

Request for Information (RFI)

Project Title:	Purchase of Drug Trolleys and Services
Project Reference:	SR2388189950
Find a Tender Service Reference (FTS): https://www.gov.uk/find-tender	<u>View Notice</u>
RFI Submission Date:	Thursday 6th February 2025 – 11:00hrs



Bristol & Weston NHS Purchasing Consortium (BWPC)

Introducing BWPC

Bristol & Weston NHS Purchasing Consortium (BWPC) are NHS employees hosted by North Bristol NHS Trust whose specialism is procurement.

BWPC support local Trusts and Healthcare Providers with all aspects of clinical and non-clinical purchasing, supply chain management and capital equipping.

We guide our customers through the relevant governance & policies, regulation, and best practice procurement methodologies to ensure that all procurements are compliant, robust and secure the best value.

Using our e-procurement portal, we conduct a range of quotation and tendering exercises to enable suppliers the opportunity to provide goods and services to the Trusts and Healthcare Providers we serve.

Suppliers who are interested in doing business with our clients can register with our e-procurement solution [SAP Business Network](#) for free.

Customer Detail

BWPC shall be conducting this Request for Quotation (RFQ) on behalf of our customer (the Trust)

The information supplied is provided in good faith,

North Bristol NHS Trust

Southmead Road
Westbury on Trym
Bristol
BS10 3NB

Chief Finance Officer: Elizabeth Poskitt
Hospital Managing Director: Glyn Howells
Joint Chief Executive: Maria Kane OBE
Website: <https://www.nbt.nhs.uk/>

Standing Financial Instructions (SFI's)

Standing Financial Instructions (SFIs) are a set of guidelines used by NHS organisations to ensure that all financial transactions are conducted properly and in accordance with the law and government policies.

UHBW's published SFIs are available to download via the Trust website:

<https://www.nbt.nhs.uk/sites/default/files/document/NBT%20Standing%20Orders%20and%20SFIs%20November%202024.pdf>

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Introduction

North Bristol NHS Trust is implementing e-prescribe in August 2025 as part of our ongoing commitment to enhancing patient care through digital transformation. This initiative aims to streamline the prescribing process, reduce medication errors, and improve overall efficiency in our healthcare delivery.

Medicines optimisation is recognised to have a major influence on delivering better health outcomes for individual patients and for improving health at a population level as a process for reducing inappropriate prescribing and ensuring patient safety across care pathways

In preparation for the implementation of e-prescribe, the Trust is committed to modernising their legacy equipment and looking to purchase new Drug Trolleys to service the Southmead Site in full. This update is essential to ensure that Clinicians are familiar with the new hardware and fully prepared for the upcoming digital change. By upgrading our equipment now, we aim to provide a seamless transition and enhance the overall efficiency and effectiveness of our healthcare delivery.

Invitation to Quote for Suppliers

The Trust is pleased to invite suppliers who have successfully passed the trial process to submit their quotations for the supply of drug trolleys. This invitation is extended to those suppliers whose products have been rigorously assessed and deemed fit for purpose.

Conducting a Fair Trial of Drug Trolleys

As part of our commitment to ensuring the highest standards of patient care and operational efficiency, the Trust conducted a thorough evaluation and review of suitable drug trolleys and identified optimal models from those tested.

To ensure that the selected product is fit for purpose, it was decided that it was appropriate to test in situ to ensure that our chosen trolley was suitable for our specific needs.

The assessment included:

- **Clinician Involvement:** A diverse group of clinicians from various departments participated in the trial to provide comprehensive feedback on usability.
- **Real-World Testing:** The trolleys were used in actual ward environments to assess their functionality, ease of use, and suitability for daily operations. It is important to note that the Trolley was not tested within the Elective Centre which shall require equipment.
- **Evaluation Criteria:** The trial evaluated the trolleys based on criteria including safety, efficiency, and user satisfaction.
- **Transparency:** The trial was transparent, with all feedback and results documented and reviewed to ensure an unbiased assessment.
- **Feedback Collection:** Clinicians provided feedback on their experience, focusing on aspects such as manoeuvrability, storage capacity, and overall usability.

Elective Centre

North Bristol NHS Trust is developing a new £49.9 million Elective Centre at Southmead Hospital, which is set to open in Spring 2025. This state-of-the-art facility shall provide capacity for an additional 6,500 operations annually, benefiting patients across Bristol, North Somerset, and South Gloucestershire.

The centre shall feature four surgical theatres, 40 recovery beds, 12 medi-rooms, and x-ray facilities, primarily focusing on orthopaedic procedures. By separating elective surgeries from emergency services, the centre aims to reduce waiting times and minimize the risk of short notice cancellations.

This project is a collaborative effort between North Bristol NHS Trust and University Hospitals Bristol and Weston NHS Foundation Trust, supported by the Bristol, North Somerset, and South Gloucestershire Integrated Care Board

The Elective Centre is still under construction, and as such, the exact size and configuration of the drug trolleys are currently ambiguous. The trolleys could be all small, all large, or a mixture of both. Until the Pharmacists and Clinicians can view the wards and understand the bed placement, we cannot determine the precise requirements for the trolleys needed for this site.

Statement on Procurement Route to Market Change

The Trust shall now be procuring this through the NHS Shared Business Services 'Design, Furniture & Appliances 2' framework - SBS10246, as it is more fitting to our requirements. This decision was made because IT is not the key component for this procurement, and SBS10246 better aligns with our specific needs.

Contracting Terms

This RFQ shall use the framework terms for Design, Furniture and Appliances 2 SBS10246 for this opportunity. The awarded supplier shall be required to provide all relevant information to support completion of the contractual documentation.

Procurement Process

In accordance with the Public Contracts Regulations 2015 (PCR 2015), suppliers who have successfully passed the trial process will be invited via SAP Ariba to quote for this opportunity. Suppliers are required to review our requirements as outlined in this document and provide pricing for all specified elements to enable the Trust to evaluate the total cost comprehensively.

The Trust has already conducted a thorough trial to identify models that are optimal for our needs and the project's requirements. Suppliers are expected to provide pricing for each of the items listed, based on the information available at the time of tender.

The Trust reserves the right to withdraw from the procurement process at any stage without incurring any liability. This includes the right to amend or cancel the procurement process, or any part of it, at any time.

Weighting

The Trust are defining the weighting for the qualitative, social value and commercial requirements and there shall be a balanced split of 0% quality, 0% social value and 100% price that enables the Trust to select a bid that offers the best overall value. The Trust have already shortlisted the product to best suit need so this element is to support pricing assessment.

Our Timetable

The Trust reserve the right to change the timetable for this Request for Quotation (RFQ) process at any time. Any changes to the schedule shall be communicated promptly to all participating suppliers.

Date	Activity
Thursday 30 th January 2025	Publication of RFQ
	Clarification window open
Monday 3 rd February 2025	Clarification window closes
Tuesday 4 th February 2025	Clarifications Responses Uploaded
Thursday 6 th February 2025	Deadline to upload RFQ
7 th February – 3 rd March 2025	Award Notification Period
Before 31 st March 2025	Order

Comprehensive Pricing

The supplier must provide detailed pricing for all elements that are critical for the function of the drug trolley but are not included in the base product. This is to ensure a clear understanding of the total cost of ownership and to avoid any unforeseen expenses.

The supplier will be held liable for any additional costs arising from essential components or services that were not quoted at the time of bidding. It is the supplier's responsibility to identify and include all necessary elements to ensure the full functionality of the drug trolley.

Pricing Validity and Order Placement

Suppliers are requested to hold their pricing for the quote process until 30th April 2025.

While the Trust aspiration is to have orders placed before 31st March 2025, we must ensure that all necessary governance procedures are completed before proceeding with the award.

This extended pricing validity period shall help us finalise the procurement process without compromising on compliance and due diligence.

General Contact Point for this RFQ

RFI Lead Name:	Emma Zander-Scott
Email Address:	IMTProcurement@nbt.nhs.uk

Please note, all communications during the RFQ process should be made through SAP Ariba. Contact to the procurement lead outside of SAP should be made only when there are technical issues that require assistance to enable you to respond to the RFQ through SAP Ariba.

Requirement Overview

The Trust confirmed the configuration requirements as part of our assessment to trial your product. The Supplier shall be required to upload confirmation of the configuration of the Drug Trolley/Product Spec to verify that the product quoted is the product the Trust have trialled.

The award will be made to either Option 1 or Option 2 based on the weighting specified in the RFQ.

The decision will be determined by the option that best meets our requirements and provides the most value according to the established weighting.

The supplier is to decide how they wish to quote for the units for the Elective Centre, and although the Trust would like to purchase units at the same time and shall be an optional element for the supplier to quote on.

Option 1	Quantity
405100 EXURA 650 ePMA Workstation on Wheels	124 Units
405200 EXURA 500 ePMA Workstation on Wheels	7 Units
Unspecified Size – Elective Centre	6 Units

Option 2	Quantity
MedRound Infinity Cart	124 Units
Genna Trolley	7 Units
Unspecified Size – Elective Centre	6 Units

Warranty

The Trust wishes to purchase goods and associated warranties for a 5-year term, where possible. This approach ensures long-term support and reliability for our investment.

Suppliers are requested to provide pricing options that include the cost of the goods along with a comprehensive 5-year warranty. This will help us manage the total cost of ownership effectively from the outset.

The Trust would like warranty options which cover:

- Casters/Wheels
- Drawer and Lock mechanisms
- Electrical power outlets/charging stations
- Frame and Structure Integrity (damage & defects)

Delivery

The exact location at North Bristol NHS Trust for the deliveries is pending, the supplier shall be required to deliver product to any location across the site (North Bristol NHS Trust, Southmead Road, Bristol, BS10 5NB).

The supplier shall be advised of the required Gate/location at the time of ordering.

The supplier shall be required to remove and take back all packaging, unload and place into required bay or location specified at the time of order.

The Supplier is required to provide Account Management support to assist with the deliveries to ensure smooth transition to ensure product arrives on time, in full and intact.

Vesting Certificate Requirements

The timely delivery of the drug trolleys before the end of the financial year (31st March 2025) is a critical element for our project. As such, the supplier must provide a vesting certificate as part of the order.

This certificate should confirm the transfer of ownership of the goods upon payment and ensure that the goods are free from any encumbrances. The supplier will be held liable for any additional costs arising from delays or incomplete deliveries.

Third-Party Providers and Project Timelines

As part of our procurement process, we require full transparency regarding any third-party providers involved in the manufacturing of the drug trolleys. The supplier must provide detailed information about all third-party entities, including their roles and responsibilities in the production process. This is to ensure that all parties involved can meet our project timelines and quality standards.

Questionnaire

#	Question	Response
1	Please provide configuration document for the Trust to verify that the product quoted is the product that was specified.	
2	Please provide a copy of your technical brochure to support the make and model are supplying as part of this opportunity.	
3	Please provide a copy of the product warranty.	
4	Please confirm that you can provide a dedicated Account Manager to support the Trust until all items have been delivered and accepted by the Trust.	
5	Please confirm that you can provide the Trust with a valid Vesting Certificate if required.	
6	Are 3 rd Party Providers involved in the manufacturing process (Yes/No)	
7	If you have answered Yes 3 rd Party Manufacturers – Please confirm that you shall take full responsibility for any delays or issues caused by third-party providers. (Yes/No)	

8	Please confirm that as part of a contract award that you shall devise a communication plan to address issues or delays to delivery promptly. (Yes/No)	
9	Please confirm that all packaging shall be removed from the product and disposed of by the Supplier	
10	Please confirm if you shall manage the logistics for the deliveries or if you shall use a 3 rd Party.	
11	If you are using a 3 rd Party how shall you ensure goods are delivered OTIF and intact.	
12	Please confirm that you are accepting of the Framework T&C's	

Quotation

All prices quoted must be exclusive of VAT.

Supplier Name:							
Contact Name:							
Contact Email:							
Item	Type	Description	Quantity	Unit price (£)	Total Price (£)	Delivery Lead Time	Notes
Drug Trolley - Large	Equipment	Option 1/Option 2	124				
Drug Trolley - Small	Equipment	Option 1/Option 2	7				
Drug Trolley – Elective Centre	Equipment	Option 1/Option 2	6				
Drawer Dividers	Equipment		411				
Locking Mechanism	Equipment	Central locking system – key operated	137				
Power Supply	Equipment	Integrated power supply for charging electronic devices - EN60601 compliant					
Delivery	Services	Cost of delivering the trolleys to the specified location					
Removal of Packaging at Delivery	Services						
Account Management	Services	Support to ensure product is delivered on time/in full.					

Installation	Services	On-site installation and setup of the trolleys					
Training	Services	Training sessions for staff on how to use the trolleys					
Maintenance	Services	Regular maintenance and servicing of the trolleys					
Vesting Certificate	Service	Production of Vesting Certification if delivery is not made before 31 st March 2025					
5 Year Product Warranty	Service	<ul style="list-style-type: none"> •Casters/Wheels •Drawer and Lock mechanisms •Electrical power outlets/charging stations •Frame and Structure Integrity (damage & defects) 					