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| **PR BHFT 0555 PROVISION OF IT CABLING SERVICES**  **INVITATION TO TENDER – SPECIFICATION AND SUPPLIER RETURN**  **(STAGE 2)**  ***(complete “only” if invited to this part of tender - following SSQ evaluation)***  **OJEU RESTRICTED PROCEDURE** |

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| **All tenders must be submitted ELECTRONICALLY via BHFT tender portal:**  **<https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/procurement>**  **by latest 12:00 noon, on 28/04/2025 (TBC)** |

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This document consists of two parts:

**PART A**

Part **A** is the **Invitation To Tender** (ITT Suppliers’ Instructions and Specifications) and provides all the background information, an overview and description of requirements; instructions for the completion and submission of the tender document.

*Note:* ***Part A should not be*** *returned to Berkshire Healthcare NHS Foundation Trust (BHFT).*

**PART B**

Part **B** is the ITT **Suppliers’ Response** document which should be completed in full and returned in advance of the deadline, in accordance with provided instructions. Failure to do so will eliminate you from further participation in this tender process

*Note:* ***Part******B******must be*** *returned* ***entirely completed*** *to Berkshire Healthcare NHS Foundation Trust (BHFT). Partially completed tenders might be rejected from further process.*

PART A - ITT – SPECIFICATIONS

**For: BHFT 0555** **Provision of IT Cabling Services**

All queries, including SSQ or ITT responses **“must”** be communicated electronically via Authority’s e-procurement web portal used by the Authority to invite you to this contract opportunity.

1. Overview of Berkshire Healthcare NHS Foundation Trust (the “Authority”)

BHFT provides health care for people with mental health problems and physical conditions and for people with learning disabilities. We work in partnership with Berkshire’s two acute hospital Authorities, Royal Berkshire Hospital NHS Foundation Trust authority and Frimley Health NHS Foundation Trust authority. We also work closely with Berkshire’s six local authorities and a diverse range of community and charitable organisations.

We offer services for children and adolescents, working age adults and older people. Care is provided mainly through locality-based community teams who offer treatment and support through a range of services right across Berkshire including Reading, Slough, Windsor and Maidenhead (WAM), Wokingham, Bracknell and West Berkshire (Newbury).

Services provided are primary and secondary mental health services, community health services, learning disability services, children’s services such as health visiting and school nursing, inpatient services (mental health, physical health rehabilitation), GP out-of-hours (Berkshire West only), Walk-In services (Berkshire East only), sexual health centre services (Berkshire East only) and a range of health services provided in people’s homes. Most of our services are provided close to home and, where needed, in the home. We use six hospital sites.

Berkshire Healthcare has been an NHS foundation Authority since 2007. We employ over 6,000 staff working from more than 100 sites. We work closely with our commissioners to develop services that meet the needs of our diverse population – aiming to help people remain independent at home as far as possible.

**Our population**

Berkshire is a county of approximately 958,080 (2022) people, living in six local (unitary) Authority areas. In the East - Bracknell, Windsor and Maidenhead and Slough; in the West - Reading, Wokingham and West Berkshire.

1. Introduction and Background to the Project
   1. The purpose and scope of this ITT and supporting documents is to explain further Authority’s IT cabling requirements, as well as the procurement process that you need to follow if you decide to submit your tender proposal.
   2. BHFT operates from a multiple location across Berkshire. At any point in time, the BHFT may request from the Supplier a proposal and quotation for the supply and installation of suitable IT cabling and associated fittings.
   3. On occasions we will request an identification, summary report and quotation for the repair of cable faults. This requirement will be communicated by either BHFT IT Department or BHFT Facilities Department. If supplier’s quotation proposal is approved internally, the installation would then be expected to commence within the agreed timeframe.
2. Contractual Requirements and Tender Conditions
   1. The contracting authority is the Berkshire Healthcare NHS Foundation Trust (BHFT), which includes any subsidiary companies and other organisations that control or are controlled by the Authority from time to time.
   2. The appointed Supplier will be expected to deliver the goods and provide cabling services across the Authority’s facilities (locations available within supplementary Annexes).
   3. The Authority’s terms and conditions of contracting and commercial approach in respect of the required goods and/or services is set out in Annex C - (NHS Terms and Conditions of contract) (“**Contract**”). By submitting a tender response, you are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendments.
   4. The Contract will be awarded for an initial duration of three (3) years with two (2) optional extensions of twelve (12) months each, subject to satisfactory performance.
   5. In the event that you have any questions related to this tender invitation, you must submit your clarification request via BHFT tender portal (referring to the contract BHFT 0500), in accordance with the provisions of this ITT, no later than Clarification Deadline (as indicated in Timetable section of this ITT). If clarification requests are received, the Authority may issue a clarification change to the contract to all potential Suppliers interested in tendering produced by the submission deadline.
   6. The Authority is under no obligation to consider any clarification question after the clarification deadline. Any requested amendments to this ITT received from a potential Supplier as part of its tender response will entitle the Authority to reject that tender response and to then disqualify that potential Supplier from further procurement process.
   7. **General Policy Requirements**

By submitting a tender response in line with this Procurement Process, potential Suppliers confirm that they and any consortium members and/or subcontractor will comply with all applicable laws, codes of practice, statutory guidance and applicable Authority policies relevant to the goods and/or services being supplied, including NHS and Authority’s Terms & Conditions.

* 1. **General tender conditions (“Tender Conditions”)**

Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Annexes. Accordingly, tender responses should be based in line with and strictly in accordance with the requirements of this ITT.

* 1. Third party verifications – Your tender response is submitted on the basis that you consent to the Authority carrying out all the necessary actions to verify the information that you have provided, and the analysis of your tender response being undertaken by one or more third parties commissioned by the Authority for such purposes.
  2. Information which is supplied to potential Suppliers as a part of this Procurement Process, is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue, but the Authority will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Authority.
  3. Potential Suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the Authority promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any of its associated documents and/or in any information provided to you as part of this Procurement Process.
  4. Amendments to the ITT – At any time prior to the Tender Response Deadline, the Authority may amend the ITT. Any such amendment shall be issued to all potential Suppliers, and if appropriate to ensure potential Suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline would, at the discretion of the Authority, be extended. Your tender response must comply with any amendment made by the Authority in accordance with this paragraph or it may be rejected.
  5. Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of the Authority’s requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the Authority as part of this Procurement Process.
  6. Format of tender response submission – Tender responses must comprise the relevant documents, specified by the Authority, completed in all areas and in the format as detailed by the Authority. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.
  7. Modifications to tender response documents once submitted – You may modify your tender response prior to the Tender Response Deadline by giving written notice to the Authority. Any modification should be clear and submitted as a completely new tender response in accordance with Instructions and Supplier Return and these Tender Conditions.
  8. Rejection of tender response or documents – a tender response or any other documents requested by the Authority and subsequently sent by suppliers may be rejected if:
* contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the provided tender documentation;
* contains handwritten amendments;
* does not reflect and confirm full and unconditional compliance with all the documents issued by the Authority forming part of the ITT;
* contains any caveats or any other statements or assumptions, hence qualifying the tender response, making it unsuitable for evaluation, which should be in accordance with the evaluation model or as a consequence requiring changes to any documents issued by the Authority in any way;
* is not submitted in a manner consistent with the provisions set out in this ITT;
* contains information which is inconsistent with answers already given in the pre-qualification questionnaire, completed as part of this Procurement Process or;
* is received after the Tender Response Deadline.
  1. Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process or in any other circumstances set out in this ITT and / or in any supporting documents it entitles the Authority to reject your tender response. This also applies if you or your appointed advisers attempt:
* to inappropriately influence this Procurement Process;
* to fix or set the price for goods or services;
* to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
* to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-Supplier) as to the prices submitted or to collude in any other way;
* to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this procurement process; or
* to obtain information from any of the employees, agents or advisors of the Authority concerning this procurement process (other than as set out in these Tender Conditions) or from another potential Supplier or another tender response.

The above entitles the Authority to reject your tender response and to disqualify you from this procurement process. Subject to the “Liability” Tender Condition below, by participating in this procurement process you accept that the Authority shall have no liability to a disqualified potential Supplier in these circumstances.

* 1. Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement (including without limitation the submission of a tender response) that you will not be entitled to claim from the Authority any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether your tender response is successful or not.
  2. Rights to cancel or vary this Procurement Process - By issuing this ITT, entering into clarification communications with potential Suppliers or by having any other form of communication with potential Suppliers, the Authority is not bound in any way to enter into any contractual or other arrangement with you or any other potential Supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this ITT but the Authority reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this procurement process by notice to all potential Suppliers in writing. Subject to the “Liability” Tender Condition below, the Authority will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment or variation.
  3. Consortium Members and sub-Suppliers – It is your responsibility to ensure that any staff, consortium members, sub-Suppliers and advisers abide by these Tender Conditions and the requirements of this ITT.
  4. Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the Authority in relation to fraud or in other circumstances where the Authority’s liability may not be limited under any applicable law.

1. Confidentiality and Information Governance
   1. All information supplied to you by the Authority, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-Suppliers strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
   2. You must not disclose copy or reproduce any of the information supplied to you as part of this procurement process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Authority has given express written consent to the relevant communications
   3. This ITT and its accompanying documents will remain the property of the Authority and must be returned on demand.
   4. The Authority reserves the right to disclose all documents relating to this procurement process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Authority. The Authority further reserves the right to publish the contract once awarded and/or disclose information in connection with Supplier performance under the contract in accordance with any public sector transparency policies (as referred to below). By participating in this procurement process, you agree to such disclosure and/or publication by the Authority in accordance with such rights reserved by it under this paragraph.
   5. The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to the Authority (together the “Disclosure Obligations”).
   6. You should be aware of the Authority’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the Authority. Information provided by you in connection with this procurement process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Authority under the Disclosure Obligations, unless the Authority decides that one of the statutory exemptions under the FOIA or the EIR applies.
   7. If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided, you must provide clear and specific detail as to:

* the precise elements which are considered confidential and/or commercially sensitive;
* why you consider an exemption under the FOIA or EIR would apply; and
* the estimated length of time during which the exemption will apply.
  1. The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process, you agree that the Authority should not and will not be bound by any such markings.
  2. In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the Authority accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the Authority, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this procurement process and/or submitting your tender response, that all information is provided to the Authority on the basis that it may be disclosed under the Disclosure Obligations if the Authority considers that it is required to do so and/or may be used by the Authority in accordance with the provisions of this ITT.
  3. Tender responses are also submitted on the condition that the appointed Supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the Authority’s instructions and will not use such personal data for any other purpose. The contracted Supplier will undertake to process any personal data on the Authority’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

1. Tender Validity
   1. Your tender response must remain open for acceptance by the Authority for a period of ninety (90) from the Tender Response Deadline. A tender response not valid for this period may be rejected by the Authority.
2. Payment and Invoicing
   1. The Authority will pay correctly addressed and undisputed invoices within 30 days from the date of receiving such invoice, in accordance with the requirements of the Contract. Suppliers must ensure comparable payment provisions apply to the payment of their sub-Suppliers and the sub-Suppliers of their sub-Suppliers.
3. Specifications of Requirements
   1. **Request Responses**
      1. When Supplier receives a request from Authority for a quotation, the response must be provided within a maximum of 3 working days. This shall be provided free of charge, and it must include detailed breakdown of required work and the cost breakdown.
      2. All quotes must be provided in the format agreed with BHFT and must always contain a unique contract (BHFT 0555) as well as unique reference number for that specific quote.
      3. All quotations must include a Product Guarantee / Warranty period for a minimum of 10 years.
      4. For every project the Supplier will be required to produce a work method statement and a risk assessment before it commences.
      5. All work should be able to commence within 14 working days of written approval or a receipt of an order. On-site start is subject to the local agreements with a specific location’s staff responsible for the management of that facility.
      6. Authority’s preference is that you splice your own fibre optic cables, instead using sub-contractors. However, if sub-contractors are used the delays in mobilising sub-contractors for this part of the project must be negligible. The Authority needs to be informed of this process in advance of any project that is given the authorisation to proceed.
      7. Supplier must be able to provide wireless network surveys / heat-maps reporting service upon request.
      8. Supplier will be required to mount and install supplied wireless access points.
      9. Supplier must be able to provide and install Network Cabinets.
      10. Supplier must be able to offer a range of network cabling services including Cat6, Cat 6A, Cat 7A and Fibreoptic cabling.
   2. **Compliance with Standards and Policies**
      1. Supplier must comply with all statutory and regulatory requirements, ensuring that all safety standards are always complied with. As a minimum the Supplier must comply with Health and Safety Act 1974. The supplier also must adhere to BHFT Health and Safety policy (see Annex D). This means that the Supplier must undertake site induction training which are specific for the location at which they will be operating.
      2. The Supplier must comply with Trust’s policies such as: Control of Infection (Annex F), Waste Disposal, Fire Regulations (Annex E) or any other relevant policy. The Supplier must also ensure that all their employees, operating on BHFT sites, are fully familiar with, understand, and comply with all relevant Trust’s as well as legislative and regulatory policies and procedures. These policies and procedures are provided as Annexes D - H.
      3. The Supplier will ensure that the appropriate work safety signs and controls are always used to ensure the safety of their and NHS staff as well as the members of public.
      4. At all times, due regard must be given to other services i.e. electric, gas, other cabling. Prior to commencing any work, it will be the Suppliers responsibility to check for other services and take appropriate actions to ensure these are not affected or interrupted.
      5. Supplier must comply with national Fire Regulations, including repair to any area that experiences fire stopping penetration (i.e. drilling through the fire barrier). The repair must be approved by Authority on completion. This should include photographic evidence of sites’ condition found before and after the work takes place.
      6. Supplier’s work is expected to meet recognised national standards for installation of cabling and associated services such as but not exclusively:

* ISO 11801: Information technology – Generic-cabling for customer premises.
* BS EN 50173-1-2011: Information technology – Generic-cabling systems: General requirements.
* BS EN 50174-1:2018+A1:2020 Information technology. Cabling installation. Installation specification and quality assurance
* BS EN 50174-2:2009+A2:2014 Information technology. Cabling installation. Installation planning and practices inside buildings
* BS EN 50174-3:2013+A1:2017 Information technology. Cabling installation. Part 3: Installation planning and practices outside buildings
* BS EN 50310:2000 Application of equipotential bonding and earthing in buildings with information technology equipment.
* BS EN 50346:2002+A2:2009 Information technology. Cabling installation. Testing of installed cabling
* BS 6701-2017: Telecommunication equipment and cabling.
  1. **Work Particulars**
     1. Any required alteration to the fabric of the building or its fittings to enable the job to be completed must be detailed within the quotation and to be agreed with the Authorising Officer.
     2. Should any damage to the fabric of the building or its fittings occur whilst Supplier is carrying out work on site, the Authorising Officer must be notified, and the damage must be repaired to the required standards and without additional cost to Authority. The fabric of the building must be repaired to required standards before the work is signed off as job complete.
     3. Supplier must seek approval before penetrating existing Firestopping and must also report if there is lack of firestopping in an existing cabling route.
     4. Appropriate labelling of cabling and identification of items will be required on all jobs and must be specific to the location’s method of labelling standard.
     5. The cable installation must be verified and tested in all cases. Where required, a test report must be provided. Schematics will also be required for larger jobs.
     6. All issues generated from faulty installation must be rectified at no cost to the BHFT and within an agreed period.
     7. The Supplier will be expected to provide all necessary tools and equipment to enable the work completion. The Supplier is responsible for ensuring that all tools and equipment used whilst working on site always meet the required legal safety standards and are kept safely away from harming other occupants.
     8. The Supplier will be required to notify the commissioning Authorising Officer when the job is complete and obtain the Authorising site Officer’s acknowledgment.
     9. The Supplier is responsible for ensuring that any safety certificates and relevant approvals are obtained for any work completed by Supplier. The Supplier will need to liaise with relevant certificate providers to obtain these certificates at no additional cost to Authority.
     10. All work must be undertaken with minimal or no disruption to the working environment. If the required work is known to create significant disruption it must be detailed in supplier’s quote to enable the Authority to plan accordingly. In these occasions the Authorising Officer might request that the work takes place at a specific time and days to reduce the impact on the organisation and patients.
     11. Should an unscheduled disruption be required to complete the work the Authorising Officer must be contacted to seek advice on suitable actions that can be taken.
     12. During the installation, the site must always be kept clean and tidy. Following completion of project, the work area must be restored to the condition as found at the start of the project. This should include photographic evidence of sites’ condition found before and after the work takes place.
     13. In instances where the work area is left in unreasonable condition and / or unfit for use, any costs for the repair or cleaning, which are sustained as a direct result (including but not limited to the cost of getting the site fit for use and any loss resulting from loss of business due to closure) of Supplier’s work will be subsequently invoiced to the Supplier.
     14. All work must be certified before hand over.
  2. **Out of Hours Work – Emergency Callouts**
     1. Should additional (unidentified) work be required the Supplier must always notify the Authority’s in advance in writing and before any work is carried out, detailing the additional work required and the full costs of it. The work must not take place without written agreement from the Authorising Officer.
     2. Cost of project must never be increased due to supplier’s delays or errors.
     3. The Authorising Officer must agree suitable access times for work to be carried out.
     4. The Supplier must liaise with the Authorising Officer to ensure that appropriate access is made available at the required times.
     5. Should there be an emergency callout required; the Supplier must be able to attend the required site within 3 hours from callout.
  3. **Supplier’s Employees**
     1. The Supplier is responsible for ensuring that all its employees have the necessary skills, qualifications, permissions and competences to perform the work.
     2. The Supplier must ensure that their employees are tidy, courteous, polite and professional at all times whilst undertaking any duties related to their service delivery.
     3. Whilst on NHS sites Contractors should at all-time wear name badges. The badge should, as a minimum, have a photograph and name of the operative and the name of the company carrying out the work.
     4. The contractor will ensure that any required protective clothing or equipment is provided to its staff.
     5. In cases where the work involves coming into vicinity or contact with vulnerable people the individuals on site will be required to have DBS or DBS Enhanced level clearance (Disclosure and Barring Service).
  4. **Invoicing**
     1. An original invoice must be submitted electronically in a secure electronic format (such as PDF) on completion of each job and recorded on company letter headed paper form. A faxed or paper copies will not be accepted.
     2. In order to be deemed correct an invoice must be accurately addressed to the Authority and it must include as a minimum the following information:
* The description of the good / services supplied for Authority.
* The Invoice must be addressed to:

[APinvoices@berkshire.nhs.uk](mailto:APinvoices@berkshire.nhs.uk)

Berkshire Healthcare NHS Foundation Trust,

Account Payable, PO Box 4248,

Bracknell, Berkshire, RG42 9QW.

* A full breakdown of costs must be included.
* VAT details to be included, if applicable.
* Purchase Order number must be detailed.
* Contract reference number (BHFT 0555) must be recorded.
* Invoice date is essential.
* Site name and address detailed must be recorded for all projects.
* Quote Number must be detailed.
* Authorising Officer must be referenced.
  + 1. All incorrect or disputed invoices will be placed into query and will not be paid until a valid and correct invoice has been received, which will then be paid within 30 days by the Authority. The invoicing address and order number will be supplied on award of contract.
  1. **Reporting**
     1. Specific Management Information will be required monthly, requiring but not limited to:
* Details of all jobs requested by commissioning Officer.
* Job status.
* Quotes yet to be provided.
* Quotes supplied and their value.
* Jobs authorised.
* Jobs started.
* Jobs completed.
* Jobs invoiced.
* Recorded Issues and, incidents and near incidents.
  + 1. Quarterly business review meetings with the Commissioning Officer(s) and BHFT Procurement will also be required.

1. **Pricing Scenarios**

Supplier needs to provide a method statements and full cost breakdown for the Five scenarios listed below. Supplier’s statements and cost values will be used in the evaluation of the Costing Element of this tender (30% of the total score). Your response needs to reflect combined information from these 3 documents.

Descriptions and pricing for each scenario must be fully completed in Document C and then be returned with the ITT response submission. All pricing must exclude VAT. All work must conform to current fire regulations and standards (incl. Fire stopping etc). Supplier needs to confirm their approach to fire safety. All work must be certified before hand over.

Each quote should have a full comprehensive breakdown of costs. Should a job offer possible options or alternative outcomes, e.g. out of hours work or cabling single or multiple locations, these need to be quoted separately, so that the organisation can choose which option to go with.

For each chosen quote, a communication of any possible site surveying may need to be relayed to BHFT to ensure access to all required areas is available. Before any work on site starts, we will require a copy of the Risk Assessment/Method Statement, if any are to be sent out to local landlord, to ensure due diligence and all timelines are on track.

**8.1** **Scenario 1 – CAT 6** **Cabling**

Please see attached floor plan (Annex I) and provide a quotation for the supply and install of 4 x CAT 6 network points labelled 1-4 on the floor plan. Existing trunking, cable trays and Patch panels are to be used. No point is more than 80 meters from the cabinet. Naming convention of network points/wall ports needs to be maintained.

1. Position 1: The first outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 20 (metres) from the cabinet and a backbox will need to be provided.
2. Position 2: The second outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 30 (metres) from the cabinet and a backbox will need to be provided.
3. Position 3: The third outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 50 (metres) from the cabinet and a backbox will need to be provided.
4. Position 4: The fourth outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 70 (metres) from the cabinet and a backbox will need to be provided.
5. Statement sent to us upon completion, showing tests performed and that work is certified to join the network.

**8.2 Scenario 2 – AP Mounting**

Supplier needs to provide 1 x CAT6 high level double network point and the mounting of 1 X Wi-Fi Access points. Existing trunking and cable trays are to be used. Naming convention of network points/wall ports need to be maintained.

1. First high-level double outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 20 (metres) from the cabinet and a Wireless Access Point will need to be installed at a higher level.
2. The cables are to be terminated onto a new CAT 6 patch panel because the existing one is full and at the remote end onto CAT 6 modules. All cables will be fully tested and labelled at both ends.
3. Statement sent to us upon completion, showing tests performed and that work is certified to join the network.

**8.3 Scenario 3 – Fibre and Cat 6 Cabling**

Supplier needs to provide and install 8 core om4 multimode fibre from outpatients to frame room. In the outpatient's location, we require 5 x triple CAT 6 points including a half height floor mounted prism cabinet & 48-port high density punch down panel on the ground floor. Naming convention of network points/wall ports need to be maintained.

1. Fibre cable length is approximately 100m and will terminate as LC in the cabinet and LC in the frame room.
2. All cables will run via existing routes between communications rooms.
3. All fibre cables need to be tested, and results provided.
4. The first triple outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 20 (metres) from the new cabinet and a backbox will need to be provided.
5. The second triple outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 30 (metres) from the new cabinet and a backbox will need to be provided.
6. The third triple outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 50 (metres) from the new cabinet and a backbox will need to be provided.
7. The fourth triple outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 60 (metres) from the new cabinet and a backbox will need to be provided.
8. The fifth triple outlet is to be installed. Cables will be installed in existing surface mounted trunking to the final location. The run is approximately 70 (metres) from the new cabinet and a backbox will need to be provided.

**8.4** **Scenario 4 – Emergency / Out of Hours Work – Fibre Run Damaged**

Fibres have been damaged resulting in lost connectivity – so supplier needs to urgently provide and install 8 x core om4 multimode fibre & fibre panel into an existing full height prism cabinet on the ground floor. Naming convention of fibre panel needs to be maintained.

1. Fibre replacement needs to be of a necessary industry standard to cope with rodents.
2. Fibre cable length is approximately 100m and will terminate as LC in the cabinet and LC in the frame room.
3. All cables will run via existing routes between communications rooms.
4. All fibre cables need to be fully tested, and results provided to the Authority.
5. Statement sent to us upon completion, showing tests performed and that repair work is certified to rejoin the network.

**8.5** **Scenario 5 – Wall-port Damaged**

Supplier needs to repair 1 x wall-port back box and restore connectivity. Existing trunking and cable trays are to be used. Naming convention of network points/wall ports need to be maintained. Work required is:

1. Back box replaced.
2. Cat 6 cabling repaired and tested.
3. Wall-port labelled accordingly.
4. All cables need to be fully fluke tested and results provided for the Authority.
5. Statement sent to us upon completion, showing tests performed and that repair work is certified to rejoin the network.

Mandatory Requirements / Constraints

* 1. As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the Authority’s specification forming part of this ITT. A failure to comply with one or more mandatory requirements or constraints entitles the Authority to reject Supplier’s tender response completely.

1. Timetable
   1. Subject to any changes notified to potential Suppliers by the Authority in accordance with the Tender Conditions, the following ***provisional*** timetable (ITT dates TBC) shall apply to this procurement:

|  |  |
| --- | --- |
| **Stage / Activity / Milestone** | **Stage completed (indicative date)** |
| Issue SSQ / ITT to Suppliers (+30 days) | Tue 18/02/2025 |
| **Closing date for submission of SSQ Response** | **Mon 10/03/2025** |
| Initial Evaluation of SSQ | Mon 17/03/2025 |
| Invite Selected Suppliers to complete ITT (+30 days) | Thu 27/03/2025 |
| Closing date for clarification questions | Fri 18/04/2025 |
| **ITT Suppliers’ Tender Submission End Date** | **Mon 28/04/2025 (12:00 noon) (TBC)** |
| Evaluation Process Complete | Fri 02/05/2025 |
| Award Report Sign-off | Mon 05/05/2025 |
| Due Diligence / Notification Letters | Tue 06/05/2025 |
| **Stand Still Period** | **Fri 16/05/2025 [TBC]** |
| Contract Award & Sign-off | Fri 23/05/2025 |
| Contract Start Date | Sun 01/06/2025 |

*Provisional Procurement Process Timetable*

1. Instructions for Responding
   1. The documents which must be submitted to regard your tender response as complete are listed in Document A – Covering Letter. The tender response documents must be submitted via Authority’s web portal Atamisno later than the Tender Response Deadline time and date, as set out in the Timetable above.
   2. The following should be complied with when submitting your response to this ITT:

* Please ensure that you prepare and send us your submission sufficiently early to prevent any issues with technology – late tender responses will be rejected by the Authority.
* Please ensure that information within your response is of sufficient quality, complete and detailed to enable the Authority to make an informed assessment.
* Do not submit any additional supporting documentation with your ITT response except where specifically requested to do so as part of the ITT instructions. If additional information is requested by The Authority, a PDF, JPG, PPT, Word and Excel formats can be used (other formats should not be used without prior written approval of the Authority).
* All attachments / supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates to.
* If you submit a generic policy / document, you must indicate the page and paragraph reference that is relevant to a specific part of your tender response.
* Unless otherwise stated as part of this ITT or its Annexes, all tender responses should be in the format of the relevant Authority requirement with your response to that requirement inserted underneath.
* Where supporting evidence is requested as ‘or equivalent’ – you must demonstrate such equivalence as part of your tender response.
* Any deliberate alteration to Authority requirement as part of your tender response will invalidate your tender response for that requirement and for evaluation purposes you shall be deemed not to have responded to that requirement and the whole tender might be rejected.
* Responses should be concise, unambiguous, and should directly address the requirement stated.
* Your tender responses to the tender requirements and pricing will be incorporated into the contract, as appropriate.

1. Clarification Requests
   1. Any clarification requests should be submitted via e-tender portal no later than specified Clarification Deadline, as set out in the Timescales section of this ITT. The Authority is under no obligation to respond to clarification requests received after the Clarification Deadline.
   2. Any requests for clarification should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent separately.
   3. The Authority reserves the right to issue any clarification request made by you, and the response for it, to all potential Suppliers, unless you expressly require it to be kept confidential at the time the request is made. If the Authority considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the Authority responding to all potential Suppliers. Suppliers’ identity is never disclosed.
   4. The Authority may at any time request further information from potential Suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the Authority by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this procurement process.
2. Evaluation Criteria
   1. Suppliers’ ITT tender response will be evaluated as set out below:
3. Tender responses will be initially checked to ensure that they have been completed correctly and that all the necessary information has been submitted. Tender responses which are correctly completed with all relevant information will proceed to the final evaluation and scoring stage. Incorrectly completed answers and/or containing omissions tenders may be rejected at this point, in accordance with the requirements of this ITT.
4. Accepted ITT tender responses will be evaluated and scored in accordance with the evaluation methodology as set out below.
   1. Award Criteria – Responses from Suppliers will be assessed to determine the Most Economically Advantageous Tender (MEAT) using the following criteria and weightings and will be assessed entirely based on your submitted response:

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting** |
| Mandatory | Pass / Fail |
| Quality | 60% |
| Commercial | 30% |
| Social Value | 10% |

* 1. Scoring Mechanism – Tender responses will be subject to an initial review at the start of Stage 2 of the evaluation process. Any tender response not meeting mandatory requirements or constraints (if any) will be rejected in full at this point without further review. Accepted tender responses will be scored by an evaluation panel appointed by the Authority for the criteria that are not Commercial by using the following scoring mechanism:

|  |  |
| --- | --- |
| **Definition** | **Score Explanation (see also Document D – Evaluation Criteria)** |
| Poor | ‘Little or none of the response is satisfactory, or little or no information has been provided and generally the response is considered not to have met standard in specification’ |
| Satisfactory – with reservations | ‘Satisfactory but with aspects which cause the Evaluation Panel concern because either the response is incomplete or differs from the professional / technical judgement of the Evaluation Panel to meet the standard in specification and the requirements necessary to meet the criteria’. |
| Satisfactory – without reservations | ‘Generally satisfactory and meets the standard in specification and the requirements of the criteria to the satisfaction of the Evaluation Panel’. |
| Good | ‘Delivering significantly above the standard in specification and exceeds the requirements of the criteria over and above the expectations of the Evaluation Panel’ |

* 1. **Commercial Evaluation** – Your “Overall Pricing Schedule” (as calculated in accordance with requirements of Document C Price Schedule, for the goods and/or services will be evaluated and scored for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for and explicitly stated by the Authority as part of the pricing approach. In the event where prices are expressed as subject to any pricing assumptions, qualifications or indexation and without clear inclusion within the Pricing Schedule, the tender will be subject to Authority’s reserved right to reject Supplier’s tender completely at this point. The Authority also reserves the right to reject any tender response where the Overall Price for the goods and/or services is considered by the Authority to be abnormally low, in line with processes described in Public Contract Regulations 2015. A maximum score of **30** will be awarded to the tender response offering the lowest contract cost. Other tender responses will be awarded a proportional mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 30 (rounded to two decimal places) = Commercial score.
  2. Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each awarded score. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant tender response judgement score multiplied by sections weighting factors, as set out in below table. The percentage scores for each award criteria (Cost + Quality) will be amalgamated to give a percentage score out of 100.
  3. The winning tender response – The winning tender response shall be the tender responses scoring the highest percentage score out of 100 when applying the above evaluation methodology.
  4. **Section – Scoring Values Explained**

|  |  |  |
| --- | --- | --- |
| **No** | **SECTION 1 - MANDATORY (Pass / Fail)** | **Max Score** |
| **No** | **Section 1 – Mandatory Requirements**  **The following criteria must be met to pass section 1: (R=Requirement)** | **Pass/Fail** |
| **R01** | Confirmation that price will not increase during the contract initial period, and then only in line with the official CPI. | Pass / Fail |
| **R02** | Confirmation that invoices will be submitted in accordance with Schedule 2, Section 9, Price and payment of the NHS Terms & Conditions for the Provision of Goods and Services (Contract Version). | Pass / Fail |
| **R03** | Confirmation that you agree with NHS Terms and Conditions for the Provision of Goods and Services (Contract Version) as attached in supplementary documents. Confirm completion of Form of Tender (Document E) & Certificate of Bona Fide tender (Document F). | Pass / Fail |
| **R04** | Financial Assessment – confirmation of 1 & 2. | Pass / Fail |
| **R05** | Equalities - As part of your customer services training, do you train staff on your equality policy and does this include barring discrimination on the grounds of all nine protected characteristics? Does your company have policies in place for employees to raise issues on all forms of discrimination or harassment including discrimination and harassment based on the nine protected characteristics: 1 Age, 2 Disability, 3 Gender Reassignment, 4 Marriage & Civil Partnership, 5 Pregnancy & Maternity, 6 Race, 7 Religion or Belief, 8 Sex and 9 Sexual Orientation? | Pass / Fail |
|  |  |  |
| **No** | **SECTION 2 – SOCIAL VALUE & CORPORATE RESPONSIBILITY (10%)** | **Max**  **Score** |
| **Social Value (10%)** | | |
|  |  | **10** |
|  |  |  |
| **No** | **SECTION 3 - QUALITY (60%)** | **Max**  **Score** |
| **Quality of Service (60%)** | | |
| **R06** | Evidence of quality & experience of staff. Written evidence to be given of suitably qualified staff including copies of training, experience, qualifications and DBS checks. | **15** |
| **R07** | You need to provide samples of Method Statement and evidence of how you will perform the contract in accordance with the service specification.  This should include exactly how you plan to carry out work safely from the receipt of Authority’s order to project’s completion. Your method statements must describe the safety precautions you put in place to control risks identified in the risk assessment. The statement might also include but is not exclusive to:   * Purpose * Scope * Responsibilities * Tools / equipment * Materials * Installation procedure * Inspection * Test and handover * The main hazards to your safety and health * Preventative measures * Personal protective equipment * Environmental protection measures * Quality Control * Staff and training * Preparation and induction * Vehicle safety * Manual Handling * First Aid | **15** |
| **R08** | Provide evidence of all safety precautions and guidelines followed include compliance to legislation. | **10** |
| **R09** | Provide evidence of your processes for testing and approving completed work. | **8** |
| **R10** | Confirm if you splice your own fibre optic cables. Elaborate if this is not the case by providing detailed information how is this achieved. | **4** |
| **R11** | Provide evidence of how you will manage any variation in demand, continuity plans and covers arrangements to ensure continuity of service to BHFT. | **4** |
| **R12** | Demonstrate in detail how you would respond effectively to emergency requirements which the Trust might experience. | **4** |
|  |  |  |
| **No** | **SECTION 2 – SOCIAL VALUE (10%)** | **Max**  **Score** |
| **Social Value (10%)** | | |
|  |  | **10** |
|  | | |
| **No** | **SECTION 3 - COST (30%)** | **Max Score** |
| **Section 3 – Pricing Schedule (30%)** | | |
| **Price** | A maximum of thirty (30) marks will be awarded for the lowest submitted cost overthe duration of contract. The total score will be the aggregate from the 5 scenario scores, as detailed in Document B and the Pricing Schedule, Document C. | **30** |

Document C – Pricing Schedule

Cost of delivering 5 desribed scenarios in Section 8 and Annex I – Location Diagram for Pricing Scenario) must be completed within Document C – Pricing Schedule.

PART B - ITT RREQUIREMENTS – SUPPLIER RESPONSE

This document (Part B) details the questions that you need to answer. Your responses to the questions listed below will be evaluated against the described criteria which will be used to score your responses.

Your responses will be scored using only the evaluation criteria which are detailed within this document and no consideration will be given to any previous experience or relationship you may have had with Berkshire Healthcare NHS Foundation Trust.

All documents and all correspondence relating to this Procurement Process must be written in English including, without limitation, any documents submitted as part of a tender response.

Your response must provide evidence that the specified criteria can be met. Assumptions will not be made regarding information that you have not provided; those answers will be scored zero (0).

Clarification meetings may take place following the tender evaluations in order to clarify what is meant by an element of your response within this document. There will be no opportunity to provide the additional information if it is omitted from your submitted bid.

Your response format should reflect the evaluation criteria, giving a clear specific answer to each sub criteria listed.

Any information which should be considered as relevant to specific sub-criteria evaluation will not be considered if detailed in other parts of the documentation and is not specifically referenced.

All attachments / appendices should state which of the sub criteria they referred to. If they are not referenced, the criteria will not be considered.

All the questions below must be answered. The scores will be lower if answers are not sufficiently detailed (for example answered only by “Yes” or “No”).

The answers should not exceed ***500 words per answer***, unless specifically stated otherwise. If any additional very important information must be included, this can be added as a separate document (Annex).

Responses which divert from described response format may be excluded from further evaluation.

# SECTION 1 - MANDATORY REQUIREMENTS (Pass/Fail)

* 1. **Price Review; Invoices; NHS T&C; Financials; Equalities**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Definition of Requirement** | |
|  | Please confirm that the cost will not increase during the initial period and then only in line with official CPI.  (Respond by checking Yes ☒ or No ☐) | |
| |  |  | | --- | --- | | **Response:**  Yes | ☐ | | No | ☐ | | | |
|  | Please confirm that invoices will be submitted in accordance with Schedule 2, section 9, Price and payment NHS Terms and Conditions for the Provision of Goods and Services.  (Respond by selecting Yes ☒ or No ☐ below) | |
| |  |  | | --- | --- | | **Response:**  Yes | ☐ | | No | ☐ | | | |
|  | Please confirm that you agree with the NHS Terms and Conditions for the Provision of Goods and Services (as detailed in Annex C) and the supplementary terms and conditions.  Please confirm that you have completed Form of Tender.  Please confirm that you have completed Certificate of Bona Fide tender.  (Confirm by checking the box ☒) | |
| **Response:** (Yes  / No ):   |  |  | | --- | --- | | NHS T&C |  | | Form of tender |  | | Certificate of Bona Fide |  | |  |  | | | |
| **R04** | | Financial - initially each applicant will be financially assessed in terms of:  1. Turnover, which must be at least double the estimated contract value (per annum).  (For the purposes of this question the estimated contract value per annum is £70k).  2. Bidders must have a minimum of a Dun & Bradstreet Risk Rating of 3.  If either of these checks is “failed” then a complete financial analysis will be carried out. |
| **Response:**  Are you able to provide a copy of your audited accounts for the last two years, if requested?  Yes  No  If no, can you provide one of the following (answer with Y / N in the relevant box):  **(a)** A statement of the turnover, Profit and Loss Account / Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.  Yes  No  **(b)** A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.  Yes  No  **(c)** Alternative means of demonstrating financial status if any of the above is not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).  Yes  No | | |

# SECTION 2 – SOCIAL VALUE – CORPORATE RESPONSIBILITY (10%)

## **Social Value – Corporate Responsibility**

|  |  |
| --- | --- |
| **Ref** | **Definition of Requirement (Word limit is 500, unless stated otherwise)** |
| This Section incorporates questions about Corporate Responsibility and is worth 10% of the total mark. Each answer will be scored once between 0-3 as per the Tender Evaluation Guide.  For any answer that exceed 500 words, only the first 500 words will be considered as part of this tender submission. Attachment can only further clarify your answer but will not increase the score awarded to your overall answer. Any documents requested as additional information should be provided as separate attachments and other responses must be recorded in this document. | |
| **R05** | **Equalities** **– Policies and governance - Pass/Fail**  As part of your training, do you train staff on your equality policy, does this include barring discrimination and does your company have policies in place for employees to raise issues on all forms of discrimination or harassment including discrimination and harassment based on the nine protected characteristics: 1 Age, 2 Disability, 3 Gender Reassignment, 4 Marriage & Civil Partnership, 5 Pregnancy & Maternity, 6 Race, 7 Religion or Belief, 8 Sex and 9 Sexual Orientation.  Please attach the policies you currently have in place and provide a statement below on how these are reviewed, maintained and briefed. How are equality issues are addressed?  Successful Suppliers will be contractually obligated to maintain existing arrangements or implement agreed improvements. The Authority reserves the right to audit whether this is being adhered to. |
| **Response:** | |
| **R06** | **Equalities –Training - Pass/Fail**  Please provide a statement on this aspect of your training, when it was last undertaken and the percentage of staff/subcontractors providing services on your behalf that have received the training. If this isn’t part of your customer services training, please explain how equality matters are managed, communicated to staff and subcontractors providing services on your behalf?  Successful Suppliers will be contractually obligated to maintain existing arrangements or implement agreed improvements. The Authority reserves the right to audit whether this is being adhered to.  **Equalities – Policies and governance - Pass/Fail**  Please attach the policies you currently have in place and provide a statement below on how these are reviewed, maintained and briefed. How are equality issues are addressed?  Successful Suppliers will be contractually obligated to maintain existing arrangements or implement agreed improvements. The Authority reserves the right to audit whether this is being adhered to. |
| **Response:** | |
| **R07** | **Social Value – ‘Acceptable’ Rating Must be achieved (2%)**  Please detail any proposals you have for adding social, economic and environmental benefits to this contract and how will these be delivered at no additional cost to Berkshire Healthcare. Please set out your proposals of what you will offer, the level of investment proposed and how you will measure the social value achieved and the effectiveness of what has been delivered.  Successful Suppliers will be contractually obligated to report annually on the social, economic and environmental benefits that the Supplier has committed to as a result of being awarded this contract. |
| **Response:** | |
| **R08** | **Sustainability (4%)**  The climate change act 2008 set national carbon reduction targets, which were amended for the UK to be net zero by 2050. In support of this NHS England has also set a net zero target for 2045.  BHFT has to comply with these targets and asks that you provide information on how your organisation is addressing the climate emergency, have you set a net zero target date and, if so, how this will be achieved.  For BHFT to be able to measure, monitor and reduce its own carbon footprint it needs to know the associated greenhouse gas from all the organisations that provide it with goods and services. Are you able to provide the associated greenhouse gases caused by meeting your contract with BHFT?  Please address all three Scopes of carbon emissions and set out realistic plans that improve your current position. Are your current emissions measured and the levels verified? Are you ISO14001 certified or working towards this?  The Supplier is expected to commence independent verification of its carbon footprint and have a plan to reduce this within the life of this contract.  The Supplier is to set out a plan to reduces its Scope 1-3 emissions further and determine how this can be  monitored annually over the term of the Contract. Particular focus should be made on how Scope 3 emissions are being addressed and how improvement is / will be promoted through supply chains. |
| **Response:** | |
| **R09** | **Modern Day Slavery**  BHFT is increasingly aware of bonded labour and human rights issues in its supply chains and is seeking suppliers who have implemented ethical sourcingprocedures or will be doing so imminently.  Please attach your Modern-Day Slavery Statement. Please detail your ethical procurement activity and how you are working with your current and future supply chain to avoid sourcing from suppliers who use exploitative labour both in the UK and abroad.  Successful Suppliers will be contractually obligated to maintain existing arrangements or implement agreed improvements. The Authority reserves the right to audit whether this is being adhered to. |
| **Response:** | |
| **R10** | **Disability Confident (3)**  Disability Confident is a movement to encourage employers to think differently about disability and take action to improve how they recruit, retain, and develop disabled people. It was developed by employers and disabled people’s representatives to make it rigorous but easily accessible, particularly for smaller businesses. BHFT is a disability confident employer and is keen to develop supply relationships with organisations who are also committed.  Disability Confident – ‘Acceptable’ Rating Must be achieved.  Are you a disability confident employer? Y / N  If yes, what level have you achieved? Level 1, 2 or 3?  If no, would you be committed to becoming at least a Level 1 disability confident employer over the Contract Term? (i.e. you are prepared to sign up to the Disability Confident employer scheme?  <https://www.gov.uk/government/collections/disability-confident-campaign>.  Please set out what adjustments you have taken, or plan to take, to improve the working environment for disabled people.  Successful Suppliers will be contractually obligated to maintain existing arrangements or implement agreed improvements. The Authority reserves the right to audit whether this is being adhered to. |
| **Response:** | |

# SECTION 3 - QUALITY (60%)

## **Quality of Service**

|  |  |
| --- | --- |
| **Ref** | **Definition of Requirement (Word limit is 500, unless stated otherwise)** |
| **R11** | Please provide the evidence of your competent & experience of staff. Written evidence needs to be submitted of your suitably qualified staff including copies of training, experience, qualifications and their DBS checks. *(1,000-word limit)* |
| **Response:** | |
| **R12** | Please provide a method statement and evidence of how you will perform the contract in accordance with the service specification. *(1,000-word limit)* |
| **Response:** | |
| **R13** | Please provide the evidence of all safety precautions and guidelines including a copy of your relevant policies confirming your compliance with current legislations (as Annexes). |
| **Response:** | |
| **R14** | Please provide written evidence explaining your process for testing and approving completed work. |
| **Response:** | |
| **Technical** | |
| **Ref** | **Definition of Requirement (Word limit is 500, unless stated otherwise)** |
| **R15** | Authority preference is that you splice your own fibre optic cables instead using sub-contractors. However, if sub-contractors are used the delays in mobilising sub-contractors for this part of the project must be negligible. The Authority needs to be informed of this process in advance of any project that is given the authorisation to proceed. Please clarify if you carry out your own cable splicing and confirm that you agree with the above instruction for informing the authority. Elaborate on used processes and methods. |
| **Response:** | |
| **Risks** | |
| **Ref** | **Definition of Requirement (Word limit is 500, unless stated otherwise)** |
| **R16** | The Supplier needs to provide the evidence of how it will manage variations in demand, business continuity plans and to cover required arrangements to ensure a continuity of service to BHFT. |
| Response: | |
| **R17** | Please demonstrate how you would respond effectively to an emergency, which the Trust might experience and require a solution for. |
| **Response:** | |

# SECTION 4 - COST (30%)

**Cost -** the cost represents the Grand Total of all items in the schedule offer, including prices calculated by the unit price for the items multiplied by the forecasted volumes (for which Indicative Annual Quantities have been provided).

Please note that the Trust provides no guarantee, nor will it hold any liability, for the accuracy of the data provided or for its future forecast accuracy under any projected contract. It is the historical data that shall be used to evaluate the volumes and financial forecast aspect of this ITT.

Lowest price will be awarded a maximum (30) points. For the bids that are higher the following formula is used: **30 x (cheapest price/price bid) = score.**

**Example:** 3 bids at £20K, 30K, and 40K

£20k = (lowest price - maximum score) = 30 points

£30k = 30 x (20/30) = 19.9 points

£40k = 30 x (20/40) = 15 points

All marks will be rounded to one decimal point.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario No** | **Name** | **Cost**  **£** | **Total points** |
| Scenario 1 | Scenario 1 - CAT 6 | *See Document C* | *See Document C* |
| Scenario 2 | Scenario 2 - Out of Hours – Fibre Requirements | *See Document C* | *See Document C* |
| Scenario 3 | Scenario 3 - Out of Hours – CAT 6 | *See Document C* | *See Document C* |
| Scenario 4 | Scenario 4 - Fibre Cabling | *See Document C* | *See Document C* |
| Scenario 5 | Scenario 5 - Wall-port Damaged | *See Document C* | *See Document C* |
|  | **Total** |  |  |

Appendix A - SLAs

|  |  |  |  |
| --- | --- | --- | --- |
| SLAs | Response | Contrated Service Cover Hours | Target (%) of Resolved SLAs Incidents |
| Should there be an emergency call out required; the Supplier must be able to attend the required site within 3 hours from call out. | 3 hours | 08:00 – 17:00 | 90 |
| Quotations should be received within 3 days. | 3 days | 08:00 – 17:00 | 95 |