**TENDER TO ESTABLISH A FRAMEWORK AGREEMENT FOR THE SUPPLY OF CLINICAL CLEANING AND HYGIENE ASSOCIATED PRODUCTS**

 **Background**

HealthTrust Europe is a Central Purchasing Body who is able to carry out this tender exercise by virtue of its appointment as an agent of University Hospitals of Coventry and Warwickshire NHS Trust (“**UHCW**”). Notwithstanding HealthTrust Europe’s relationship with UHCW, it is HealthTrust Europe that is conducting this tender exercise and will execute the resultant contract with successful bidder(s).

**For the avoidance of doubt, UHCW is NOT carrying out this tender, and if you have any queries about this PQQ you should only contact HealthTrust Europe.**

1. **Scope of the Procurement**

This pre-qualification questionnaire (“PQQ”) is the first stage of an EU restricted tendering process (the “**Selection Phase**”). Organisations wishing to tender for the contract (“**Potential Providers**”) must complete this questionnaire in full and return it by Thursday 15th of January 2016 in accordance with the instructions detailed in this PQQ Guidance document***.*** Your attention is drawn to the closing date for receipt of PQQ submissions; please note that this deadline will not be extended. Failure to respond by the deadline for any reason is likely to result in your response being rejected.

Those Potential Providers that successfully meet the standards required during the Selection Phase (in the opinion of HealthTrust Europe) will move to the second stage (the “**Award Phase**”) and will be invited to tender.

HealthTrust Europe is seeking to establish a framework agreement for the supply of Clinical Cleaning and Hygiene Associated products. The scope of this framework agreement includes 15 Lots outlined below:

* Lot 1: Bags, Sacks, Sack Holders and Ties. Lot one encompasses the supply of all disposable bags and sacks, sack holders and ties used within the hospital environment inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 2: Aprons. Lot two encompasses the supply of all aprons used within the environment of a hospital, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 3: Paper Hygiene. Lot three encompasses the supply of all paper hygiene products that are used within the environment of a hospital, such as:

• Hand towels

• Toilet tissue

• Face tissue

• Couch roll

• Blue roll/white roll

• Tray liners

• Dispensers

and any other product that can be described as Paper Hygiene, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.

* Lot 4: Hand Wash and Sanitizer. Lot four encompasses the supply of all hand wash and sanitizer used within the clinical environment of a hospital, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 5: Wipes and Applicators. Lot five encompasses the supply of all Wipes and Applicators used within the clinical environment of a hospital, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 6: Cleaning Cloths. Lot six encompasses the supply of all cleaning cloths used within the environment of a hospital, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 7: Instrument disinfectants and detergents. Lot seven encompasses the supply of all instrument disinfectants and detergents used within the clinical environment of a hospital, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 8: Cleaning chemicals including hard surface cleaning, disinfection and detergents. Lot eight encompasses the supply of all cleaning chemicals including hard surface cleaning, disinfection and detergents used within the environment of a hospital, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 9: Advanced Infection Control Solutions for Use with the Patient or Clinician. Suppliers should provide various types of Advance Infection Control solutions inclusive of delivery to The Beneficiary and/or HTE’s nominated logistics provider.
* Lot 10: Advanced Infection Control Solutions for the Clinical Environment. Lot ten encompasses the supply of all advanced infection control solutions used within the clinical environment of a hospital. Product types categorised as:

• UV clinical disinfection systems for air and surface sterilization

• Hydroproxid room cleaning machine/gas

and any other product that can be described as an advanced infection control solutions for within the hospital clinical environment, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.

* Lot 11: Patient Requisites. Lot eleven encompasses the supply of all patient requisites used within the environment of a hospital. Products types categorised as:

• Patient pack male

• Patient pack female

• Patient pack child

• Shampoo

• Baby shampoo

• Baby bathing

• Shower gel

• Razor disposable

• Shaving cream

• Shaving pack

• Denture container disposable

• Toothpaste

• Toothbrush

• Ear plugs

• Comb

and any other product that can be described as a patient requisite, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.

* Lot 12: Washroom and Housekeeping products. Lot twelve encompasses the supply of all washroom and housekeeping products used within the environment of a hospital. Product types categorised as:

• Toilet cleaner

• Cream Cleanser Hospec

• Air freshener

• Odour neutralizer

• Glass cleaner

• Dish washer tablets

• Washing up liquid

• Washing up brush

and any other product that could be described as an washroom and housekeeping product, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.

* Lot 13: Additional Janitorial product. Lot thirteen encompasses the supply of all additional janitorial products used within the environment of a hospital. Products types categorised as:

• Gloves

• Mop and bucket

• Microfiber mop disposable head

• Microfiber mop laudable head

• Dustpan

• Toilet brush

• Washing up bush

• Hazard wet floor sign

• Duster

• Brush (scrub)

• Broom

• Soft brush

• Washing bowl

and any other product that is described as an additional janitorial product, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.

* Lot 14: Bedding and Disposable Curtains. Lot fourteen encompasses the supply of all bedding and disposable curtains used with in the environment of a hospital, inclusive of delivery to the Beneficiary and/or HTE’s nominated logistics provider.
* Lot 15: Committed Aggregated Spend Model. Lot fifteen Committed aggregated spend model.

Successful bidders with respect to one or more of the preceding Lots 1-14 shall be awarded a Framework agreement under Lot 15. Where 1 or more Contract Authority/Authorities wish/wishes to aggregate their requirement for more than one of Lots 1-14 and/or make a spend commitment for one or more Lots 1-14, or both, such Contracting Authority/Authorities may award a contract under Lot 15 by re-opening competition thereunder.

It is envisaged that this framework agreement will be let for a period of 3 years (with an option to extend for a further 12 month period at HealthTrust Europe’s discretion).

1. **Guidance notes for Potential Providers**

This PQQ is designed to provide HealthTrust Europe with the information required to assess whether your organisation is eligible to tender; has the economic and financial standing; and has the technical or professional capability to provide the goods and/or services described above. The word ‘organisation’ refers to a sole trader, partnership, incorporated company or other business entity, or similar entity operating outside the UK, as appropriate.

Any information or documents submitted in response to this questionnaire must relate to the Potential Provider, its guarantor (if required) and /or its subcontracting or consortium arrangements (see below). The Potential Provider or a separate legal entity created by a consortium will be the organisation that will enter into a framework agreement with HealthTrust Europe acting as agent of UHCW if successfully awarded.

All responses and submissions provided may form part of the framework agreement should your organisation subsequently be successful. By submitting a response all Potential Providers warrant and represent that the information set out within its PQQ response is true and accurate.  If HealthTrust Europe becomes aware that the Potential Provider has submitted inaccurate information in its PQQ response, then HealthTrust Europe reserves the right to disqualify the Potential Provider from the procurement process due to misrepresentation.

* 1. **Subcontracting arrangements**

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor. Where sub-contractors will play a significant role in the delivery of the goods and/ or services under any ensuing contract, please indicate in a separate annex (by inserting the relevant organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for which elements of the contract requirement.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any significant changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Providers to deliver the good and/or services resulting in them being eliminated from the procurement process.

* 1. **Consortium arrangements**

If a Potential Provider completing this PQQ is doing so as part of a proposed consortium, the following information must be provided:

* the names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

All members of the consortium will be required to provide the information required in all sections of the PQQ as part of a single composite response to HealthTrust Europe i.e. each member of the consortium is required to complete the form. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix. Please note that HealthTrust Europe may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed as being necessary for the satisfactory performance of the contract.

We recognise that arrangements in relation to a consortium bid may be subject to future change. Potential Providers should therefore respond on the basis of the arrangements as currently envisaged. Potential Providers are reminded that HealthTrust Europe must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. HealthTrust Europe reserves the right to deselect the Potential Providers prior to any award of contract, based on an assessment of the updated information.

**Indicative Programme**

Set out below is the proposed procurement timetable*.* This is intended as a guide and, whilst HealthTrust Europe does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| Activity | Date |
| Publication of OJEU Notice & Issue of PQQ Document | 16th December 2015 |
| Deadline for Submission of PQQ | 15th January 2016 |
| PPQ Evaluation Period | 15th January to 5th February 2016  |
| Tender Invitation (Successful PQQ applicants)  | 5th February 2016 |
| Tender Return |  7th March 2016 |
| Tender Evaluation Period | 7th March 2016-28th March 2016 |
| Contract Award |  8th  April 2016 |
| Expiry of Standstill Period | 8th April 2016 |
| Contract Execution | 11th April 2016 |
| Contract Commencement | 11th April 2016 |
| Contract Period\* |  3 years  |
| Contract Completion | 11th April 2019 |

\* With the option for HealthTrust Europe to extend for up to 12 months.

1. **PQQ Submission Requirements**

Potential Providers are invited to complete the PQQ and to submit it, together with any requested supporting information, on the HealthTrust Europe portal at <https://healthtrusteurope.bravosolution.co.uk> (the “**Portal**”).

The Potential Provider must:

1. register on the Portal
2. log in to the Portal with the username/password
3. click the ***PQQs/ITTs Open to All Suppliers*** link (these are the PQQs/ITTs open to any registered supplier)
4. click on the PQQ which has a title that corresponds to this tender
5. click the ***Express Interest*** button at the top of the page (this will move the PQQ/ITT into your My PQQs/My ITTs page)
6. access any attachments by clicking ***Buyer Attachments*** in the PQQ/ITT Details box.
7. follow the onscreen instructions to complete the PQQ
8. submit the reply using the ***Submit Response*** button at the top of the page

Each Potential Provider must complete all sections of the PQQ in full in English, answering questions fully but as concisely as possible. Sections of the PQQ that each Potential Provider must complete include (but are not limited to):

1. the Qualification Envelope; and
2. the Technical Envelope.

Please note, any amendments to the original wording of the documents for submission are not permitted and will result in an application being rejected should this occur. All fully completed responses must be submitted using the above method by 12:00 hours on The 15th January 2016. Failure to return an electronic submission by the deadline will result in an application being rejected.

If you require any further advice, contact the Bravo e-Tendering Helpdesk at help@bravosolution.co.uk.

1. **Enquiries Regarding the PQQ**

All enquiries from Potential Providers regarding the PQQ are to be submitted via the Bravo Portal only. No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, HealthTrust Europe**.**

**For the avoidance of doubt, UHCW is NOT carrying out this tender, and if you have any queries about this PQQ you should only contact HealthTrust Europe.**

1. **Additional Information**

HealthTrust Europe expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ. HealthTrust Europe may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

1. **Clarification Questions**

With the exception of information which is deemed confidential and / or commercially sensitive, all questions raised and responses supplied in relation to this procurement will be shared with all Potential Providers. If your organisation considers that any calcification questions asked via the Bravo Portal to be confidential and / or commercially sensitive this should be expressly stated together with the question asked.

1. **Freedom of Information**

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘**FoIA’**), all information submitted to HealthTrust Europe acting in its capacity as agent of UHCW may be disclosed in response to a request made to HTE or UHCW pursuant to the FoIA. For the avoidance of doubt, UHCW is ultimately responsible for responding to requests about this procurement exercise and all requests made to HTE must be forwarded to UHCW for their consideration.

In respect of any information submitted by a Potential Provider that it considers to be commercially sensitive the Potential Provider should:

1. clearly identify such information as commercially sensitive;
2. explain the potential implications of disclosure of such information; and
3. provide an estimate of the period of time during which the Potential Provider believes that such information will remain commercially sensitive.

Please submit responses to the above sub-paragraphs as an Annex with the completed PQQ. Where a Potential Provider identifies information as commercially sensitive, UHCW will take that into account on issues of disclosure. Potential Providers should note, however, that, even where information is so identified as commercially sensitive, UHCW may be required to disclose such information in accordance with the FoIA. Accordingly, UHCW cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.

1. **Selection Approach**

It is the intention of HealthTrust Europe to compile a tender list from Potential Providers that meet the criteria set out in this PQQ.

 Potential Providers will only be considered for the lots for which they indicate their interest. Applications made for more than one of the lots does not automatically mean selection. Potential Providers will be advised as to which of the lots they have been shortlisted for, and in the case of non-selection, the reasons for this will also be explained.

Potential Providers who fail to fully complete the information required by the deadline stated in the contract notice or within this guidance document will be rejected. Any Potential Providers whose application does not meet one or more pass/fail criteria will be rejected.

All Potential Providers who pass all of the pass/fail criteria will be invited to submit a formal tender.**Costs and Expenses**

HealthTrust Europe reserves the right not to award any contract and may withdraw or abandon the tender process at its absolute discretion at any time, subject to the requirements of the Public Contracts Regulations 2015 (as amended). Potential Providers shall be solely responsible for all costs and expenses incurred in connection with or associated with the preparation and submission of their PQQ response and all future stages of this procurement process. Under no circumstances will HealthTrust Europe, or any of its advisers, be liable for any costs or expenses borne by a Potential Provider or any of its consortium members or sub-contractors in connection with this procurement process.

1. **Information**

Potential Providers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their PQQ responses. All Potential Providers are required to ensure that they fully understand the contents of the PQQ in order to submit an acceptable PQQ response.

Information that is supplied to the Potential Providers as part of the procurement exercise is supplied in good faith. However, no warranty or representation is given as to the accuracy or completeness of such information. Potential Providers must satisfy themselves as to the accuracy of such information. No responsibility is accepted by HealthTrust Europe or its advisors for any loss or damage caused from the use by the Potential Providers of such information, unless such information has been supplied fraudulently by HealthTrust Europe.

1. **Assessment of Potential Providers’ Suitability**

 Potential Providers must complete the PQQ in accordance with the requirements detailed in Section 5 of this PQQ guidance document.

HealthTrust Europe may treat any economic operator as ineligible or decide not to select an economic operator in accordance with Regulation 57 of the Public Contracts Regulations 2015 (as amended).

HealthTrust Europe will use the completed PQQs to undertake an assessment of the economic or financial standing as well as the technical or professional ability of each Potential Provider in accordance with Regulations 58 of the Public Contracts Regulations 2006 (as amended)

Each Potential Provider’s PQQ will be assessed in accordance with the PQQ Evaluation Process set out in Appendix 1 and Appendix 2.

1. **Parent Company Guarantee**

Where any of the steps in the financial assessment in Appendix 2 result in an outcome of *“****FAIL****, go to* ***step 9****”*, HealthTrust Europe will:

* 1. obtain financial information from the parent company of the Potential Provider and assess in accordance with steps 3-8 of the financial assessment; and
	2. require such parent company to provide a letter of intent to provide a guarantee in respect of the supply by the Potential Provider if awarded.

If the parent company complies with steps 2.1.1(a)-(b) above, then the Potential Provider shall pass the financial assessment in Appendix 2 on the condition that (if the Potential Provider is successful at the Award Phase) HealthTrust Europe will require the parent company to provide the duly executed parent company guarantee as a condition precedent to the awarded contract.

1. **Sid4Gov**

HealthTrust Europe utilises the sid4gov supplier information database. Candidates are requested to register on sid4gov at <https://sid4gov.cabinetoffice.gov.uk/organisation/register> and submit their sid4gov company profile for publication on the database. Candidates already registered on sid4gov must ensure that information is up to date. Where access to sid4gov is unavailable, please contact the sid4gov helpdesk at sid4gov@gps.gsi.gov.uk.

Please note that, at present, sid4gov does not prepopulate any fields of the PQQ on the Portal, and therefore Potential Providers must complete the Qualification and Technical Envelopes of the PQQ in Bravo in full.

**Appendix 1 PQQ Evaluation Process - Assessment Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria / Questions** | **Background** | **How Questions are to be Scored** | **Weighting** |
| Grounds for Mandatory  | The Potential Provider should not be excluded by virtue of Regulation 57 of the Public Contracts Regulations 2015 (as amended). | Pass/fail | Pass/fail |
| Technical or professional ability  | The Potential Provider meets the minimum set standards of technical and service quality competence by way of tools, educational and professional expertise to service the term and value of the contract.This includes supporting reference details, compliance with health and safety, existence of a quality management system, or sustainability requirements.  | Pass/fail | Pass/fail |
| CE marking  | The Potential Provider confirms all products intend to supply through the agreement CE marked. | Pass/fail  | Pass/fail |
| Control of Substances Hazardous to Health | The Potential Provider confirms all Chemical products intend to supply through the agreement are supplied with Control of Substances Hazardous to Health (COSHH) Data sheets. | Pass/fail | Pass/fail  |
| Economic or financial standing | The Potential Provider meets the minimum set standards of economic and financial standing to service the term and value of the contract.This will include the financial assessment outlined in Appendix 2. | Pass/fail | Pass/fail |

\* Alternatively a Potential Provider may self-insure their supply under this framework agreement, but only where the requirements of Appendix 2 are met.

**Appendix 2 Financial Supplier Assessment**

Please note that this section is not for completion by Potential Providers, but details the financial evaluation criteria that HealthTrust Europe will complete to assess financial aspects of the PQQ.

|  |  |  |  |
| --- | --- | --- | --- |
| **Step No.** | **Test Description** | **Response type required** | **Interpretation of response** |
| **1** | **Turnover** - Is the annual turnover of the Potential Provider at least two times the Turnover Threshold?The Turnover Threshold is calculated as follows:*(The total contract value ÷ the number of years of the contract) ÷ the number of participating Member Trusts)* | Yes / No | If yes, go to **step 2**If no, **FAIL** |
| 2 | **D&B Score -** Obtain business failure score from Dun & Bradstreet (D&B) in respect of the Potential Provider and assess whether the Potential Provider meets the Required Score. The Required Score for this tender is 70.  | Numeric, range: 0-100 | If score is equal to, or more than, the Required Score then automatic **PASS** to Award Phase (unless the Potential Provider intends to self-insure, in which case go to **step 2A**).If score is less than the required score, or the D&B score is not available, go to **step 3** (unless the Potential Provider intends to self-insure, in which case go to **step 2A**). |
| **2A** | **Self-Insurance** - If the Potential Provider has indicated in the Qualification Questionnaire that it intends to self-insure its supply under this agreement if awarded, calculate whether the Potential Provider meets the Self Insurance Score. The Self Insurance Score is a business failure score from Dun & Bradstreet (D&B) of **70**.  | Numeric, range: 0-100 | If the score is equal to, or more than, the Self Insurance Score, then automatic **PASS** to Award Phase.If the score is less than the Self Insurance Score, then request that the Potential Provider gives an undertaking to obtain the required insurance policies if awarded. If the Potential Provider gives the undertaking:* if the Potential Provider would otherwise have passed under **step 2**, automatic **PASS** to Award Phase
* if the Potential Provider would otherwise have failed under **step 2**, go to **step 3**

If the Potential Provider does not give the undertaking, **FAIL** |
| **3** | **Annual Accounts** - Are at least 2 years of annual audited accounts available for the Potential Provider?Where the Potential Provider has been incorporated for less than 3 years, and for this reason 2 years of accounts are not available, only 1 year of annual audited accounts shall be required.  | Yes / No | If yes, go to **step 4**If no, **FAIL**,go to **step 9** |
|
| **4** | **Working Capital** - calculate Debtor Days for the most recent full year, and for current YTDDebtor Days: This ratio measures the effectiveness of the debt collection routine and sets out the relationship between debtors and sales that have been made on credit. It also gives an indication as to how quickly customers are paying their invoices.*Debtor Days = Trade debtors ÷ Turnover × 365* | Number of days | If number of days for both the latest full year < 100, go to **step 6**If number of days for the latest full year >= 100,  **FAIL**, go to  **step 9**If No D&B score is available for the Potential Provider:If number of days for the latest full year < 75, go to **step 5**If number of days for the latest full year >= 75,  **FAIL**, go to  **step 9** |
| **5** | **Liquidity** - If the D&B score for the Potential Provider is less than 10, calculate the Liquidity Ratio. Liquidity Ratio: This ratio looks at the ability of the business to pay off its current liabilities by using its liquid assets.*Liquidity Ratio = (Current Assets - Stock ) ÷ Current Liabilities* | Numeric | If the Liquidity Ratio >=1, go to **step 6**If the Liquidity Ratio <= 1,  **FAIL**, go to  **step 9** |
| **6** | **Profitability** - assess pre-tax profitability in the provided accounts. If only 1 year of annual audited accounts is available, these must show profit. | Numeric, £ | If the Potential Provider shows a profit for both years, or for one of the years, go to **step 7.** If not, **FAIL**, go to **step 9**If, where only 1 year of annual accounts is available, these accounts show a profit, go to **step 7.** If not, **FAIL** go to **step 9.**  |
| **7** | **Current Ratio** - calculate the Current Ratio for the most recent year’s accounts availableCurrent Ratio: This ratio assesses the solvency of the business and looks at the relationship between current assets and current liabilities.*Current Ratio = Current assets ÷ Current liabilities* | Numeric | If ratio >= 1, go to **step 8**If ratio <= 1, **FAIL**,go to **step 9** |
| **8** | **Gearing** - calculate the Gearing Ratio for the most recent year's accounts availableGearing Ratio: This ratio looks at the total borrowings in relation to the net worth of the business. The relationship between borrowings and equity should at least be in balance.*Gearing Ratio = Total borrowings ÷ Equity* | Numeric | If ratio >= 1,  **FAIL**, go to **step 9**If ratio < 1, **PASS to** Award Phase |
| **9** | **Parent company -** Where any of the steps above result in an outcome of *“* ***FAIL****,**go to* ***step 9****”*, we will:1. obtain financial information from the parent company of the Potential Provider and assess in accordance with steps 3-8 of this methodology; and
2. require such parent company to provide a letter of intent to provide a guarantee in respect of the supply by the Potential Provider if awarded.
 | N/A | If the parent company passes steps 3-8 of this methodology and provides a letter of intent to provide a guarantee, then **PASS** on the condition that (if the Potential Provider is successful at the Award Phase) we will require the parent company to provide the duly executed parent company guarantee as a condition precedent to the awarded contract Otherwise **FAIL** |