# RFQ Request Form

**W154420- Leica Histopathology Device Maintenance**

Dear supplier,

We invite you to quote for the following requirements based on the equipment list provided:

**Contracting Authority:** Kingston Hospital NHS Foundation Trust

**Contract Name:** Leica Histopathology – mixed device types

**Department using the contract:** KHFT – Histopathology (medical equipment – Clinical Engineering responsible for the devices and contract renewal).

**Short Description:** Maintenance of Tissue processors (x3), coverslipper (x2), autostainer (x2), microtomes (x4), cryostat (x1), to include parts, labour and travel, and annual PPM visit.

**Level of Cover:** Comprehensive

**Contract to start:** 01/11/24 (pro rata for warranty devices)

**Preferred length of contract:** 1 year

**Required Cover:**

1. Annual onsite service visit (flexibility of multiple visits due to different equipment schedules)
2. (Ideally) Electrical Safety Test at each service visit
3. Telephone technical support – max response time 2 hours (during normal working hours)
4. Breakdowns: All callouts, parts, travel and labour - onsite response time max 3 working days
5. PPMs: All parts, labour and travel
6. Courier charges if equipment is required to be returned to base for repair
7. Software ‘bug fixes’

We would expect the company to liaise pro-actively with the clinical users, to arrange annual servicing within the required service months and to be able to comply with the following requirements:

* The engineer should sign in and out at the Clinical Engineering Department
* Clinical Engineering should be notified (whilst the engineer is still on site) if any of the equipment is missing its Kingston asset sticker (blue 6-digit barcode “EQ” label), if the label is worn/damaged, or if there are any serial/EQ number discrepancies noticed during servicing.
* An EST (Electrical Safety Test) should be performed on all electrical devices, including accessories (printers, monitors etc). The service report should clearly show that this test has been completed for each device.
* A service sticker should be placed on each piece of equipment clearly stating next service due date.
* All old (non-Kingston) service labels should be removed, and the equipment left clean (no sticky residue!) and tidy.
* The engineer should provide feedback to Clinical Engineering at sign out, including advising of any work required extra to contract.
* We ask that service reports are sent, at latest, one week from service date to the email address:  khft.clinicalengineering@nhs.net
* We require one sheet of service report per piece of equipment under contract. The serial number and asset number (“EQ number”) of the device should be clearly stated.
* The service report should include a description of the work completed for each device, including any faults identified or parts replaced, and confirmation of EST.

**Equipment List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment No** | **Serial No** | **Model** | **Category** | **Warranty Ends** | **Current contract** |
| 105073 | 0801 | ASP6025 | Processor Tissue |   | Exp 31/10/24 |
| 105072 | 0861 | ASP6025 | Processor Tissue |   | Exp 31/10/24 |
| 105075 | 0795 | ASP6025 | Processor Tissue |   | Exp 31/10/24 |
| 125192 | 4190 | CV5030 | Coverslipper |   | Exp 31/10/24 |
| 125189 | 3815 | XL | Autostainer |   | Exp 31/10/24 |
| 111690 | 3467 | CM1860 UV  | Cryostat |   | Exp 31/10/24 |
| 105080 | 10928 | RM2245 | Microtome |   | Exp 31/10/24 |
| 26202 | 10731 | RM2245 | Microtome |   | Exp 31/10/24 |
| 26203 | 10728 | RM2245 | Microtome |   | Exp 31/10/24 |
| 105081 | 10727 | RM2245 | Microtome |   | Exp 31/10/24 |
| 121868 | 7317 | CV5030 | Coverslipper | 12/01/2025 | To add to new contract from warranty expiry |
| 121867 | 6930 | XL | Autostainer | 17/01/2025 | To add to new contract from warranty expiry |

Please submit your bid via the portal by 5pm Friday 6*th* of September 2024.