

Združeno kraljestvo-Salford: Storitve skeniranja

OJ S 88/2019 07/05/2019

Obvestilo o naročilu

Storitve

**Pravna podlaga:**

Direktiva 2014/24/EU

## Oddelek I: Javni naročnik

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### I.1. Ime in naslovi

Uradno ime: HM Revenue and Customs

Poštni naslov: 5W Ralli Quays, 3 Stanley Street

Kraj: Salford

Šifra NUTS: UK United Kingdom

Poštna številka: M60 9LA

Država: Združeno kraljestvo

Kontaktna oseba: Liam Osborn/Sarah Phillips

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

Telefon: +44 3000532848

**Internetni naslovi:**

Glavni naslov: [www.gov.uk](http://www.gov.uk)

### I.2. Informacije o skupnem javnem naročilu

Naročilo odda centralni organ za nabavo

### I.3. Sporočanje

Razpisna dokumentacija je na voljo brezplačno za neomejen in celovit neposredni dostop na:

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

Ponudbe ali prijave za sodelovanje je treba poslati elektronsko prek: <https://service.ariba.com/Sourcing.aw/ad/s4FullSelfRegister>

Ponudbe ali prijave za sodelovanje je treba poslati na zgoraj navedeni naslov

Dodatne informacije lahko dobite na drugem naslovu:

Uradno ime: HM Revenue and Customs

Poštni naslov: 5W Ralli Quays, Stanley Street

Kraj: Salford

Šifra NUTS: UK United Kingdom

Poštna številka: M60 9LA

Država: Združeno kraljestvo

Kontaktna oseba: Sarah Phillips

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

Telefon: +44 3000510017

**Internetni naslovi:**

Glavni naslov: [www.gov.uk](http://www.gov.uk)

### I.4. Vrsta javnega naročnika

Ministrstvo ali kateri koli drug nacionalni ali zvezni organ, vključno z regionalnimi ali lokalnimi pododdelki

### I.5.

## Glavna področja dejavnosti

Druga dejavnost: Direct and indirect taxation

### Oddelek II: Predmet

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#### II.1. Obseg naročila

##### II.1.1. Naslov

Cheque Processing Services

Referenčna številka dokumenta: SR174089354

##### II.1.2. Glavna koda CPV

79999100 Storitve skeniranja

##### II.1.3. Vrsta naročila

Storitve

##### II.1.4. Kratek opis

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. Ocenjena skupna vrednost

Vrednost brez DDV: 1 500 000,00 GBP

##### II.1.6. Informacije o sklopih

Naročilo je razdeljeno na sklope: ne

#### II.2. Opis

##### II.2.2. Dodatna(-e) koda(-e) CPV

30216110 Skenerji za računalniško uporabo, 30200000 Računalniška oprema in pribor

##### II.2.3. Kraj izvedbe

Šifra NUTS: UK United Kingdom

Glavna lokacija ali kraj izvedbe: UNITED KINGDOM.

##### II.2.4. Opis javnega naročila

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 (Shipleys 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. Merila za izbiro ponudbe

Spodaj navedena merila

Merilo kakovosti - Ime: Award criteria: social, environmental and innovative characteristics / Ponder: 5 %

Merilo kakovosti - Ime: Award criteria: technical merit – background services (including implementation) / Ponder: 5 %

Merilo kakovosti - Ime: Award criteria: technical merit — hardware / Ponder: 15 %

Merilo kakovosti - Ime: Award criteria: technical merit – Software as a Service (SaaS) – general elements / Ponder: 15 %

Merilo kakovosti - Ime: Award criteria: technical merit - Software as a Service (SaaS) – functional requirements / Ponder: 15 %

Merilo kakovosti - Ime: Award Criteria: technical merit – support services / Ponder: 5 %

Merilo stroškov - Ime: Award criteria: cost effectiveness / Ponder: 40 %

#### **II.2.6. Ocenjena vrednost**

Vrednost brez DDV: 1 500 000,00 GBP

#### **II.2.7. Trajanje naročila, okvirnega sporazuma ali dinamičnega nabavnega sistema**

Trajanje v mesecih: 36

To naročilo je mogoče podaljšati: da

Opis podaljšanj:

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. Informacije o variantah**

Variante so dopustne: ne

#### **II.2.11. Informacije o variantah**

Variante: da

Opis variant:

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

#### **II.2.13. Informacije o sredstvih EU**

Naročilo se nanaša na projekt in/ali program, ki se financira s sredstvi EU: ne

#### **II.2.14. Dodatne informacije**

### **Oddelek III: Pravne, ekonomske, finančne in tehnične informacije**

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#### **III.1. Pogoji za udeležbo**

##### **III.1.2. Poslovno in finančno stanje**

Seznam in kratek opis meril za izbor:

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. Tehnična in strokovna sposobnost**

Seznam in kratek opis meril za izbor:

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. Pogoji, ki se nanašajo na javno naročilo**

#### **III.2.2. Pogoji za izvedbo javnega naročila**

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

## **Oddelek IV: Postopek**

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### **IV.1. Opis**

#### **IV.1.1. Vrsta postopka**

Odpri postopek

#### **IV.1.3. Informacije o okvirnem sporazumu ali dinamičnem nabavnem sistemu**

#### **IV.1.8. Informacije o Sporazumu o vladnih naročilih**

Naročilo ureja Sporazum o vladnih naročilih: da

### **IV.2. Upravne informacije**

#### **IV.2.1. Prejšnja objava v zvezi s tem postopkom**

Številka obvestila v UL: [2018/S 198-448170](#)

#### **IV.2.2. Rok za prejem ponudb ali prijav za sodelovanje**

Datum: 28/05/2019 Lokalni čas: 12:00

#### **IV.2.3. Predvideni datum pošiljanja povabil k oddaji ponudbe ali sodelovanju izbranim kandidatom**

#### **IV.2.4. Jeziki, v katerih se predložijo ponudbe ali prijave za sodelovanje**

Angleščina

#### **IV.2.6. Minimalni časovni okvir, v katerem mora ponudnik zagotavljati veljavnost ponudbe**

Trajanje v mesecih: 6 (od datuma za prejem ponudb)

#### **IV.2.7. Način odpiranja ponudb**

Datum: 28/05/2019 Lokalni čas: 12:00

Informacije o pooblaščenih osebah in postopku odpiranja ponudb: 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.

## Oddelek VI: Dopolnilne informacije

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### VI.1. Informacije o ponovitvah naročila

Ponovitev naročila: ne

### VI.2. Informacije o elektronskem poteku dela

Sprejeto bo elektronsko izdajanje računov

Uporabljeno bo elektronsko plačilo

### VI.3. Dodatne informacije

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. Postopki za revizijo**

##### **VI.4.1. Organ, pristojen za revizijo**

Uradno ime: HM Revenue and Customs

Kraj: Salford

Država: Združeno kraljestvo

##### **VI.4.2. Organ, pristojen za postopek mediacije**

Uradno ime: TBC

Kraj: Salford

Država: Združeno kraljestvo

#### **VI.5. Datum pošiljanja tega obvestila**

03/05/2019