**Market Engagement Approach**

**Stage 1- Market Engagement Notice.**

1. By publishing this Market Engagement Notice on Contractors Finder, NHS Guildford and Waverley CCG will broadcast the market engagement approach, thereby inviting organisations to participate in the market Engagement with the aims of:

* providing information that can be used to develop strategy;
* improve the robustness and scope of the project;
* ensuring non-discriminatory specifications;
* achieving the highest degree of open competition; and
* derive maximum value for the NHS Guildford and Waverley CCG, Participants and potential suppliers.

**Stage 2 - Questionnaire**

1. The Questionnaires will be available with this engagement notice and should be submitted by the due date identified within the Questionnaire.
2. However, account may be able to be taken of Responses received after this deadline at the sole discretion of NHS Guildford and Waverley CCG.
3. NHS Guildford and Waverley CCG will collate and analyse the responses received and develop / scope the procurement strategy and process with the Responses in mind. The procurement strategy and process will not be scoped to give direct or indirect advantage to any potential supplier; indeed it is the transparent avoidance of such advantage that is an inherent objective of this market engagement exercise. NHS Guildford and Waverley CCG will not provide feedback to those participant’s responses received, but may seek clarification on points within the questionnaire.

**Stage 3 - Market Engagement Event**

1. NHS Guildford and Waverley CCG has scheduled a Market Engagement Event to take place several weeks before the publication of the Invitation to Tender (ITT) documents where potential suppliers can discover more about the contract to be procured and the accompanying procurement methodology.
2. All those suppliers who have responded at Stages 1 and 2 will be invited to attend this event.
3. The event will also be advertised on Contracts Finder, in the expectation of gaining further supplier participation.

**General Guidance**

NHS Guildford and Waverley CCG has an obligation to carry out the market engagement transparently and openly; conversely Participants should request clarification of any issues within the Engagement documents and bring to the attention of NHS Guildford and Waverley CCG any errors, omissions or concerns. If NHS Guildford and Waverley CCG considers that a query may have a material effect on the Market Engagement, all Participants will be notified.

NHS Guildford and Waverley CCG undertakes to honour the confidential nature of any information provided, however please note that NHS Guildford and Waverley CCG is subject to the Freedom of Information Act 2000, and all subordinate legislation under this (‘FOIA’). As part of its duties under FOIA NHS Guildford and Waverley CCG may disclose information to a person making a request unless the information is covered by an exemption under FOIA. NHS Guildford and Waverley CCG is required to determine whether the public interest in maintaining the exemption from disclosing it outweighs the public interest in disclosing it.

In Responding, Participants acknowledge that the information provided could be disclosed to a FOIA request. NHS Guildford and Waverley CCG will proceed on the basis of disclosure unless an appropriate exemption applies; information may still be disclosed, despite the availability of some exemptions, if the public interest in its disclosure outweighs the public interest in maintaining the exemption. Please indicate any information within any of your Responses to this market engagement that you consider to be Commercially Sensitive or Confidential. However, in deciding what information to include in any of your Responses, due to the nature of the market engagement, the necessity of providing Commercially Sensitive or Confidential information to NHS Guildford and Waverley CCG is thought to be limited.

In Responding, Participants confirm that they have not and they will not:

* canvass Responses for acceptance with any member(s) or officer(s) of NHS Guildford and Waverley CCG nor discuss Responses with the media;
* attempt to fix or fix with any other person, the amount (Inc. rates and prices to be quoted) of any prospective Tender;
* enter into any agreement or arrangement with any other person that a person shall refrain from submitting a Response or any prospective PQQ submission or Tender; or
* offer, give or agree to give any inducement or reward in respect of this market engagement or any prospective procurement, PQQ or ITT.

For the avoidance of doubt, the above instructions do not apply to discussions with professional advisers or prospective members of a consortia / joint bidders.

This exercise is not part of any pre-qualification or selection process. It is intended as an awareness, communication and information gathering exercise.

Further RFI activities and other activities may be conducted at the appropriate time as/if required to further develop the information provided. Interested providers should be aware that any expenditure, work or effort undertaken by you prior to a formal procurement process or the award of a contract is a matter solely for your own commercial judgement. This is a market testing exercise only and contracting authorities reserve the right to withdraw this exercise at any time or to re-invite expressions of interest on the same or alternative basis.

NHS Shared Business Services (NHS SBS) will be providing procurement support to the NHS Guildford and Waverley CCG and will utilise an electronic tendering portal hosted by EU-Supply https://nhssbs.eu-supply.com) to manage this Procurement and communicate with Bidders, once the procurement is underway. Accordingly, there will be no hard copy of documents issued to Bidders and all communications with NHS SBS, including the electronic submission of Bids will be conducted via the EU-Supply e-tendering portal.

It is free to register on EU-Supply, and it can be accessed at any time of day. Should Bidders have any queries, or if Bidders are having problems registering on the portal, they should contact the EU-Supply dedicated Supplier Helpdesk by calling 0800 840 2050 (Monday to Friday 8am to 5pm) or email **support@eu-supply.com**.

The EU-Supply quick user guide is attached below. It is recommended that registration take place as soon as possible.



**Instructions for Submission of Responses**

Participants should submit their Response to this Market Engagement Notice by completing the expression of interest form attached to the contract notice and submitting the questionnaire as so instructed.

Unfortunately, NHS Guildford and Waverley CCG may not be able to consider any responses submitted after this date. Late responses may or may not be considered by the NHS Guildford and Waverley CCG at its sole discretion.

Participants shall communicate all queries in respect of the market engagement via the procurement email address as follows:

**mark.algar2@nhs.net**

Enquiries sent via any other method or to any other recipient will not be accepted. This is to ensure consistent and transparent handling of all enquiries.

NHS Guildford and Waverley CCG shall respond to all enquiries received via the procurement email address. All material enquiries (the answer to which would be of benefit to other Participants) will be published to all Participants.