

19/01/2023

Procurement And Contracts Dept
NELFT NHS Foundation Trust
CEME Centre – West Wing
Marsh Way
Rainham
RM13 8GQ

Tel: 0300 555 1201

Email: All messages are completed via the Atamis portal

Dear Bidder,

Expression of Interest (Prior Information Notice): Key Management Cabinets
Atamis Reference number: C126607

I am writing to you on behalf of the North East London NHS Foundation Trust (NELFT), the Trust is looking for Secure Key Management Cabinets.

We currently have a requirement for **Secure Key Management Cabinets within NELFT**. The details of which are set out in the Annex to this letter. **The specification may change requirements before being published.*

The Terms and Conditions for the product will be issued to the awarded supplier.

If you are interested in bidding for this requirement:

1. Please submit a DTAC form by 27/01/2023 by 12.00pm (Mid-Day). – Can be found within the documents section.

The full Invitation to document will be published on or around 20th February 2023. **Bidders who submit a DTAC form will be invited to submit a proposal.**

The Trust will follow an Open Procedure Tender. Respondents accept that the Trust is subject to the Freedom of Information Act and government transparency obligations which may require the Trust to disclose information received from you to third parties.

This letter and your response do not give rise to any contractual obligation or liability. The Trust does not make any commitment to purchase and shall have no liability for your costs in responding to this expression of interest.

If you have any queries about this letter or the requirement, please contact me via the Atamis Portal.

Yours sincerely

Abdul-Bari Hussain – Procurement Business Partner

Annex

Specification

INTRODUCTION

North East London NHS Foundation Trust (NELFT) are looking to purchase Key Management Cabinets within the secure facility where Clinical and Non-Clinical staff members will use this on a daily basis, prevent staff from taking off-site, misplacement, keep keys in a secure environment, deny unauthorised access.

The secure Cabinet is to ensure that Keys do not go missing and the system allows the trust to ensure keys are positioned back before the end of the shift. The Keys must be allocated to the staff member and cannot be transferred over to another staff without replacing the keys back within the secure cabinet.

The secure cabinet must have a software to allow the trust to track the keys and whom they are allocated to. The software and any updates will be a part of the cabinet at no additional costs. The software should be installed on the trust device and not on personal devices. This will only be allowed with the oversight of NELFT's IT Department.

NELFT requires a system that can securely store individual lots of keys and individual alarm fobs which will be easily accessible to assigned employees through a pin number and or a biometric detection.

The System will need to meet as a minimum the following criteria:

- Provide the status of asset (location/who has them time date of removing and replacing)
- Hold assets securely
- Provide a fully auditable record of assets that is accessible to the custodian of the system
- Ability to run audits
- Simple to use from both user and administrator perspective
- Intuitive software and meet Trust IT requirements
- Remotely accessible on the Trust network with security access levels
- Quick access to assigned keys
- Reliability of system both mechanically and electronically
- Require minimum maintenance (easy accessibility should power shut down)
- Programmable so that contractors or bank staff first time attending site can have access to an asset with biometrics of user taken for future use.

NELFT are considering approximately 16 secure key management cabinets to be delivered and installed on site, the sites can be found in the table below, please note within the site the location may vary:

Locations	Cabinets Required	Keys required
NELFT, Sunflowers Court, Goodmayes Hospital, 157 Barley Lane, Ilford, Essex, IG3 8XJ	13 Key Cabinets	30 to 40 Keys x 11 100 Keys x 1 150 Keys x 1 Space for SAS Alarm fobs approximately in the region of 20 to 25 fobs x 11
NELFT, Brookside, 67 Douglas Road, Ilford, Essex, IG3 8UZ	1 Key Cabinet	30 to 40 Keys Space for SAS Alarm fobs approximately in the region of 20 to 25 fobs
NELFT, Woodbury Unit, James Lane, London, E11 1NR	1 Key Cabinet	30 to 40 Keys Space for SAS Alarm fobs approximately in the region of 20 to 25 fobs
NELFT, Staplehurst Kent and Medway Adolescent Hospital, Iden Manor Nursing Home, Cranbrook Rd, Staplehurst, Tonbridge TN12 0ER	1 Key Cabinet	30 to 40 Keys Space for SAS Alarm fobs approximately in the region of 20 to 25 fobs