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Tender

Statement reconciliation

NHS Wales Shared Services Partnership

F02: Contract notice

Notice identifier: 2023/S 000-037782

Procurement identifier (OCID): ocds-h6vhtk-04296d

Published 22 December 2023, 9:47am

Section I: Contracting authority

I.1) Name and addresses

NHS Wales Shared Services Partnership

Woodlands House, Maes-Y-Coed Road

Cardiff

CF14 4HH

Contact

Libby Roberts

Email

Libby.Roberts2@wales.nhs.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://nwssp.nhs.wales/ourservices/procurement-services/>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://etenderwales.bravosolution.co.uk/home.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/home.html>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Statement reconciliation

Reference number

NWSSP-OJEU-PROJECT_54567

II.1.2) Main CPV code

- 75100000 - Administration services

II.1.3) Type of contract

Services

II.1.4) Short description

Statement reconciliation- Invoice matching to remove duplicates or solve

II.1.5) Estimated total value

Value excluding VAT: £160,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The following are the core requirements and bidders are requested to expand on this to

explain how their software offering will work in Appendix B – Bidders Response

- a) How are statements uploaded to your software?
- b) Does your software support Invoices in Excel, PDF or other electronic formats?
- c) How are copy invoices requested where invoices are on the statement but not found on Oracle?
- d) How does the supplier get informed as to the full status of their statement e.g. paid, on-hold etc?
- e) As part of the reconciliation process, does your software provide the following statuses?
- f) Are there any restrictions on the number of suppliers statements the software can process?
- g) Are there any restrictions in the volume of statements received each day?
- h) Can the software cross check between ledgers in case invoices are logged against a different Health Organisation?
- i) Can you verify/close queries in bulk eg where the invoice format is slightly different.

II.2.5) Award criteria

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

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

Duration in months

24

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.2.13) Information about European Union Funds

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

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

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: No

IV.2) Administrative information

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

Date

22 January 2024

Local time

12:00pm

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 January 2024

Local time

12:00pm

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 invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=135799

(WA Ref:135799)

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

NHS Wales Shared Services Partnership on behalf of Cardiff and Vale University Local Health Board will allow a minimum 10 calendar

day standstill period between notifying the award decision and awarding the contract.

Unsuccessful tenderers and applicants are entitled to receive reasons for the decision, including the characteristics and relative advantages

of the winning bid and the reasons why the tenderer/applicant was unsuccessful. Should additional information be required it should be

requested of the addressee in section I.1.

Aggrieved parties who have been harmed or are at risk of harm by breach of the procurement rules have the right to take action in the High

Court (England and Wales). Any such action is subject to strict time limits in accordance with the Public Contracts (Amendments)

Regulations 2015.