**Document No. 05b**

**Invitation to offer for NHS National Generic Pharmaceuticals Wave 14b**

**Offer reference number: CM/PHG/22/5668**

**Period of framework agreement: The total maximum duration of the framework agreement to be no more than 24 months** with an option or options to extend (at the Authority’s discretion) for a period or periods up to a total of 48 months.

**Potential periods of call-offs under the framework agreement:**

**Orals (plus non-parenteral) Products All regions 01/10/2023 to 31/05/2024 (8 months)**

**Hospital Only Products: DCE & DSW regions 01/10/2023 - 30/09/2025 (24 months)**

**Housekeeping Products (Hospital Only):**

**DLN & DNW regions 01/10/2023 - 31/01/2025 (16 months)**

**DLS & DNE regions 01/10/2023 - 31/05/2024 (8 months)**

**SELECTT offer schedule instructions (Document No.05b)**

SELECTT is Commercial Medicines Unit “Supplier ELECtronic Tender Tool” enabling suppliers to make offer submissions against specific CMU tenders.

It is a Microsoft Windows application that is installed locally on your computer via a secure web link.

* In order to use SELECTT you must first obtain logon credentials by emailing SELECTT@cmu.nhs.uk. Once in receipt, you will be able to download and install the Selectt software on your computer
* Suppliers are advised to read the SELECTT user guide, which can be found at: www.gov.uk/government/publications/drugs-and-pharmaceutical-supplier-tender-submission
* Should you require any further guidance or advice on using SELECTT please make contact via the Atamis messaging portal as early as possible in the tender process.

After successful installation of SELECTT points to remember:

* When downloading from Atamis the SELECTT offer schedule Document No.05a(ii), Document No.05a(iv) and Document No. 05a (vi) do not change the file extension reference **.xml** as the file cannot be opened through SELECTT
* Also, do not change the default file name from Document No.05a(ii) and Document No.05a(iv). Document No.02, Terms of offer, reference 9.4 refers
* Once your offer(s) are completed the file must be exported from SELECTT. For a step by step guide on exporting the file please refer to the user guide reference 5, page 31
* After exporting the file a **.cmu** extension is created and it is this document that has to be uploaded back into Atamis as part of your offer submission.

**Please note: the .cmu file extension should not be changed under any circumstance because without the .cmu file your offer will not be complete and may not be admissible.**

**Acknowledgement of your understanding of this document is undertaken on the Atamis Solution e-Tendering portal under “My Proposals and Quotes”**