



Northampton General Hospital
NHS Trust

Invitation to Tender for:

Winter Maintenance & Gritting Services

Trust's Reference No: DN379024

OJEU Reference No: 2018/S XXX-XXXXXX

Deadline for Tenders to be received: 12 noon Monday, 15th April 2019

SECTION B: TENDER DETAILS & ANNEXES

TO BE COMPLETED AND RETURNED BY BIDDERS

TABLE OF CONTENTS

SPECIFICATION & TENDER RESPONSE.....1
CONFIDENTIAL AND COMMERCIALY SENSITIVE INFORMATION4
ADMINISTRATIVE INSTRUCTIONS5
FORM OF TENDER6

FOR INFORMATION

1. SPECIFICATION & TENDER RESPONSE

The Bidder must respond to the requirement within the Outline Specification Document (Appendix B1), as you will be scored against this document for **QUALITY**, unless otherwise specified, using the evaluation questions shown on Appendix B3 and Section A (paragraph 4.1) but to support your bid we have a number of additional questions below (that will not be scored) but will support your bid.

Note to Bidders: Your response to B1 and B2 will be included in the Schedules of the contract. As such, it will form part of your contractual obligations to the Trust if you are awarded a contract.

1 TECHNICAL QUESTIONS AND TRUST BASED WORKING SCENARIO

Overview

- 1.1 Please provide a summary highlighting the any aspects of the proposal that may sit outside the outline specification. (This response is not evaluated and should be used to contextualise your detailed responses).

Response (500 words)

Confirmation of full compliance and to which you will be evaluated for Quality, must be detailed within your own Tender Response Document.

- 1.2 See Appendix B2 Commercial Schedule, which you must complete as this will be evaluated for **PRICE**.

COMMERCIAL SCHEDULE

- 1.5 All pricing should be in pound sterling (£GBP). If applicable please convert you currency into UK sterling using the rate published by the European Central Bank on the date you submit your Tender.
- 1.6 Costs should be quoted exclusive of VAT. Please confirm this in your Commercial Schedule, and indicate if the project will attract VAT and at what rate.
- 1.7 If your proposal includes costs for sub-contractors these costs must be identified and shown inclusive of any VAT they will charge you.
- 1.8 Please complete Appendix B2 only when submitting your proposal, you will be evaluated against this commercial schedule.

ACHIEVING SAVINGS

- 1.9 Please give details of any savings you envisage could be made and how you envisage these could be achieved. Please give examples of where you have been successful in achieving cost savings for your customers.

Response (100 words)

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- 1.10 Would you commit to reducing your charges over the life of the contract? Please give details of how this would apply and how you would approach taking into account any initial investment by you to achieve particular savings.

Response (100 words)

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2. CONFIDENTIAL AND COMMERCIALY SENSITIVE INFORMATION

1 INFORMATION SUPPLIED BY THE TRUSTS

1.1 All the information that the Trusts supply as part of this contract may be regarded as Confidential Information as defined in the NHS Terms and Conditions.

2 INFORMATION THAT THE BIDDER CONSIDERS TO BE EXEMPT FROM DISCLOSURE

2.1 The Bidder considers that the type of information listed below is exempt from disclosure under the Freedom of Information Act 2000 ("**FOIA**") and/or the Environmental Information Regulations 2004 ("**EIR**") for the reasons given below.

Information considered exempt from disclosure (include page/paragraph reference)	Reason for FOIA/EIR exemption	Period exemption is sought

3. ADMINISTRATIVE INSTRUCTIONS

Note to Bidders: Please complete this Annex. If you are awarded a contract, the details you provide here will be copied into Schedule 1 of the contract (Key Provisions).

1 CONTRACT MANAGERS

1.1 For the Supplier, the Contract Manager at the commencement of the contract will be as follows (see clause 3):

Name	
Contact details	
Role	

2 NOTICES

2.1 Any notices served on the Supplier under the contract are to be delivered to (see clause 4):

Name	
Address	
Role	

3 MANAGEMENT LEVELS FOR DISPUTE RESOLUTION

3.1 The management levels at which a dispute will be dealt with are as follows (see clause 5):

Level	Supplier representative
1	
2	
3	

4. FORM OF TENDER

Declarations by the bidder (to be signed and returned electronically to the Trusts via Pro Contract)

NON-COLLUSION, CONFLICTS OF INTEREST AND ANTI-CANVASSING DECLARATIONS

To: NORTHAMPTON GENERAL HOSPITAL NHS TRUST & KETTERING GENERAL HOSPITAL NHS FOUNDATION TRUST

Provision of: Winter Maintenance & Gritting Services

Trust Reference No: DNXXXXXX

OJEU Reference No: 2018/S XXX-XXXXXX

Form of Tender

We have examined the invitation to tender ("ITT") dated 11th March 2019 and all accompanying annexes and schedules. This Tender is made subject to the terms of the ITT, including but not limited to the instructions to Bidders.

We declare that (except as notified to the Trusts in writing) on the date of this Tender the information provided in our response to the shortlisting questionnaire (the "SQ") has not materially changed. We tender against the requirements, and offer to enter into a contract with the Trusts comprising the following:

- the NHS Terms and Conditions for the Provision of Services (Appendix A1);
- the Outline Specification (Appendix B1)
- our response to the Commercial Schedule (Appendix B2).

Accordingly, this Tender is a contractual offer capable of acceptance by the Trusts. If the Trusts accept this Tender, we will execute any agreement that the Trusts produce to record in one place the offer and acceptance.

We undertake to keep the Tender open for acceptance by the Trusts for a period of ninety (90) days from the deadline for receipt of Tenders.

We understand that you are not bound to accept the lowest priced, or any, Tender.

Non-collusive tendering

In recognition of the principle that the essence of tendering is that the Trusts shall receive bona fide competitive Tenders from all those tendering, we certify that this Tender is a bona fide Tender that is intended to be competitive.

We have not fixed or adjusted the amount of this Tender under, or in accordance with, any agreement or arrangement with any other person.

We have not done, and we undertake that, we will not do at any time before the hour specified for the return of the Tender any of the following acts:

- communicate to a person other than the Trust procurement, the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
- agree with any person that they shall refrain from tendering or as to the amount of any Tender to be submitted; and
- offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender any act or thing of the sort described above.

Conflicts of interest

We acknowledge that we are responsible for ensuring that no conflicts of interest exist between us (and our advisers) and the Trusts.

So far as any possible conflict of interest has arisen, we have notified the Trusts promptly in writing of that potential conflict of interest and have taken any steps agreed with the Trusts to avoid the conflict.

We acknowledge that if we fail to comply with this requirement, we may be disqualified from the procurement at the discretion of the Trusts.

Anti-canvassing confirmation

We have not canvassed or solicited any member, officer or employee of the Trusts, in connection with the proposed contract award and to the best of our knowledge and belief nor has any person employed by us or acting on our behalf done any such act.

We further undertake that we will not in the future canvass or solicit any member, officer or employee of the Trusts, in connection with the proposed contract and that no person employed by us or acting on our behalf will do any such act.

Name of person duly authorised to sign tenders:

Date:

Name:

in the capacity of:

duly authorised to sign tenders for and on behalf of:

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By completing this Form of Tender and submitting you're Tender you have agreed that the statements in this Form of Tender are correct and that you have complied, and will continue to comply, with the Trust's policies on non-collusion, conflicts of interest and anti-canvassing.