

United Kingdom-London: IT services: consulting, software development, Internet and support  
OJ S 234/2015 03/12/2015

Contract notice  
Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: SOAS, University of London  
Postal address: Thornhaugh Street, Russell Square  
Town: London  
Postal code: WC1H 0XG  
Country: United Kingdom  
Contact person: As above  
E-mail: [risprocurement@soas.ac.uk](mailto:risprocurement@soas.ac.uk)

#### Internet address(es):

General address of the contracting authority: <http://www.soas.ac.uk/>  
Electronic access to information: <http://www.soas.ac.uk/purchasing/contract-opportunities/>

#### Additional information can be obtained from:

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

### I.2. Type of the contracting authority

Body governed by public law

### I.3. Main activity

Education

### I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

## Section II: Object of the contract

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### II.1. Description

#### II.1.1. Title attributed to the contract by the contracting authority

Supply, Installation and Maintenance of a Research Information System.

#### II.1.2. Type of contract and place of performance or delivery

Services

Service category No 7: Computer and related services

NUTS code UKI11 Inner London - West

#### II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

#### II.1.4. Information about framework agreement

### **II.1.5. Short description of the contract or purchase(s)**

SOAS, University of London (The School of Oriental and African Studies) is the only Higher Education institution in Europe specialising in the study of Asia, Africa and the Near and Middle East. Uniquely combining language scholarship, disciplinary expertise and regional focus, it has the largest concentration in Europe of academic staff concerned with these regions.

The School was founded as the School of Oriental Studies in 1916, relocated to Russell Square in 1941 and took its present title in 2014.

Over the last century SOAS has built a strong academic reputation throughout the world and especially in Asia, Africa and the Middle East.

It has outstanding facilities, both scholarly and practical and is a global academic base and a crucial resource for London.

We are now seeking a provider to: supply, install and maintain an 'off the shelf' Research Information System (RIS); train staff to use it; and work with SOAS to deliver a suitably configured system to support research lifecycle business processes.

The RIS will specifically cover the pre-award part of the research life cycle. The core business processes within scope are:

- The development of grant applications from inception to the point of submission.
- The costing of grant applications and creation of budgets for the subsequent project(s).
- The review and approval process of grant applications.
- The ethics approval process.
- The peer review process.
- The collection of management information on the above processes.
- The delivery of user-friendly and tailored enquiries and reports against this management information.

However SOAS anticipates the purchased system to be extensible to support the full end-to-end research lifecycle when funding allows.

Bidders may choose to partner other organisations in order to supply their proposed solution and SOAS would accept this approach. However, should such a bid be successful, to ensure satisfactory performance, SOAS would wish to enter into a single contract.

### **II.1.6. CPV code(s)**

72000000 IT services: consulting, software development, Internet and support, 48000000 Software package and information systems

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **II.1.8. Lots**

This contract is divided into lots: no

### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

The the contract for maintenance and support will be for an initial period of 36 months, with the option to extend for two further 12 month periods.

Exercise of the option to extend the contract shall be at SOAS' discretion.

The estimated total value of of the contract (including supply & installation) is shown below.

Estimated value excluding VAT: 300 000 GBP

## **II.2.2. Information about options**

Options: yes

Description of options: The maintenance and support contract will be for an initial period of 36 months with options (exercisable at SOAS' discretion) to extend for 2 subsequent periods of 12 months.

## **II.2.3. Information about renewals**

This contract is subject to renewal: no

## **II.3. Duration of the contract or time limit for completion**

Duration in months: 36 (from the award of the contract)

# **Section III: Legal, economic, financial and technical information**

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## **III.1. Conditions related to the contract**

### **III.1.1. Deposits and guarantees required**

Where the chosen contractor has a parent company a parent company guarantee may be required. Other guarantees may be required in lieu of a parent company guarantee and these will be advised during the procurement.

### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As contained in the procurement documents at the site stated in section I.1) above.

### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

SOAS reserves the right to require groups of economic operators to take a particular legal form if awarded the contract or to require a single economic operator to take primary liability for a contract to be performed by a group of economic operators.

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The terms of contract are set out in the procurement documents at the site referred to in section I.1) above.

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: In accordance with Article 57 of Directive 2014/24/EU and regulation 57 of the Public Contracts Regulations 2015 (which implement the Directive in England, Wales and Northern Ireland) please supply this information in the Tender Response.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: In accordance with Article 57 of Directive 2014/24/EU and regulation 57 of the Public Contracts Regulations 2015 (which implement the Directive in England, Wales and Northern Ireland) please supply this information in the Tender Response.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

In accordance with Article 57 of Directive 2014/24/EU and regulation 57 of the Public Contracts Regulations 2015 (which implement the Directive in England, Wales and Northern Ireland) please supply this information in the Tender Response.

#### **III.2.4. Information about reserved contracts**

##### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

### **Section IV: Procedure**

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#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Open

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

SOAS 120

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

15.1.2016 - 12:00

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

1.12.2015

#### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in days: 90 (from the date stated for receipt of tender)

#### **IV.3.8. Conditions for opening of tenders**

Persons authorised to be present at the opening of tenders: no

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 30.4.2020.

#### **VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:

no

#### **VI.3. Additional information**

Organisations interested in this opportunity are requested to register their interest by emailing [risprocurement@soas.ac.uk](mailto:risprocurement@soas.ac.uk) with their contact details in order that communications such as document updates, anonymised clarifications etc can be sent to them directly.

Registration is entirely voluntary and free of charge, but it enables SOAS to notify you directly of updates. All relevant documents will be freely available at the site set out in section I.1) and updates anonymised clarifications etc. will be posted there in any event.

Indicative programme:

Clarifications to be submitted by the end of: Tuesday 5.1.2016

Tender return date: Midday Friday 15.1.2016

On-site demonstrations by bidders: Monday 8th February through to Wednesday 10th February inclusive.

Reference site visits made by SOAS: Wednesday 11th February through to Wednesday 24th February inclusive.

Notification of award and commencement of Standstill: Friday 4th March.

Award: Monday 14.3.2016

Right to cancel:

The SOAS reserves the right to discontinue this procurement at any time, which includes the right not to award the (or any) contract, and does not bind itself to accept the most economically advantageous (or any other) tender, and reserves the right to award the contract in part or to call for new tenders should it consider necessary.

The contracting authority shall not be liable for any costs or expenses incurred by any candidate or tenderer in connection with the completion and return of any information contained in this Contract Notice, or the completion and submission of any tender, irrespective of the outcome of the competition or if the competition is cancelled or postponed. All dates and time periods are provisional and SOAS reserves the right to change these.

Candidates' attention is drawn to the full terms and conditions which are set out in the procurement documents; candidates are deemed to have read and accepted these by participating in the process in any way.

Section VI.1) Information about recurrence:

It is envisaged that at the end of this contract (whether at the end of the fixed term, or as a result of termination before the end of the fixed term, or at the end of the extended term as per

the option stated at section II.2.2) SOAS may need to re-procure a contract or contracts for a Research Information System. This requirement may arise at any time in the next 36 months.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: SOAS, University of London  
Postal address: Thornhaugh St, Russell Square  
Town: London  
Postal code: WC1 0XG  
Country: United Kingdom  
E-mail: [risprocurement@soas.ac.uk](mailto:risprocurement@soas.ac.uk)

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a standstill period at the point information on the award of the contract is communicated to all tenderers. That notification will provide information on the award decision. The standstill period, which will run for a minimum of 10 calendar days provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. Part 3 of the Public Contract Regulations 2015 provides aggrieved parties who have been harmed or are at risk of harm by a breach of the regulations to take action in the High Court (England, Wales and Northern Ireland only). Any such action must be brought within the applicable limitation periods.

##### **VI.4.3. Service from which information about the review procedure may be obtained**

##### **VI.5. Date of dispatch of this notice**

1.12.2015