

**Verenigd Koninkrijk-Salford: Scanningsdiensten**

OJ S 88/2019 07/05/2019

**Aankondiging van een opdracht  
Diensten****Rechtsgrond:**

Richtlijn 2014/24/EU

**Afdeling I: Aanbestedende dienst**

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**I.1. Naam en adressen**

Officiële benaming: HM Revenue and Customs

Postadres: 5W Ralli Quays, 3 Stanley Street

Plaats: Salford

NUTS-code: UK United Kingdom

Postcode: M60 9LA

Land: Verenigd Koninkrijk

Contactpersoon: Liam Osborn/Sarah Phillips

E-mail: [liam.osborn@hmrc.gov.uk](mailto:liam.osborn@hmrc.gov.uk)

Telefoon: +44 3000532848

**Internetadres(sen):**Hoofdadres: [www.gov.uk](http://www.gov.uk)**I.2. Inlichtingen betreffende gezamenlijke aanbesteding**

De opdracht wordt gegund door een aankoopcentrale

**I.3. Communicatie**

De aanbestedingsstukken zijn rechtstreeks, volledig, onbeperkt en gratis beschikbaar op:

<https://www.contractsfinder.service.gov.uk/Search>

Inschrijvingen of aanvragen tot deelneming moeten worden ingediend via elektronische weg

op: <https://service.riba.com/Sourcing.aw/ad/s4FullSelfRegister>

Inschrijvingen of aanvragen tot deelneming moeten worden ingediend het hierboven vermelde adres

Nadere inlichtingen zijn te verkrijgen op een ander adres:

Officiële benaming: HM Revenue and Customs

Postadres: 5W Ralli Quays, Stanley Street

Plaats: Salford

NUTS-code: UK United Kingdom

Postcode: M60 9LA

Land: Verenigd Koninkrijk

Contactpersoon: Sarah Phillips

E-mail: [sarah.phillips@hmrc.gov.uk](mailto:sarah.phillips@hmrc.gov.uk)

Telefoon: +44 3000510017

**Internetadres(sen):**Hoofdadres: [www.gov.uk](http://www.gov.uk)**I.4. Soort aanbestedende dienst**

Ministerie of andere nationale of federale instantie, met inbegrip van regionale of plaatselijke onderverdelingen

## **I.5. Hoofdactiviteit**

Andere activiteit: Direct and indirect taxation

## **Afdeling II: Voorwerp**

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### **II.1. Omvang van de aanbesteding**

#### **II.1.1. Benaming**

Cheque Processing Services  
Referentienummer: SR174089354

#### **II.1.2. CPV-code hoofdcategorie**

79999100 Scanningsdiensten

#### **II.1.3. Type opdracht**

Diensten

#### **II.1.4. Korte beschrijving**

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. Geraamde totale waarde**

Waarde zonder btw: 1 500 000,00 GBP

#### **II.1.6. Inlichtingen over percelen**

Verdeling in percelen: neen

### **II.2. Beschrijving**

#### **II.2.2. Aanvullende CPV-code(s)**

30216110 Scanners voor computergebruik, 30200000 Computeruitrusting en -benodigdheden

#### **II.2.3. Plaats van uitvoering**

NUTS-code: UK United Kingdom  
Voornaamste plaats van uitvoering: UNITED KINGDOM.

#### **II.2.4. Beschrijving van de aanbesteding**

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. Gunningscriteria**

De onderstaande criteria

Kwaliteitscriterium - Naam: Award criteria: social, environmental and innovative characteristics / Weging: 5 %

Kwaliteitscriterium - Naam: Award criteria: technical merit – background services (including implementation) / Weging: 5 %

Kwaliteitscriterium - Naam: Award criteria: technical merit — hardware / Weging: 15 %

Kwaliteitscriterium - Naam: Award criteria: technical merit – Software as a Service (SaaS) – general elements / Weging: 15 %

Kwaliteitscriterium - Naam: Award criteria: technical merit - Software as a Service (SaaS) – functional requirements / Weging: 15 %

Kwaliteitscriterium - Naam: Award Criteria: technical merit – support services / Weging: 5 %

Kostencriterium - Naam: Award criteria: cost effectiveness / Weging: 40 %

#### **II.2.6. Geraamde waarde**

Waarde zonder btw: 1 500 000,00 GBP

#### **II.2.7. Looptijd van de opdracht, de raamovereenkomst of het dynamische aankoopstelsel**

Looptijd in maanden: 36

Deze opdracht kan worden verlengd: ja

Beschrijving van verlengingen:

The contract will be for a period of 3+1+1 years (36+12+12 months). There will be the option to 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. Inlichtingen over varianten**

Varianten worden geaccepteerd: neen

#### **II.2.11. Inlichtingen over opties**

Opties: ja

Beschrijving van opties:

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

#### **II.2.13. Inlichtingen over middelen van de Europese Unie**

De aanbesteding houdt verband met een project en/of een programma dat met middelen van de EU wordt gefinancierd: neen

#### **II.2.14. Nadere inlichtingen**

### **Afdeling III: Juridische, economische, financiële en technische inlichtingen**

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#### **III.1. Voorwaarden voor deelneming**

##### **III.1.2. Economische en financiële draagkracht**

Lijst en beknopte beschrijving van de selectiecriteria:

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. Technische en beroepsbekwaamheid**

Lijst en beknopte beschrijving van de selectiecriteria:

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. Voorwaarden met betrekking tot de opdracht**

#### **III.2.2. Voorwaarden inzake de uitvoering van de opdracht**

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

## **Afdeling IV: Procedure**

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### **IV.1. Beschrijving**

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

Openbare procedure

#### **IV.1.3. Inlichtingen over een raamovereenkomst of dynamisch aankoopstelsel**

#### **IV.1.8. Inlichtingen over de Overeenkomst inzake overheidsopdrachten (GPA)**

De opdracht valt onder de GPA: ja

### **IV.2. Administratieve inlichtingen**

#### **IV.2.1. Eerdere bekendmaking betreffende deze procedure**

Nummer van de aankondiging in het PB S: [2018/S 198-448170](#)

#### **IV.2.2. Termijn voor ontvangst van inschrijvingen of deelnemingsaanvragen**

Datum: 28/05/2019 Plaatselijke tijd: 12:00

#### **IV.2.3. Geraamde datum van verzending van uitnodigingen tot inschrijving of deelneming aan geselecteerde gegadigden**

#### **IV.2.4. Talen die mogen worden gebruikt bij het indienen van inschrijvingen of aanvragen tot deelneming**

Engels

#### **IV.2.6. Minimumtermijn gedurende welke de inschrijver zijn inschrijving gestand moet doen**

Looptijd in maanden: 6 (vanaf de datum van ontvangst van de inschrijving)

#### **IV.2.7. Omstandigheden waarin de inschrijvingen worden geopend**

Datum: 28/05/2019 Plaatselijke tijd: 12:00

Inlichtingen over gemachtigde personen en de openingsprocedure: 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.

## Afdeling VI: Aanvullende inlichtingen

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### VI.1. Inlichtingen over periodiciteit

Periodieke opdracht: neen

### VI.2. Inlichtingen over elektronische workflows

Elektronische facturering wordt aanvaard  
Er wordt gebruikgemaakt van elektronische betalingen

### VI.3. Nadere inlichtingen

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. Beroepsprocedures**

##### **VI.4.1. Beroepsinstantie**

Officiële benaming: HM Revenue and Customs

Plaats: Salford

Land: Verenigd Koninkrijk

##### **VI.4.2. Voor bemiddelingsprocedures bevoegde instantie**

Officiële benaming: TBC

Plaats: Salford

Land: Verenigd Koninkrijk

#### **VI.5. Datum van verzending van deze aankondiging**

03/05/2019