 April 2019

**Police & Fire medical Appeals Board Framework**

**Additional Information and Joining Instructions**

1) Please note, in accordance with the UK Government’s policies on transparency, Government Procurement Service intends to publish the Invitation to Tender (ITT) document, and the text of any Framework Agreement awarded, subject to possible redactions at the discretion of Home Office. The terms of the proposed Framework Agreement will also permit a public sector contracting authority, awarding a contract under this Framework Agreement, to publish the text of that contract, subject to possible redactions at the discretion of the contracting authority. Further information on transparency can be found at: http://gps.cabinetoffice.gov.uk/about-government-procurement-service/transparency-andaccountability/ transparency-procurement

2) The Contracting Authority expressly reserves the right (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates. If the Contracting Authority decides to enter into a Framework Agreement with the successful supplier, this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers. Any orders placed under this Framework Agreement will form a separate contract under the scope of this Framework between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the Framework reserve the right to use any electronic portal during the life of the agreement.

3) The duration referenced in Section II.1.4 is for the placing of orders.

4) The value provided in Section II.1.5 is only an estimate. We cannot guarantee to suppliers any business through this framework agreement.

5) The procurement is being led by the Home Office which is acting on behalf of itself, and other UK public sector bodies in England, Scotland, Wales and Northern Ireland (and their statutory successors and organisations created as a result of reorganisation or organisational changes). These will include (but is not limited to) the following public-sector bodies (as defined in the public contracts regulations 2015 as amended) UK police and fire service pension authorities

6) The Home Office uses an eSourcing toolkit for its sourcing activities to be conducted over the Internet. This procurement will be managed electronically via the Government Procurement Service’s e-Sourcing Suite. To participate in this procurement, participants must first be registered on the e-Sourcing Suite,to do so, visit online at https:// gpsesourcing.cabinetoffice.gov.uk by following the link ‘Register for GPS eSourcing’. Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <http://gps.cabinetoffice.gov.uk/i-am-supplier/respond-tender> It should be noted that it may take up to 10 working days for Dun and Bradstreet to respond with a DUN S number. Once you have registered on the eSourcing Suite, a registered user can express an interest for a specific procurement. This is done by emailing: [collaborativeprocurement@homeoffice.gov.uk](mailto:collaborativeprocurement@homeoffice.gov.uk)

Your email should be entitled ‘PAFMAB’- and must state: the name and reference for the procurement you wish to register for; the name of the registered supplier; and the name and contact details for the registered individual sending the email. The eMail will be processed and the supplier will be granted access the procurement via the e-Sourcing Suite. The registered user will receive a notification email to confirm.