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Tender

Invoice Automation Tool (2)

CARDIFF UNIVERSITY

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-033470

Procurement identifier (OCID): ocids-h6vhtk-052ae0 ([view related notices](#))

Published 18 June 2025, 4:39pm

Scope

Reference

CU.1982.TH

Description

Cardiff University is looking to tender for an Accounts Payable Automation solution to enable a more efficient, cost effective and secure accounts payable process.

The university currently processes approximately 130,000 invoices per annum. The invoices are manually entered into Oracle EBS and saved locally.

We are looking for a SaaS based AP Automation solution to be implemented in the autumn of 2025, which is capable of processing invoices received via email, capturing and storing invoice data and images, and integrating to Oracle EBS AP Invoice Workbench.

Total value (estimated)

- £500,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 10 September 2025 to 9 September 2028
- Possible extension to 9 September 2030
- 5 years

Description of possible extension:

Optional Extensions

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems

Contract locations

- UKL22 - Cardiff and Vale of Glamorgan

Submission

Enquiry deadline

10 July 2025, 12:00pm

Submission type

Tenders

Tender submission deadline

14 July 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

- Welsh
- English

Award decision date (estimated)

26 August 2025

Award criteria

Name	Description	Type	Weighting
Quality		Quality	50%
Demonstration	Responsible Procurement	Quality	20%
Price	Responsible Procurement	Price	20%
ESG	Responsible Procurement	Quality	10%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Conditions of participation stage which is a mix of mandatory and scored questions.

The FIVE highest scoring bidders will be invited to submit proposals for the Quality (Part B) Stage.

Part B will include:

Quality Evaluation

Responsible Procurement Evaluation

Product Demonstration

Cost Evaluation

Documents

Associated tender documents

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Technical specifications to be met

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Contracting authority

CARDIFF UNIVERSITY

- Companies House: RC000089
- Public Procurement Organisation Number: PHVT-4343-HWYR

Park Place

Cardiff

CF10 3AT

United Kingdom

Email: procurement@cardiff.ac.uk

Website: <http://www.cardiff.ac.uk>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales