**Request For Proposal**

**FOR The**

**Soft Dig Solutions**

**Sandwell & west birmingham nhs trust (SWBNHST)**

**Contract for services. tERM WILL BE ONE-OFF WORKS.**

**Please insert supplier name hERE before returning:**

**Name:**

**organisation:**

**cONTACT details:**

Sandwell & West Birmingham NHS Trust

Informatics

Sandwell General Hospital

West Bromwich

B71 4HJ

**Supplier Instructions**

Please review the specification set out in Section 1 below and respond via this document in sections 2 & 3.

Please send your completed submission via an Email Titled “Contracts Finder IT SWB Soft Dig – Submission” to mac.lines@nhs.net

Submission deadline **Friday 14th April 2023 3pm.**

Clarification questions can be asked via email to [mac.lines@nhs.net](mailto:mac.lines@nhs.net) throughout the duration of the process with the email titled “Contracts Finder IT SWB Soft Dig – Clarification”.

Final award anticipated to be for an initial period of up to 12 months.

The SWBNHST is looking for a supplier who can mobilise at pace, please advise as part of your Section 2 response.

The SWBNHST is not bound to accept the lowest or any Quotation.

The SWBNHST will award the contract for the provision of IT Soft Dig as detailed in the Specification (Section 1) to one supplier.

**Section 1 - Specification**

1. **Introduction**
   1. The Sandwell & West Birmingham NHS Trust (SWBNHST) require a contractor to conduct works at the City Hospital site, B18 7QH.
2. **Services Required**

The SWBH Trust, requires a contractor to run 2 fibre cables between The Energy Centre and the Birmingham Treatment Centre.

This will be a soft dig solution at a depth anywhere between 350mm and 550mm.

Due to this being a shallow dig solution, both fibre cables must be protected by armoured cabling which is also protected against any fires.

The route is approximately 500m-600m in length and will involve some civils where the fibre will traverse across a road in the car BTC car park. After this, it will need to go around a green area.

From the entry points (of the BTC/Energy Centre), the contractor will need to determine a route to our communications room on the first floors. Potential bidders are welcome to come onsite and walk the route with the network architect, to ensure they can provide as accurate a quote as possible.

We expect a full handover and testing before acceptance from the Trust.

Support is out of scope, we only require the installation of the lines.

### All internal cabling will need to be firestopping fully compliant and adhere to BS 7671:2018 standards.

### Due to tight deadlines, potential bidders must ensure they can complete the route in a maximum of 5 months from the date of the contract being awarded.

### The image below shows the Energy Centre, (bottom left) and the BTC, (top right).

## An aerial view of a city Description automatically generated with medium confidence

1. **Standards Required**
   1. **Staff**
      1. The Contractor must provide all staff with appropriate uniforms and any relevant Personal Protective Equipment (PPE) for both inside and outside duties during inclement weather.
      2. The Contractor must ensure that all staff always wear photographic I.D. badges.
      3. The Contractor must ensure that their staff present a clean, smart and professional image at all times.
      4. The Contractor’s staff must immediately report any incident that occurs whilst they are carrying out the Contract to their Contracts Manager who will then immediately inform the SWBNHST’s Authorised Officer in line with the SWBNHST’s policies.
      5. The Contractor must inform the SWBNHST’s Authorised Officer of any complaints they receive regarding the service provided under the Contract in accordance with the SWBNHST’s Complaints Policy.
      6. The Contractor is responsible for ensuring that all their staff behave in a reasonable, courteous and polite manner towards patients, the general public and SWBNHST staff and will accommodate all reasonable requests made to them by these parties.
      7. The Contractor must ensure that all their staff are treated within the requirements of the law relating to Equal Opportunities, employment law and Health & Safety.
      8. The Contractor’s staff must comply with all the relevant SWBNHST Policies and Procedures.
   2. **Confidentiality**
      1. The Contractor and their staff must meet the standards of Confidentiality stated in Clause 35 of the attached NHS Conditions of Contract for the supply of services (September 2010) and must not under any circumstances disclose patient information to anyone outside of the SWBNHST team.
2. **Contract Prices**

## Unless otherwise specified within the Call-Off Contract, prices submitted must be fixed (i.e., not subject to variation) for the period of the Call-Off Contract; anticipated one-off payment. Payment will be made upon completion of the services.

1. **Invoicing**

## All invoices shall be split per Purchase Order reference number (provided by the Authority) and sent to the Acute monthly, as below:

## Sandwell & West Birmingham NHS Trust

## Sandwell General Hospital

## Finance, 1st Floor, Trinity House, B71 4HJ

## Electronic: [Pamhill@nhs.net](mailto:Pamhill@nhs.net)

## Order numbers MUST be quoted on each invoice and potentially the below at the Authority’s request:

### Service/requirement description

### Date of service/requirement

### Who authorised from the Authority

## Payment shall be made 30 days from correct and approved invoice

## The Authority shall not be liable for any costs that:

### Do not have the Authority’s official authorisation to provide an additional service.

## Any invoices presented for payment not showing the correct Authority details, reference number or any other irregularities cannot be cleared for payment and will be returned to the Provider for amendment/correction before resubmission.

## Invoice will be paid upon acceptance and competition of works.

# Applicable Terms & Conditions

## The Successful suppliers agrees the award will be made in line with the NHS terms and conditions for the provision of Services Purchase Order version, as attached below:



<https://www.england.nhs.uk/publication/nhs-terms-and-conditions-for-the-procurement-of-non-clinical-goods-and-services/#heading-2>

**Section 2 - Questions for Response**

Please complete and return the table below, providing relevant evidence where possible to substantiate your response:

|  |  |
| --- | --- |
| Please confirm you can provide the services required and noted in sub-section 2 of the Specification (‘Services Required’).  Evidence (where possible) would be preferable as part of your response. The below evidence would be seen as beneficial:   * Statement to confirm your experience of doing similar work. | YES/NO  Please reference to any evidence provided here. |
| Please confirm you can provide the services required and noted in sub-section 3 of the Specification (‘Standards Required’, 3.1 ‘staff’).  Evidence (where possible) would be preferable as part of your response. The below evidence would be seen as beneficial:   * Do you supply relevant PPE? * Training records for your staff to demonstrate they are suitably qualified to support the provision. * Your complaints process (in line with the requirements in paragraph 3.1.7 & 3.1.8). * Details of the Contract Manager who will be the main point of contact for day-to-day issues and reviews throughout the life of the agreement.   The above list is not extensive, please provide any further information you feel will support your bid to supply. | YES/NO  Please reference to any evidence provided here |
| Please confirm you can supply in line with the Confidentiality standards advised in paragraph 3.3. ‘Confidentiality’.  Evidence of how you maintain data security/standards would be beneficial as part of your response (i.e., encryption of files where sensitive data held etc.). | YES/NO  Please reference to any evidence provided here |
| Please confirm your timescales to mobilise the services (in days/weeks/months) if you were to be successful during this process.  A copy of a mobilisation plan and/or Gant chart with the timescales noted would be viewed as beneficial within your response | Please respond here and refer to any attachments you may have provided as part of your response. |
|  |  |
|  |  |

Please date and sign response prior to return of this document, as below:

**I confirm I have read and understood the specification of requirements and terms of supply in full, including the NHS terms and conditions for the provision of Services.**

**Please sign to self-declare below:**

Date:

Name (print):

Signature:

Title:

**Section 3 - Price Response**

**Table 1 –** Total cost for works

Please complete the table below with your offer price based upon the daily scenario/base pricing.

All pricing to be Exclusive of VAT

|  |  |
| --- | --- |
| **Service** | **Proposed Total Charge (Exc VAT)** |
| **Installation of lines** | **£** |
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**Section 4 – Award Criteria**

Providing the supplier meets all the requirements we will score this based 100% on price.