3rd February 2023

**Invitation to Tender:** **Provision of CCTV and Access Control Maintenance, Remedial Works and Upgrades.**

**Tender Offer Reference Number: R/11855/CORP/RE/123**

**Period of agreement: 1st April 2023 to 31st March 2026 (plus 2 x 1 year options to extend).**

**Atamis Reference: C136415**

**Trust Tendering Portal: Atamis**

Dear Supplier,

Suppliers are invited, subject to the terms of this letter and also to the Terms of Offer, to bid for, the Provision of services, as detailed in the Specification and in accordance with the Conditions of Contract (Draft Contract). Copies of these documents are available via the electronic procurement system [Atamis](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhealth-family.force.com%2Fs%2FWelcome&data=05%7C01%7Cryan.evans9%40nhs.net%7C0077e4e196c249b9724908db051fb029%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638109405868983737%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3%2F6rPWJAReSEi51TZs0c0qw0VjEgTfH8gBftuTCdk%2Bo%3D&reserved=0).

The ITT pack comprises the following documents:

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| --- | --- | --- |
| **Document Number:** | **Title of Document:** | **Action required:** |
| 1 | Invitation to Tender | Information |
| 2 | Terms of offer | Information |
| 3 | Terms of Service |  |
| 4 | Contract Specification | Information |
| 5 | Service Level Agreement:- Response Time Criteria | Information |
| 6 | Asset List:- CCTV- Access Control- Intruder Alarms- Staff Attack | Information |
| 7 | Qualification Criteria | For Completion |
| 8 | Financial Submission | For Completion |
| 9 | Social Values Submission | For Completion |
| 10 | Internal Governance DPIA | For Completion |
| 11 | Final Evaluation Methodology | Information |
| 12 | Tender Timeline | Information |

The Supplier is advised to read all documentation carefully to ensure they are familiar with the nature and extent of the obligations to be accepted by them if their offer is successful, as these shall be enforced in full by the Trust.

Offers must be written in English and must be submitted no later than **23:59 6th March 2023** via the electronic procurement system Atamis.

Your tender submission should be in the form of a bid against the requirement specification and attachments, including all documentation required to be completed and returned and any Catalogues, if requested and/or additional documents that support your bid. Please note that only MS Word, Excel and PDF documentation (including zipped folders) will be accepted.

Under no circumstances must a response be sent by email or hard copy as this will result in your offered response being disqualified.

Please note that the responsibility for ensuring an offer is submitted on time via Atamis lies with the potential supplier and the Trust will not accept any responsibility or liability for or arising from late or non-receipt of offers. If you experience difficulties in submitting your offer via Atamis, please contact the undersigned, prior to the deadline on Atamis.

Yours faithfully

Ryan Evans

Senior Procurement Manager

For and on behalf of Royal United Hospitals NHS Foundation Trust Bath