

**Royaume-Uni-Salford: Services de scanning**

OJ S 88/2019 07/05/2019

**Avis de marché****Services****Base juridique:**

Directive 2014/24/UE

**Section I: Pouvoir adjudicateur**

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**I.1. Nom et adresses**

Nom officiel: HM Revenue and Customs

Adresse postale: 5W Ralli Quays, 3 Stanley Street

Ville: Salford

Code NUTS: UK United Kingdom

Code postal: M60 9LA

Pays: Royaume-Uni

Point(s) de contact: Liam Osborn/Sarah Phillips

Courriel: [liam.osborn@hmrc.gov.uk](mailto:liam.osborn@hmrc.gov.uk)

Téléphone: +44 3000532848

**Adresse(s) internet:**Adresse principale: [www.gov.uk](http://www.gov.uk)**I.2. Informations sur la passation conjointe de marchés**

Le marché est attribué par une centrale d'achat

**I.3. Communication**Les documents du marché sont disponibles gratuitement en accès direct non restreint et complet, à l'adresse: <https://www.contractsfinder.service.gov.uk/Search>Les offres ou les demandes de participation doivent être envoyées par voie électronique via: <https://service.ariba.com/Sourcing.aw/ad/s4FullSelfRegister>

Les offres ou les demandes de participation doivent être envoyées au(x) point(s) de contact susmentionné(s)

Adresse à laquelle des informations complémentaires peuvent être obtenues: autre adresse:

Nom officiel: HM Revenue and Customs

Adresse postale: 5W Ralli Quays, Stanley Street

Ville: Salford

Code NUTS: UK United Kingdom

Code postal: M60 9LA

Pays: Royaume-Uni

Point(s) de contact: Sarah Phillips

Courriel: [sarah.phillips@hmrc.gov.uk](mailto:sarah.phillips@hmrc.gov.uk)

Téléphone: +44 3000510017

**Adresse(s) internet:**Adresse principale: [www.gov.uk](http://www.gov.uk)**I.4. Type de pouvoir adjudicateur**

Ministère ou toute autre autorité nationale ou fédérale, y compris leurs subdivisions régionales ou locales

## **I.5. Activité principale**

Autre activité: Direct and indirect taxation

## **Section II: Objet**

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### **II.1. Étendue du marché**

#### **II.1.1. Intitulé**

Cheque Processing Services

Numéro de référence: SR174089354

#### **II.1.2. Code CPV principal**

79999100 Services de scanning

#### **II.1.3. Type de marché**

Services

#### **II.1.4. Description succincte**

HMRC are tendering for a cheque processing solution made up of the provision of hardware for the Authority to operate on its own premises, and a Software as a Service (SaaS) element, which the supplier will manage and operate, to process all the associated metadata.

#### **II.1.5. Valeur totale estimée**

Valeur hors TVA: 1 500 000,00 GBP

#### **II.1.6. Information sur les lots**

Ce marché est divisé en lots: non

### **II.2. Description**

#### **II.2.2. Code(s) CPV additionnel(s)**

30216110 Scanners informatiques, 30200000 Matériel et fournitures informatiques

#### **II.2.3. Lieu d'exécution**

Code NUTS: UK United Kingdom

Lieu principal d'exécution: UNITED KINGDOM.

#### **II.2.4. Description des prestations**

The authority intends to award a single supplier contract for the provision of a cheque processing solution. The service consists of 3 elements:

- 1) The provision of scanning hardware, at the Authority's premises (Shipley and Cumbernauld), capable of scanning and extracting data from cheques and supporting payment documentation, such as payslips, etc;
- 2) The provision of Software as a Service (SaaS) operating software capable of:
  - (a) reconciling cheques and payslips;
  - (b) validating HMRC reference numbers;
  - (c) handling exceptions;
  - (d) sending cheque image files for clearing;
  - (e) uploading on to The Authority infrastructure;
  - (f) providing Management Information.
- 3) The provision of support service requirements.

#### **II.2.5. Critères d'attribution**

Critères énoncés ci-dessous

Critère de qualité - Nom: Award criteria: social, environmental and innovative characteristics /  
Pondération: 5 %

Critère de qualité - Nom: Award criteria: technical merit – background services (including  
implementation) / Pondération: 5 %

Critère de qualité - Nom: Award criteria: technical merit — hardware / Pondération: 15 %

Critère de qualité - Nom: Award criteria: technical merit – Software as a Service (SaaS) –  
general elements / Pondération: 15 %

Critère de qualité - Nom: Award criteria: technical merit - Software as a Service (SaaS) –  
functional requirements / Pondération: 15 %

Critère de qualité - Nom: Award Criteria: technical merit – support services / Pondération: 5 %

Coût - Nom: Award criteria: cost effectiveness / Pondération: 40 %

#### **II.2.6. Valeur estimée**

Valeur hors TVA: 1 500 000,00 GBP

#### **II.2.7. Durée du marché, de l'accord-cadre ou du système d'acquisition dynamique**

Durée en mois: 36

Ce marché peut faire l'objet d'une reconduction: oui

Description des modalités ou du calendrier des reconductions:

The contract will be for a period of 3+1+1 years (36+12+12 months). There will be the option  
extend by 12 months after the initial 36 month term, and a further option to extend by 12  
months, after the initial 12-month extension.

#### **II.2.10. Variantes**

Des variantes seront prises en considération: non

#### **II.2.11. Information sur les options**

Options: oui

Description des options:

Lease equipment model and purchase equipment model options will be considered.

#### **II.2.13. Information sur les fonds de l'Union européenne**

Le contrat s'inscrit dans un projet/programme financé par des fonds de l'Union européenne:  
non

#### **II.2.14. Informations complémentaires**

### **Section III: Renseignements d'ordre juridique, économique, financier et technique**

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#### **III.1. Conditions de participation**

##### **III.1.2. Capacité économique et financière**

Liste et description succincte des critères de sélection:

Full details regarding legal, economic, financial and technical information to be provided at the  
tender stage will be detailed in the tender documentation. Potential tenderers should be  
aware, however, that they may be required to forward the following information:

(a) a copy of the most recent audited accounts covering the tenderer's last 2 years of trading  
(or for the period that is available if trading for less than 2 years); or

(b) for the most recent full year of trading, where this information is not available in audited  
form, a copy of the draft or unaudited financial accounts or equivalent information showing the  
tenderer's turnover, profit and loss and cash flow position and an end period balance sheet or,  
where this cannot be provided, a statement signed by the finance director or similar

responsible person detailing any major changes in the current financial position since the date of the latest audited accounts provided.

### **III.1.3. Capacité technique et professionnelle**

Liste et description succincte des critères de sélection:

Solution must include Magnetic Ink Character Recognition (MICR), Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR).

Solution must be fully implemented by 2.3.2020 and no later.

### **III.2. Conditions liées au marché**

#### **III.2.2. Conditions particulières d'exécution**

The supplier must work with the Authority's IT Infrastructure team and the Authority's banking provider, during the implementation phase of the project.

## **Section IV: Procédure**

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### **IV.1. Description**

#### **IV.1.1. Type de procédure**

Procédure ouverte

#### **IV.1.3. Information sur l'accord-cadre ou le système d'acquisition dynamique**

#### **IV.1.8. Information concernant l'accord sur les marchés publics (AMP)**

Le marché est couvert par l'accord sur les marchés publics: oui

### **IV.2. Renseignements d'ordre administratif**

#### **IV.2.1. Publication antérieure relative à la présente procédure**

Numéro de l'avis au JO série S: [2018/S 198-448170](#)

#### **IV.2.2. Date limite de réception des offres ou des demandes de participation**

Date: 28/05/2019 Heure locale: 12:00

#### **IV.2.3. Date d'envoi estimée des invitations à soumissionner ou à participer aux candidats sélectionnés**

#### **IV.2.4. Langue(s) pouvant être utilisée(s) dans l'offre ou la demande de participation**

anglais

#### **IV.2.6. Délai minimal pendant lequel le soumissionnaire est tenu de maintenir son offre**

Durée en mois: 6 (à compter de la date limite de réception des offres)

#### **IV.2.7. Modalités d'ouverture des offres**

Date: 28/05/2019 Heure locale: 12:00

Informations sur les personnes autorisées et les modalités d'ouverture: HMRC will be using an e-sourcing(e-tendering) tool/application for this procurement. This prevents any information provided by the applicant or tenderer from being viewed by the Authority until the e-sourcing event is closed. The e-sourcing (e-tendering) application will display the closing date and time for this particular tendering exercise within the event. The close time will be the earliest point at which the HMRC nominated or a tender defined evaluation team member will be able to open and view the tender responses. Therefore, the opening time for tenders will coincide with

the close date and time for the event and all tenders will become visible to the HMRC nominated or event defined tender evaluation team in any place that provides access to the e-sourcing tool/application at that time.

## Section VI: Renseignements complémentaires

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### VI.1. Renouvellement

Il s'agit d'un marché renouvelable: non

### VI.2. Informations sur les échanges électroniques

La facturation en ligne sera acceptée

Le paiement en ligne sera utilisé

### VI.3. Informations complémentaires

The Contracting Authority considers that this contract may be suitable for economic operators that are Small or Medium Enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. Economic operators who wish to view the tender documentation electronically can do so by searching on the contracts finder website: <https://www.contractsfinder.service.gov.uk/Search> login 48 hours after the dispatch of this notice. HMRC uses an HMRC instance of SAP Ariba Sourcing Pro (thereafter referred to as HMRC's SAP Ariba) and this must be used to express an interest and/or bid for the opportunity. (Further information about HMRC's SAP Ariba is available on the HMRC website: [www.hmrc.gov.uk/about/supplying.htm](http://www.hmrc.gov.uk/about/supplying.htm)) Economic operators who have used HMRC's SAP Ariba previously will be registered as part of the HMRC Ariba Supplier Network and you should access the system to obtain your account ID number. Contact details on the system should be checked and, where necessary, additional users added to help avoid multiple registrations for the same organisation. Previously registered users having difficulty recovering their account ID number or identifying users within their organisation should email for assistance [sapariba.hmrcsupport@hmrc.gsi.gov.uk](mailto:sapariba.hmrcsupport@hmrc.gsi.gov.uk) Economic operators using HMRC's SAP Ariba for the first time, including suppliers who are already registered on the wider SAP Ariba supplier network, will need to register at <http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full> (You must ensure that you are directed to the registration page for HMRC's SAP Ariba, identified with the HMRC logo at the top of the page, and to do this you may need to cut and paste the web address directly into your web browser). You will receive a system generated email asking you to activate your SAP Ariba supplier account by verifying your email address. Once you have completed the activation process you will receive a further email confirming the "registration process is now complete" and providing you with "your organisation's account ID" number. If an email response from HMRC is not received within one working day of your request, please re-contact [sapariba.hmrcsupport@hmrc.gsi.gov.uk](mailto:sapariba.hmrcsupport@hmrc.gsi.gov.uk) (after first checking your spam in-box) notifying non-receipt and confirming when your registration request was first made.

Once you have obtained "your account ID" number, please email [e.procurement@hmrc.gsi.gov.uk](mailto:e.procurement@hmrc.gsi.gov.uk) no later than 12:00 on 20.5.2019 with the following information as confirmation that you wish to express an interest and/or bid for the opportunity.

The contract reference shown in Section IV.3.1 of this Contract Notice

Your HMRC SAP Ariba account ID: AN

Your organisation's name:

Your name:

Your email address:

Your telephone number:

Economic operators who have complied with the foregoing will receive an e-mail confirming access to the online questionnaires. If access is not provided within one working day, please contact [e.procurement@hmrc.gsi.gov.uk](mailto:e.procurement@hmrc.gsi.gov.uk) (after first checking your spam in-box) notifying non-receipt and confirming when your request for access to the online questionnaires was first made.

Questionnaires must be fully completed (and any associated hard-copy documents received by HMRC) no later than 12:00 on 28.5.2019. The deadline for clarification questions is 17.5.2019 with responses provided by the 20.5.2019 which will allow the required 6 days for the information to be considered. Tenders not submitted in the required form (or containing the requested information) may be rejected. HMRC does not bind itself to accept any tender and reserves the right to accept any part of the tender unless the tenderer expressly stipulates to the contrary. GO Reference: GO-201953-PRO-14861682

#### **VI.4. Procédures de recours**

##### **VI.4.1. Instance chargée des procédures de recours**

Nom officiel: HM Revenue and Customs

Ville: Salford

Pays: Royaume-Uni

##### **VI.4.2. Organe chargé des procédures de médiation**

Nom officiel: TBC

Ville: Salford

Pays: Royaume-Uni

#### **VI.5. Date d'envoi du présent avis**

03/05/2019