kingdom