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Tender

Cleanroom Management System

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2022/S 000-034648

Procurement identifier (OCID): ocds-h6vhtk-038b75

Published 7 December 2022, 2:43pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF SOUTHAMPTON

BUILDING 85, HIGHFIELD CAMPUS, UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

Contact

Rosie Pringle

Email

procurement@soton.ac.uk

Telephone

+44 2380595712

Country

United Kingdom

Region code

UKJ32 - Southampton

Companies House

RC000668

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

Tenders or requests to participate must be submitted electronically via

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

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

Cleanroom Management System

Reference number

2022UoS-0471

II.1.2) Main CPV code

- 72321000 - Added-value database services

II.1.3) Type of contract

Services

II.1.4) Short description

The University's Zepler Institute is looking to replace its current CMS system, called "The Living Database", designed by PhoeniX BV. This system is no longer supported by PhoeniX BV.

The Living Database supports activities both in Cleanrooms and other laboratories with the following primary functions:

- a. Tool booking,
- b. Tool & user management (downtime, user access etc),
- c. Training management,
- d. Tool income management via finance,
- e. Tool performance reporting,

In particular, the University is building a larger customer base nationally and internationally, both in Research and Commercial applications of the cleanrooms. As such it is increasingly important to manage the utilisation of the facility to the maximum possible and to control the movement of lots through the facility. This goes beyond the current capabilities of The Living Database.

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

- UKJ32 - Southampton

Main site or place of performance

Southampton, Hampshire, UK

II.2.4) Description of the procurement

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In particular, the University is building a larger customer base nationally and internationally, both in Research and Commercial applications of the cleanrooms. As such it is increasingly important to manage the utilisation of the facility to the maximum possible and to control the movement of lots through the facility. This goes beyond the current capabilities of The Living Database.

Procurement Process:

This procurement process is being conducted as an open procedure; consisting of an Invitation to Tender stage

Invitation to Tender (ITT) stage -Tenderers will be invited to submit formal tenders at this stage

Contract Period:

The University proposes to enter into a Contract for 60 months - this will be the maximum contract period, including any potential extensions with the successful tenderer.

This will comprise of an initial contract period of 36 months for the provision of the software and services.

The contract will be effective on signing. The initial term of the of 36 months will run from the date of delivery of the softwae and service with extensions if so agreed by the University, running from the expiry of the initial contract period.

Contract Value:

The estimated value of the initial 3-year contract period is within the range of £100,000 to £150,000, excluding VAT. This value includes all related components, services and maintenance for the initial contract period.

II.2.5) Award criteria

Quality criterion - Name: Commercial Requirements / Weighting: 20

Quality criterion - Name: User Accounts / Weighting: 10

Quality criterion - Name: Reservation Management / Weighting: 10

Quality criterion - Name: Tool management / Weighting: 10

Quality criterion - Name: Training management / Weighting: 10

Quality criterion - Name: Finance functions / Weighting: 10

Quality criterion - Name: KPIs/Reports / Weighting: 10

Quality criterion - Name: LOT Tracking / Weighting: 2

Quality criterion - Name: Non-LOT Tracking / Weighting: 2

Quality criterion - Name: Communication / Weighting: 8

Quality criterion - Name: Technical and Non-Functional System Requirements /
Weighting: 8

Quality criterion - Name: Admin/Office / Weighting: 3

Price - Weighting: 20

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

60

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: No

II.2.14) Additional information

Lots: This contract is NOT suitable for splitting into lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

To support the financial assessment, the University will obtain a Business Risk Report for all Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used. This method is detailed within the Invitation to Tender document set.

Minimum level of standards possibly required:

Potential suppliers/Tenderers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Employers' Liability - £10 million GBP per occurrence.

Professional Indemnity - £2 million or Cyber Liability - £2 Million GBP per occurrence.

Minimum level(s) of standards possibly required

OPEN PROCEDURE

Tenderers attention is drawn to the MANDATORY requirements of the award criteria:

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderers attention is drawn to the MANDATORY requirements of the award criteria:

- Grounds for mandatory exclusion

- Grounds for discretionary exclusion
- Economic & Financial Standing
- Insurance
- Compliance with equality legislation
- Health & Safety

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

27 January 2023

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

27 January 2023

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic payment will be used

VI.3) Additional information

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

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 procurement documentation.

Once you have logged in as a supplier: 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 organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

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. 'Invitation to Tender')
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, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015 and subject to Article 5 and Annex 5, Part D (13) of Directive 2014/24/EU of the European Parliament and of the Council (if applicable), the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

VI.4) Procedures for review

VI.4.1) Review body

University of Southampton

Southampton

SO17 1BJ

Country

United Kingdom