



DOCUMENT 1: Covering letter.

Provision of a Leadership & Teamwork Development Partner

Contract Reference: C154185

Dated: As per Atamis eSourcing System

GHNHSFT (Gloucestershire Hospitals NHS Foundation Trust) “the Authority” invites Bidders to compete for Provision of Outbound Postal Services in accordance with the Opportunity Notice and the Tender documents and schedules listed below:

1. Document Set(s)

- 1.1. This contract is being tendered as a restricted process as per Part 2 of the Public Contracts Regulations 2015 (the Regulations).
- 1.2. The documentation will be sent out to the market in accordance with the Opportunity Notice. The documents listed shall be sent out together as a single document pack, with responses to be returned as per document 2 guidance document.

STAGE 1 - Documents

Document 1	This covering letter
Document 2	Guidance Document
Document 3	Draft Terms & Conditions
Document 4	Specification
Document 5 (a)	Response Document SQ)

STAGE 2 - Documents

Document 5 (b)	Response Document (ITT)
Document 5 (c)	Commercial Response Document

- 1.3. Further information is provided within Document 2 –Guidance Document.

2. eSourcing System

- 2.1. The Authority uses an eSourcing system which has removed the administrative burdens while submitting tender responses to the Authority. The system has sped up the contracting process, is more secure and should save time and cost when submitting responses.
- 2.2. Bidders are required to be registered on the **NHS Procurement Portal, Hosted by Atamis** to take part any further in this procurement exercise and to access the tender documents and schedules, which are listed above.
 - 2.2.1. Anyone can register, free of charge, and will be notified of any future Authority opportunities. The portal will add you to a pool of suppliers used by several public sector procurement departments throughout the country that use the NHS Procurement Portal. This gives a registered supplier the chance to bid on other work.
- 2.3. You will need to ensure you register your company details via the portal at: <https://health-family.force.com/s/Welcome>
- 2.4. Bidders with an existing account should ensure all details are up to date. **Should you not register your company details on the NHS Procurement Portal, Hosted by Atamis you will not be able to proceed.**
- 2.5. **Please note that your formal tender must be returned via the NHS Procurement Portal, Hosted by Atamis by the deadline for responses as detailed in Document 2 – Tender Response Guidance Document.**
- 2.6. If you require any technical assistance using NHS Procurement Portal, please contact Atamis helpdesk on telephone 0800 9556035 or email support-health@atamis.co.uk

3. Hard copies

- 3.1. No Hard Copies are required.

4. Timetable

- 4.1. The timetable for submission and the evaluation process is provided in Document 2 –Guidance Document.

5. Questions

- 5.1. Document 2 –Guidance Document explains how questions or queries relating to the tender documents are handled.

Yours sincerely,

Edward C. Taylor

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