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**INVITATION TO TENDER**

**for the provision of**

**Automated Blood Pressure Monitors**

**Lot 1**

**NHS Cheshire & Merseyside Health & Care Partnership**

**Tender closing 12pm 4th November 2021**

Dear Bidder,

**Invitation to Tender for the provision of Automated Blood Pressure Monitors Lot 1.**

Please find set out in this Invitation to Tender (ITT) document the specification and additional information enabling you to bid for the provision of Automated Blood Pressure Monitors Lot 1 to NHS Cheshire & Merseyside Health & Care Partnership hereafter referred to as “the Authority”.

This document is itself split into a number of different sections, they are as follows:

**Section 1**

Part A – Key information

Part B – General information

**Section 2**

Part C – Background information

Part D – Specification

**Section 3**

Part E – Tender Evaluation

Part F – Tender Evaluation questions & financial template

Part G – Declarations

Part H – Contract Terms + Order Form

Those proposing to submit a Bid are advised to read this document and its appendices and associated documentation very carefully to ensure they are fully aware of the nature and extent of the obligations to be accepted by them if awarded a contract.

Bids must be submitted in the prescribed format no later than the time stated within this document.

All enquiries regarding any aspect of this document or procurement process in general should be directed through the e-Procurement portal (Jaggaer Bravo).

Yours faithfully

A picture containing text

Description automatically generated

Sally Deacon

Digital First in Primary Care BP@Home Lead

NHS Cheshire & Merseyside Health & Care Partnership

Section 1 – Information for Bidders

**Part A – Key Information**

1. **Procurement Process**
   1. The procurement is carried out against the Dynamic Purchasing System (DPS) for the provision of Automated Blood Pressure Monitors to NHS Cheshire & Merseyside Health & Care Partnership (“the Authority”). The DPS was established on 29th January 2021. Consequently, all standards that have been applied to the DPS in terms of supplier assessment will therefore apply to this procurement process and resultant contract.
   2. Midlands & Lancs CSU Procurement Team – Rachel Roocroft, Procurement Manager Email: [Rachel.roocroft@nhs.net](mailto:Rachel.roocroft@nhs.net).
   3. The Dynamic Purchasing System (DPS) was originally advertised on the Official Journal of the European Union (OJEU), reference number 626761-2020 on 23rd December 2020.
   4. Bidders that have received this invitation are those that have been admitted to the DPS referenced in 1.1. Such an organisation (whether a single organisation or a consortium) is referred to in this document as a “Bidder”. In order for Bids to be accepted, Bidders must have signed and returned their overarching ‘DPS’ Participation Agreement.
   5. The purpose of this process is to identify the solution(s) and Bidders that can best meet the Authority’s needs and objectives. Throughout the process, the Authority will assess Bidders' ideas, approach and suitability to deliver the Goods and to confirm their understanding of the Authority’s requirement for the Goods.
   6. This tender process is a competitive procurement, and Bidders will be formally evaluated to determine a winning Bidder or winning Bidders.
   7. This procurement will be conducted using the e-Procurement system (Jaggaer Bravo - <https://mlcsu.bravosolution.co.uk/web/login.html> ), and Bids **must** be completed and submitted using this system.
2. **Tendering Timetable**
   1. A timetable for the tender process is given below.
   2. Bidders should be aware that the dates may be subject to change at the discretion of the Authority. Confirmation of any variation in timeframe will be communicated to Bidders at the earliest opportunity.

|  |  |
| --- | --- |
| **Activity** | **Dates** |
| ‘Invitation to Tender’ released to bidders | 19th October 2021 |
| Deadline for clarification questions from bidders | 12pm 22nd October 2021 |
| Deadline for bidder responses | 12pm 4th November 2021 |
| ITT evaluation and moderation period | 5th Nov to 16th Nov 2021 |
| Notification of outcome to bidders | 17th Nov 2021 |
| 10 day Standstill | 18th November – 1st Dec 2021 |
| Finalise Contract and Order Form and due diligence | During standstill |
| Formal contract award announced | 1st December 2021 |

1. **Award Criteria**
   1. Contracts will be awarded on the basis of the Most Economically Advantageous Tender (MEAT), taking into account both quality and cost elements as further defined in **Part E**.
   2. The evaluation process will be based on Bidders’ responses to the evaluation criteria and questions given in **Part F** and any subsequent clarifications. The scoring system is set out in **Part E.**

3.3 Prior to a final award, the Authority may request confirmation that the winning Bidder’s organisational, legal and financial capacity and capability to perform the contract has not altered negatively in any material way since being admitted to the Dynamic Purchasing System**.**

1. **Key Officers**
   1. The procurement lead for this programme is:

Rachel Roocroft MCIPS Chartered Procurement & Supply Professional. Procurement Manager, MLCSU Procurement Team Email: [Rachel.roocroft@nhs.net](mailto:Rachel.roocroft@nhs.net)

Bidders should note that primary route to correspondence is through the Jaggaer Bravo - <https://mlcsu.bravosolution.co.uk/web/login.html>. The above contact details are provided in light of difficulties.

1. **Contract Form and Term**
   1. The Authority will be contracting for the Goods using the Contract Terms + Order Form in **Part H.** Bidders should carefully study this document to ensure they are familiar with the obligations on them should they be awarded a contract.
   2. No material negotiation on the terms of the draft contract will be accepted by the Authority, and refusal to accept the core terms of the draft contract will cause a Bidder’s bid to be rejected. Standard, nationally-defined terms are non-negotiable.
   3. The contract is planned to be awarded on 1st December and the Goods have to be delivered before or by 21st March 2022 (which is subject to change at the discretion of the Authority).
2. **Communications**
   1. All Bidders will be sent the ITT (this document), any Addenda, and any other documents and materials relevant to the procurement via the e-Procurement system at no cost.
   2. All contact relating to this procurement must be undertaken through the e-Procurement system. Any direct contact made with any member of the Authority’s project team in relation to the procurement of these requirements will be re-directed through the e-Procurement system and may jeopardise the continuing participation of the Bidder in the process.
   3. Each Bidder must designate an individual (the Authorised Representative) to whom the Authority should address all materials relevant to the procurement process and must ensure that these are registered within the e-Procurement system. If the Bidder is made up of multiple organisations, the Authorised Representative should be a contact from the Lead organisation.
   4. The Authority will not be responsible for or bound by (a) any oral communication or (b) any other information or contact, occurring outside the official communication procedures specified herein.
   5. The rules of contact set forth in this document apply throughout the procurement process. These rules are designed to promote a fair, unbiased and legally defensible procurement process. Contact for the purposes of this process includes in person, telephone, electronic mail (e-mail), written or other communication.
3. **Tender Return Instructions**
   1. **Submissions must be received no later than 12pm 4th November 2021**

The Authority will not accept submissions received after the deadline except, at its absolute discretion, where it considers it appropriate to do so in exceptional or genuinely unforeseeable circumstances.

* 1. Please note that Bidders are responsible for ensuring safe receipt of their tenders. The Authority will not accept responsibility or liability for or arising from late or non-receipt of a submission. Proof of transmission will not be accepted as proof of receipt.
  2. All submission documentation must be sent through the relevant part of the e-Procurement system. Submissions will not be accepted by any other route except in exceptional circumstances.
  3. All electronic files submitted should be clearly and logically named using the following naming convention:

**Question number – File name – Bidder name**

***Q1 – Risk Management Policy – A N Other Company***

Using the naming convention above, appendices must be referenced within the main body of the bid response.

* 1. Bidders must submit an ITT response based on the needs of the Authority as described in this document and the Specification. Bids must be submitted using the online questionnaire in the relevant part of the e-Procurement system, and according to the parameters laid out therein.
  2. Bidders may make use of supporting documents (appendices to questions etc.) only where truly relevant and appropriate. Any appendix that the Authority judges to be essentially the continuation of a question response, and therefore a circumvention of the word limit, will be rejected and ignored.
  3. All documents submitted must be in a format that is readable in all versions of the Microsoft Office suite from the 2003 version onwards, or Adobe Acrobat. Please note however, that all attached spreadsheet responses must be fully available for manipulation (i.e. not locked for editing or presented as a PDF document).
  4. Images within documents should be appropriately compressed to ensure document sizes do not become unmanageable.
  5. Generic and promotional material should not be included and will be ignored.
  6. Where the Bidder wishes to append a lengthy document such as a staff handbook, they should include the relevant extract from the document, not the entire document. Any appendix in excess of 10 pages / sides of A4 paper may be rejected and ignored for the purposes of evaluation.
  7. Referring to additional information using web-links and the use of videos is strictly forbidden.
  8. Bidders should ensure that their submissions are complete when they are submitted and that all accompanying documentation is provided, as changes or additions to submissions will not be accepted after the submission due date. An exception to this is in the case of arithmetic or administrative errors that are clearly correctable and do not alter the substance of the bid.

1. **Bidder Clarifications**
   1. Bidders should read this ITT as soon after receipt as possible. It is the Bidder’s responsibility to clarify their interpretation of any item in this document within timeframes specified.
   2. The objective of Bidder clarifications is to give Bidders the opportunity to submit questions to the Authority concerning issues of clarity concerning either the process or the substance of the proposed Goods.
   3. Where Bidders require further information on details within this or other bid documentation, they must submit clarification questions through the e-Procurement messaging system. Clarification questions received by any other means will be rejected.
   4. Responses to clarification questions will be anonymised and sent out to all other Bidders during the period of the tender. The only exception to this is where a question concerns an individual Bidder’s unique circumstance.
   5. **The Bidder clarification stage will close at 12pm 22nd October 2021**
   6. Questions submitted after this date will not receive a response except in exceptional circumstances, or where the question concerns a system issue (i.e. difficulties with the e-Procurement system itself). We will endeavour to respond to your clarification questions within 48 hours, unless otherwise stipulated.
2. **The Authority Clarifications**
   1. The Authority reserves the right to require Bidders to clarify their bid submissions, with any such request made to the Bidder’s nominated representative. The Authority retains a general discretion at any stage of this procurement process to seek clarification from any Bidder in relation to any aspect of the bid submission.
   2. Clarification questions from the Authority will be required to be answered within **48 hours**, unless otherwise stipulated. Failure to respond adequately or in a timely manner to clarification questions may result in a Bidder not being considered further in the procurement, or the submission being evaluated in an un-clarified state (at the Authority’s discretion).
   3. The Authority may contact (or may require the Bidder to contact on its behalf) any of the subcontractors or consortium members to whom information relates in an ITT submission or any other document, to ask that they testify that information supplied is accurate and true.
   4. The Authority reserves the right to seek third party independent advice or assistance to validate information submitted by a Bidder and/or to assist in the bid evaluation process.
3. **Amendments to the Process or Specification**
   1. The Authority reserves the right to amend the process, evaluation questions, evaluation criteria or Specifications at any point during the procurement. Such action by the Authority will be done in the interests of fair and equitable competition and will not be made in order to benefit any individual Bidder or group of Bidders.
   2. Any amendments will be communicated at the earliest opportunity to all Bidders through the e-Procurement system.
   3. Where the Authority makes such an amendment, it will ensure that Bidders have an appropriate amount of time in which to digest and respond to the amendment.

**Part B - General Information**

1. **Conditions for Tendering**

Definitions

In these conditions of Tendering, unless the context otherwise requires, the following expressions shall have the following meanings :-

“The Authority” means NHS Cheshire & Merseyside Health & Care Partnership.

“Contract” means an agreement to provide the specified Goods subject to the Terms and Conditions of Contract specified in the Invitation to Tender.

“Goods” means Goods / Products to be provided under the terms of the Contract.

“Products” means Products / Goods to be provided under the terms of the Contract.

“Bidder” or “Bidders” shall include any person whom this Invitation to Tender is addressed, and any person who proposes to or does submit a tender for the Goods.

In these conditions, unless the context otherwise requires:

* + Words imparting the masculine gender include the feminine gender;
  + Words imparting the singular shall include the plural and vice versa:
  + Words imparting persons include corporations and vice versa:
  + References to appendices are references to the appendices and schedules to the Invitation to Tender and Conditions of Contract.

1. **Terms and Conditions**

Every tender received by the Authority shall be deemed to have been made subject to these conditions unless the Authority shall previously have expressly agreed in writing to the contrary.

No alteration may be made in the Form of Bid or the accompanying documents. If any alteration is made, or if any of these terms and conditions is not fully complied with, the tender may be rejected.

The Bidder shall be deemed to have satisfied himself before and during the tender as the correctness and sufficiency of his tender for the provision of the Goods.

1. **Preparation of the Tender**

The Bidder must obtain for himself at his own expense all information necessary for the preparation of his tender.

Information supplied to the Bidder by the Authority, its agent(s) or assignees, is supplied to the Bidder only for general guidance in the preparation of the tender. The Bidder must satisfy by its own investigations the accuracy of any such information, and no responsibility is accepted by the Authority or its agents for any loss or damage of whatever kind and howsoever caused arising from the use by the Bidder of such information.

The Authority will not under any circumstances reimburse a Bidder for any portion of their bid costs or any other actual or potential cost associated with a Bidder’s participation in the tender process.

1. **Waiver**

An express waiver or variation of any of these Conditions made in writing by the Authorised Officer for the Authority shall bind the Authority, otherwise, no other officer of The Authority has the authority to vary or waive any of these Conditions.

1. **Form of Bid**

The Bidder is required to complete all declarations contained at **Part G**. Failure to complete the declarations means that your bid is not valid and will not be evaluated.

1. **Prior Information**

Bidders are under a duty to notify the Authority promptly should any information contained in their response to this ITT cease to be accurate.  If a Bidder fails to do so where a Bidder has been awarded a contract as a result of this procurement process the Authority shall be entitled to terminate that contract.

All Bidder declarations completed should remain valid for the entirety of the tendering process.

1. **Canvassing**

If the Bidder or any person employed by the Bidder, whether or not to the Bidder’s knowledge:

* Offers, gives or agrees to give to any person any gift or consideration of any kind as an inducement or reward for taking or for not taking action in relation to the contract or any other contract with the Authority; and/or
* Canvasses any of the Project Team in connection with the Project; and/or
* Contacts any officer of the Authority prior to the contract being awarded about any aspect of the Goods in a manner not permitted by this document (including without limitation a contact for the purposes of discussing the possible transfer to the employment of the Bidder of such officer for the purpose of the Project),

The Bidder will be disqualified (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Bidder may attract).

1. **Confidentiality**

Subject to the exceptions referred to below, the Information in this ITT is made available by the Authority and Bidders should not copy, reproduce, distribute or pass the information to any other person at any time or allow any of these things to happen:

* Bidders shall not use the information for any purpose other than for the purposes of making, or deciding whether to make, a Bid;
* Bidders shall not discuss information or any aspect of this bidding process in the media nor make any media or publicity statement or comment in relation to it without the express consent of the Authority in writing.
* Bidders shall treat all information relating to their Proposals and Tender as confidential and where the information needs to be copied to parties supporting the Bidder, then the parties shall treat it as confidential. Bidders may disclose, distribute or pass Information to another person associated with their Proposal and Tender if either this is done for the sole purpose of enabling a Solution and/or Tender to be made and the person receiving the Information undertakes in writing to the Bidder to keep the Information confidential on the same terms as set out in this ITT, or the Bidder obtains the prior written consent of the Authority in relation to such disclosure, distribution or passing of Information.

The Authority may disclose detailed information relating to Proposals and/or Tenders to the Authority Executives, officers or advisors.

The Authority also reserves the right to disseminate information that is materially relevant to the Project to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its Proposals and Tender.

The Authority will act reasonably as regards the protection of commercially sensitive information relating to the Bidder, and commercially sensitive information will be kept confidential and only disclosed on a need-to-know basis within the Authority and the procurement Project Team.

1. **Tender for the Goods**

Tenders must be submitted for the provision of the Goods as set out in **Part D** and other parts of this document as appropriate, upon the Terms and Conditions of this document including without prejudice as to the generality of the foregoing Terms and Conditions of the Contract.

1. **Language**

All bids must be completed in English.

1. **Signatures**

All documents requiring a signature MUST be signed:

* Where the Bidder is an individual, by that individual; or
* Where the Bidder is a partnership, by two duly authorised partners; or
* Where the Bidder is a company or public body, by two directors or by a director and the secretary, such persons being duly authorised for that purpose.

1. **Copyright**

The copyright in this document is vested in the Authority and its advisers and may not be reproduced, copied or stored in any medium without the prior written consent of the Authority.

This document, and any document issued as supplemental to it, are and shall remain the property of the Authority and must be returned upon demand.

1. **Acceptance**

The Authority is not bound to accept the lowest or any tender, nor will it be responsible for, or pay, any expenses or losses which may be incurred by the Bidder in the preparation and completion of his tender.

The Authority may, unless the Bidder expressly stipulates to the contrary, accept any part of any tender. The Authority reserves the right to award contracts for the provision of the Goods described and arising out of this procurement process, to more than one Bidder.

If and when a tender is accepted, written notification will be sent to all of the Bidders, both successful and unsuccessful and a formal debrief offered to unsuccessful Bidders upon written request via In-Tend.

1. **Amendments to Tender Submissions**

At any time prior to the deadline for receipt of tenders, the Authority may modify the tender documents. The deadline for submission of tenders may be altered to allow for significant amendments to be fully assessed and taken into account by Bidders.

1. **Tender Prices**

Prices must be quoted in £sterling and (exclude/include VAT where stated). The Authority will not accept any reliance on a variable exchange rate for pricing.

Estimated number of Monitors (note the Authority reserves to vary the estimated numbers subject to availability and Customer needs):

**LOT 1 – Standard Automated Blood Pressure Monitors (ABPM) – approx. number of Monitors** **is 5,375**

**Please Note:**

**100% of ABPM, wide range cuffs (22-42cm) will be required.**

**2,500 Extra Large cuffs (32-50cm) compliant with ABPM will be required.**

**\* Quantities may change subject to funding available at point of Award**

Pricing submitted as part of this ITT must be capable of acceptance for a period no less than 180 days after the date that ITTs are submitted.

All pricing within a submission shall be firm for the period of the contract and will not be subject to any variation except for where detailed in the Contract.

The basis of the pricing shall be inclusive of all costs for delivery to any address(s) specified by the Authority.

1. **Costs**

The Authority accepts no liability to pay for any work undertaken by any Bidder or other organisation in connection with this Tender. All costs, expenses and liabilities incurred by Bidders in connection with the bidding and due diligence process for these Goods (“Tender Costs”) shall be borne by Bidders.

For the avoidance of doubt this includes (but are not limited to) costs and fees incurred by Bidders in instructing lawyers, designers, accountants and other advisors, participation in negotiations, and preparation and submission of any tender documentation.

By returning its response to this document, the Bidder confirms its understanding and acceptance of the fact that it shall have no claim whatsoever against the Authority in respect of such costs and fees and in particular (but without limitation) The Authority shall not make any payments to any Bidder save as expressly provided for in any agreement if and when any such agreement is entered into.

For the avoidance of doubt, the Authority accepts no liability for abortive costs of unsuccessful Bidders at any stage, or abortive costs in the event that the Authority decides to abandon, vary or recommence the award procedure.

1. **Modification and Withdrawal of Tenders**

No submission may be modified after the deadline for receipt.

Submissions may be withdrawn at any time before the award of Contract, providing such intention is expressed in writing to the Procurement Lead. Any such withdrawal must be made through the e-Procurement system.

Any withdrawal of a submission is irrevocable, and any Bidder withdrawing their submission will be automatically excluded from the rest of the tender process.

1. **Freedom of Information**

The Freedom of Information Act 2000 (FOIA) applies to Contracting Authorities and shall apply to all aspects of this tender process and the ensuing contract(s).

Bidders should make themselves aware of the Authority’s obligations and responsibilities under the FOIA to disclose, on request, recorded information held by Contracting Authorities. Information provided by Bidders in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, may therefore have to be disclosed by The Authority in response to such a request, unless the Authority decides that one of the statutory exemptions under the FOIA applies.

The Authority cannot guarantee, therefore, that ultimately there will not be any disclosure of the Proposals and/or Tenders or contracts. This position is in common with every other public sector organization.

Bidders should note that as of January 2011 Government Policy has set out transparency commitments in procurement and contracting to enable greater visibility on public spend.  The Government's commitment to publish tender and contractual information does not require anything to be published that would not be published under the FOIA.

1. **Law**

This entire tender process, and any Agreement arising from it, shall be governed by and construed in accordance with the laws of England and in the event of any dispute relating thereto the parties hereto submit to the jurisdiction of the Courts of England.

1. **Accuracy of Information**

The Information in this document has been prepared by the Authority in good faith but does not purport to be accurate, complete and exhaustive, or to have been independently verified.

Bidders should not rely on the Information and should carry out their own due diligence checks and verify the accuracy of the Information.

No information in this document is warranted by the Authority or its advisers and further shall not be taken nor deemed a promise or representation as to the future.

Neither the Authority, its advisers, nor the officers, members, partners, employees, other staff, agents or advisers of any such person makes any representation or warranty (expressed or implied) as to the accuracy, reasonableness or completeness of the Information provided in this document or at any other stage of the procurement process for this Project leading up to the execution of the Agreement nor shall any of them be liable for any loss, damage or expense (other than in respect of fraudulent misrepresentation) arising as a result of reliance on any such information.

Any persons considering making a decision to enter into contractual relationships with the Authority on the basis of the information provided should make their own investigations and their own independent assessment of the requirements for the provision of the Goods and associated issues and should seek their own professional financial, technical and legal advice.

Bidders shall be deemed to have carried out their own due diligence enquiries and investigations prior to entering the Contract and in any event shall be deemed to have done so. The subject matter of (and representations in) the Information shall only have contractual effect when it is contained in the express terms of Contract executed as a deed.

Except in relation to data warranted by the Authority as finally agreed in the Contract, Bidders shall further be deemed to have carried out all necessary research, investigations and due diligence and all necessary enquiries in order to have satisfied themselves as to the nature, extent, volume and character requirements of the Goods, their obligations described in this document, the extent of the personnel, equipment, property and assets which may be required and any other matter which may affect their Proposals and Tenders, pricing, projections or financial modelling.

The Authority shall not make any payments to the successful Bidder or any other Bidder save as expressly provided for in the Contract(s) and no compensation or remuneration shall otherwise be payable by the Authority to the successful Bidder by reason of the scope of the works, Goods or requirements relating to the tender being different from that envisaged by the successful Bidder or otherwise.

The ITT is not intended to provide the basis of any investment decision and should not be considered as a recommendation by the Authority or any of its advisors to any recipient.

Section 2 – Background information & Specifications

**Part C – Background information**

**Background and context**

NHS England and NHS Improvement prioritised hypertension management during the pandemic to support patients with poorly controlled hypertension to better manage their blood pressure at home.

High blood pressure (BP) is very common and there is scope to improve control in known patients. As at Oct 2020 across Cheshire &Merseyside there were 416,109 patients on general practice hypertension registers. Of these, 67% of those aged 79 and under were treated to recommended targets, and 81.8% of those aged 80+ were treated to target.

NHS Cheshire & Merseyside Health& Social Care Partnership is committed to achieving the 10-year national high BP ambition of 80% detection and 80% management to target, and to reducing associated inequalities. Due to the high prevalence of hypertension, this remains challenging. To achieve the ambition, it is estimated that by 2029, across Cheshire & Merseyside:

* ~41,000 additional known (registered) BP patients need to be managed to target (as defined by NICE)
* ~69,000 additional people with hypertension need to be diagnosed.

BP care and control are likely to have been adversely impacted by the Covid-19 pandemic, and the figures above are likely to underestimate the scale of the BP challenge across the subregion.

**BP@home Programme**

Due to the impact of the Covid-19 pandemic, a national shift from face-to-face BP testing in general practice, to home BP monitoring is needed. Home blood pressure monitoring supports patients to manage their high blood pressure and to do this remotely, as it enables patients to measure and share their blood pressure readings with their GP without the need to visit the practice. In addition, evidence supports the use of self and telemonitoring of blood pressure vs normal care in primary care as it is cost effective ([McManus et al., 2018](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(18)30309-X/fulltext)), saves GP time ([Hammersley et al., 2020](https://journals.plos.org/plosmedicine/article?id=10.1371/journal.pmed.1003124)) and reduces incidence of clinical events such as death, heart attack or stroke ([Margolis et al., 2020](https://www.ahajournals.org/doi/abs/10.1161/HYPERTENSIONAHA.120.15492?download=true)). In fact, it is estimated that regular home blood pressure monitoring across a population of 50,000 patients could prevent up to 300 heart attacks and 477 strokes over three years.

The national BP@home programme has distributed ~11,000 nationally procured monitors and cuffs across Cheshire &Merseyside CCGs [Places].

NHS Cheshire & Merseyside Health& Social Care Partnership has ambition to further scale this work in meeting the national ambition. Although C&M has benefited from the provision of ~11,000 nationally procured BP machines under the BP@home programme, due to the high prevalence of hypertension (and obesity) and high levels of deprivation across the sub-region, further BP machines and extra-large cuffs are needed to meet the needs of priority patients.

**Objectives of the procurement**To purchase Automated Blood Pressure Monitors capable of supporting the current and future needs of Cheshire & Merseyside.  
  
Estimated number of Monitors per Lot: (please note the Authority reserves to vary the estimated number subject to availability and Customer needs):

**LOT 1 – Standard Automated Blood Pressure Monitors – approx. number of Monitors is 5,375**

**Please Note:**

**100% of ABPM, wide range cuffs (22-42cm) will be required.**

**2,500 Extra Large cuffs (32-50cm) compliant with ABPM will be required.**

**\* Quantities may change subject to costs of Monitors/Cuffs proposed at point of Award**

**Part D - Requirements/Specification**

1. **The requirement is for Lot 1- only**:

|  |  |
| --- | --- |
| **LOT Number** | **LOT Title** |
| 1 | Standard Automated Blood Pressure Monitors & Cuffs |

1. **Technical Specification**

Suppliers must meet the full technical specifications of the product lines.

This Specification references numerous standards and legislation. The list of standards and legislation is not intended to be exhaustive and any relevant standards and legislation which applies to the Products (even if not stated) must be complied with by the Supplier.

Product lines must comply with the Standards and Legislation (as amended, extended, or re-enacted from time to time).

|  |
| --- |
| 1. **Standards and Legislation** |
| |  | | --- | | **Standards and Legislation** | | **Medical Devices Directive 93/42/EEC**  All products must have their CE marking evident on the product and/or Packaging  Class IIa Medical Device  **Directive 2006/95/EC (as amended and replacing Directive 73/23/EEC) for electrical equipment designed for use within certain voltage limits**  Where covered by this directive all products must have their CE marked evident on the product.  **Electromagnetic Compatibility Directive 2004/108/EC**  Where covered by this directive all products must have their CE marking evident on the product and/or packaging.  **BS EN 60601-1-2:2015**  Medical electrical equipment. General requirements for basic safety and essential performance. Collateral standard. Electromagnetic compatibility. Requirements and tests.  **BS EN 80601-2-30:2010+A1:2015**  Medical electrical equipment. Particular requirements for the basic safety and essential performance of automated non-invasive sphygmomanometers  Product must be registered / approved with the British and Irish Hypertension Society and meet at least one of the following testing standards:   * ESH International Protocol 2002 (IP1) , * ESH International Protocol  2010 (IP2) * Universal Standard (AAMI/ESH/ISO) 2019 or achieve a minimum B grade for both systolic and diastolic measurements for the revised (1993) BHS protocol. | |
|  |

Applicants must provide Safety Data Sheets (SDS) for all products that fall under REACH (Registration, Evaluation, Authorisation and restriction of Chemicals) 2007 – more specifically, an SDS must be provided if a substance or a mixture supplied is classified as hazardous under the CLP Regulation (EC) No 1272/2008.

If a product line contains phthalates this must be indicated on the packaging of that product line in accordance with Directive 2007/47/EC (amending Directives 90/385/EEC and 93/42/EEC).

Electrical product lines must comply with the requirements of the Directive on waste electrical and electronic equipment (WEEE Directive 2012/19/EU) and the

Directive on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS 2 Directive 2011/65/EU).

1. **Lot 1 – Standard Automated Blood Pressure Monitors & Cuffs**

The requirement is for simple, fully automatic upper arm blood pressure monitors to provide patients with comfortable, quick, and accurate blood pressure results. The results can be either manually or automatically inputted into local Apps/digital platforms for primary care to review.

A list of validated blood pressure monitors is maintained on the British and Irish Hypertension

Society **(BIHS)** website (<https://bihsoc.org/bp-monitors/for-home-use/>). **The automated blood pressure monitors must be on this list.**

**Please Note:**

**100% of Automated blood pressure monitors (ABPM) must have wide range cuffs (22-42cm)**

**At least 2,500 Extra Large cuffs (32-50cm) compliant with ABPM will be required.**

1. **General requirements**  
   The below are general requirements and this is not an exhaustive list  
     
   All product lines and packaging should be latex free where possible. If a product line or any packaging does or does not contain latex this must be labelled on the product line or packaging (as applicable) to inform the user, unless stated otherwise in this specification.

All product lines must include a free of charge warranty for a minimum of 12 months (including repair, parts, labour and servicing) from the date of acceptance by the customer. Warranty replacements must be immediate, no more than 48 hours from registration of problem with the Supplier to avoid a person being without an automated blood pressure monitor.

The Supplier must be able to deliver their product throughout the Cheshire & Merseyside Region in a manner as detailed in **Table 1**. We will be issuing requests for data to measure this and require your confirmation in response to question 1.2.1 that you will respond to these requests. The requirement for this procurement is that the delivery will be to the following locations and estimate dates:

**Table 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Delivery Location/Address** | **Contact Name** | **Number of meters -**  **Wide range cuff** | **Number of meters -**  **Extra large cuff** | **% of remaining machines allocation** | **Est. delivery date** |
| **NHS Halton CCG**  No1 Lakeside,  Centre Park,  Warrington,  WA1 1QY | Gareth Rustage  Commissioning Manager  [gareth.rustage@nhs.net](mailto:gareth.rustage@nhs.net)  Mobile: 07795540763 | **60** | **30** | **13%** | **Dec**  **Jan**  **Feb** |
| **Wirral Community Health and Care NHS Foundation Trust**,  St Catherine’s Health Centre. Derby Road, Birkenhead,  CH42 0LQ | Jane Reader  Nicky Williams | **440** | **220** | **13%** | **Dec**  **Jan**  **Feb** |
| **NHS Knowsley CCG**  The Hub Pharmacy  60-66 Sewell St  Prescot  L34 1ND | Waquas  07515 343828 |  |  | **15%** | **Dec**  **Jan**  **Feb** |
| **St Helens CCG**  Forster House  Waterside  St Helens  Merseyside  WA9 1UB | [Tony.McLeod@sthelensccg.nhs.uk](mailto:Tony.McLeod@sthelensccg.nhs.uk) |  |  | **13%** | **Dec**  **Jan**  **Feb** |
| **NHS Liverpool CCG**  The Department,  2 Renshaw Street, Liverpool L1 2SA | [sarah.hurn@liverpoolccg.nhs.uk](mailto:sarah.hurn@liverpoolccg.nhs.uk)  [kate.oakes@liverpoolccg.nhs.uk](mailto:kate.oakes@liverpoolccg.nhs.uk)  [Jacqui.Waterhouse@liverpoolccg.nhs.uk](mailto:Jacqui.Waterhouse@liverpoolccg.nhs.uk) | **630** | **315** | **15%** | **Dec**  **Jan**  **Feb** |
| **NHS Sefton, Southport & Formby CCG**   * Ainsdale Medical Centre, 66 Station Rd, Southport, Merseyside. PR8 3HW * South Sefton CCG   Concept House Surgery, 17 Merton Road, Bootle, Liverpool, Merseyside. L20 3BG | Practice Manager/Dr Stuart Bennett  Practice Manager/Dr Gina Halstead | **420** | **210** | **11%** | **Dec**  **Jan**  **Feb** |
| **NHS Warrington CCG**  No1 Lakeside,  Centre Park,  Warrington,  WA1 1QY | Gareth Rustage  Commissioning Manager  [gareth.rustage@nhs.net](mailto:gareth.rustage@nhs.net)  Mobile: 07795540763 | **120** | **60** | **8%** | **Dec**  **Jan**  **Feb** |
| **NHS Cheshire CCG (CWaC & CE)**   * 1829 Building, The Countess of Chester Health Park, Liverpool Rd, Chester CH2 1HJ * Bevan House, Barony Court , Nantwich, Cheshire, CW5 5RD | Angela Thomas  [Angela.thomas1@nhs.net](mailto:Angela.thomas1@nhs.net)  07775014979  Andy Makin  [Andrew.Makin1@nhs.net](mailto:Andrew.Makin1@nhs.net)  07387 124 316, | **670**  **375** | **335** | **12%** | **Dec**  **Jan**  **Feb** |

Section 3 – Tender evaluation methodology and questions

**Part E – Tender Evaluation**

1. **Evaluation process**
   1. **Introduction**

Tenders are requested from Bidders that have been admitted to the DPS as listed in Part A, 1.1.

The evaluation of Tenders will be based on a Most Economically Advantageous Tender (MEAT) approach, therefore both quality and cost elements will be taken considered as detailed below.

The Authority reserves the right to vary the award procedure for any fair, transparent and proportionate reason at its sole discretion.

* 1. **Outline Process**

Evaluation of bids will be conducted in the following stages:

1. Tender compliance review
2. Scoring stage - Quality and Financial evaluation of bids
   1. Individual evaluation and clarification
   2. Moderation
   3. Score collation
3. Winning Bidder(s) will be those who can meet the delivery deadline before or by **21st March 2022**. The Authority can award to multiple Bidders (products) to fulfil the funding available for this project.   
     
   Bidders will be ranked in order of the highest % of the award criteria achieved against each product model offered. If a Bidder offers products that are at different pricing level this will result in a Bidder having multiple rankings. Bidders will receive different scores for each product offered at a different pricing level. The Authority will award in a descending order from the highest ranked Bidder until the number of Units required have been fulfilled.  
     
   If two or more Bidders have the same score (rounded to two decimal places), these will be subject to a tie break process.

In the event of actual tied scores between two or more Bidders, the CCG will consider each Bidder’s combined recorded score for section 7 Finance (with no further reassessment of the score) and deem the actual highest scoring Bidder for this section as the successful Bidder.

If the Bidders are exactly matched on this Section scoring, this test will not break the tie. In this case, the CCG will consider the same process, against the Sections below using the scores of the respective Bids, until the tie is broken by a difference in the scores.

1. Section XX – Timescale
2. Section YY – After Sales Service

Each Section will be considered independently, in the hierarchy shown above, and the successful Bidder will be declared as soon as the first of the Sections elicits a difference in scores between the tied Bidders.

Should this sequence of test fail to break the tie, the CCG reserves the right to determine the successful Bidder by introducing a new step in the procurement process, restricted to the tied Bidders. This will be published to the tied Bidders if and when required.

1. Due diligence
2. Award
3. **Tender Compliance Review**

Tenders will first be checked for completeness and compliance with the below requirements before responses are evaluated. The compliance review will check that Proposals:

* Are submitted by the due date and time;
* Contain all declarations completed and signed;
* Are within set word limits for each relevant question;
* Use appendices and attachments in an acceptable manner;

Where in the opinion of the Authority a proposal does not meet the above criteria then it may be deemed non-compliant, and the Bidder disqualified. In this event, further evaluation of the Proposal will not be undertaken.

1. **Quality and Financial Evaluation of Bids**
   1. **Quality**

After the Compliance Review, Evaluators will complete an individual evaluation of submissions based on the responses received. Evaluators will be required to provide an explanation to support each score. No prior information or knowledge of Bidders will be used.

Evaluation scores will be moderated to achieve a consensus score for each question.

**Any questions scored as ‘fail’ will eliminate a Bidder from the process in entirety.**

* 1. **Financial**

The financial evaluation will be based on Bidders’ response to the financial template. The financial evaluation will run alongside the qualitative evaluation.

The financial template will be studied in detail to ensure it is compliant (i.e. affordable) and that no errors or clear omissions have been made. Bidders will be offered the opportunity to rectify clear arithmetic errors.

**The Bid price submitted must include all costs to deliver the Goods. Any material caveat or qualification in a completed financial template that implies some additional unknown cost will make a Bidder’s submission non-compliant.**

**Bidders will also have to detail all other assumptions they make in the building of their costs. Should bidders not make this expressly clear at point of offer any subsequent issue based upon these assumptions will be disregarded and void.**

1. **Moderation**

Moderation will take place in order to allow the panel to reach a final consensus score.

Should the consensus score of a pass/fail question be ‘fail’, the moderation of the bid will be terminated at this point, and the Bidder will receive feedback just on the question responses that the panel has moderated.

The consensus scores will have the associated weighting applied for each question. The total score for quality, combined with the financial score will be used as the basis of the award recommendation.

In a situation where the moderators fail to reach a consensus score on a particular question or criteria that question will be subject to an executive moderation process.

1. **Award stage**
   1. **Award**

Following evaluation and moderation, a notification of intention to award will be issued.

Award decisions are not binding on the Authority and an award decision alone will not constitute any form of contract. Should post-award discussions breakdown between the Authority and one or more of the awarded Bidders, the Authority may, at its absolute discretion, re-open discussions with any Bidder.

No material negotiation will take place at this stage.

1. **Evaluation Panel and Role of Evaluators**

The evaluation methodology provides the evaluation panel with a way of applying a clear rationale to their decision making and will ensure equality in the treatment of Bidders.

* 1. **Evaluation Panel Roles and Responsibilities**

Members of the evaluation panel will:

* Read and review documentation
* Evaluate Tender submissions
* Attend evaluation meetings as appropriate
* Contribute to the recommendation as to which Bidder’s offer represents the Most Economically Advantageous Tender (MEAT).

1. **Scoring mechanism and criteria**
   1. **Scoring Criteria**

After bids are deemed compliant at the tender compliance review, the following scoring matrices will be applied to Tender submission answers, except for the price submission / Financial Model Template (FMT) - see later section.

**Questions scored 0-5**

| **Assessment** | **Interpretation** | **Score** |
| --- | --- | --- |
| No Answer | No response received | 0 |
| Well Below Expectations | Limited information provided or a response that is inadequate and falling well below expectation | 1 |
| Below Expectations | There are minor reservations due to the response falling below expectation | 2 |
| Meets Expectations | An acceptable response submitted that met the expectation in terms of the level of detail, accuracy, and relevance | 3 |
| Above Expectations | A good response submitted in terms of detail, accuracy and relevance that is above expectation | 4 |
| Significantly Above Expectations | An excellent response submitted in terms of detail, accuracy and relevance that is significantly above expectation | 5 |

**Questions scored as pass / fail**

|  |  |
| --- | --- |
| **Assessment / Score** | **Interpretation** |
| Pass | Acceptable:   * The response met the expectation in terms of the level of detail, accuracy and relevance |
| Fail | Not Acceptable:   * There are minor reservations due to falling below expectation * Limited information provided or a response that is inadequate and falling well below expectation * No response provided or the response does not address the subject matter of the question posed in any way |

Any questions scored ‘fail’ will eliminate a Bidder.

* 1. **Scoring weightings**

Evaluation will be conducted in Quality and Financial streams, with each stream having the following relative weighting:

|  |  |
| --- | --- |
| **Section** | **Weighting** |
| Gateway Questions: |  |
| Lead time Pass/ Fail: Delivery must be on or before 21st March 2022, as per detail specified in **Section 2, Part D, subsection 5.** **Table 1**  To include how you can ensure deliveries are met by specified timescales e.g. include current Stock Holdings & Supply chain details, Airfreight / Sea freight | Pass / Fail |
| Product specification:   * Confirm website link of Product listed on BIHS * Confirm Universal to Patient Groups (Adults) * Confirm Batteries & Cuffs Included * Confirm Dimension of Cuffs (meets Authority’s requirements) * Confirm CE & other applicable standards | Pass/Fail |
| Quality:  After sales service: Spare parts / models for warranty replacements, Helpdesk – video link - detailed Customer guidance with each Product  Social Value | 30%  10% |
| Finance: (Please complete Financial model template available within the e-procurement system)  Product cost (each product offered will be awarded independently and score added independently to the Quality score for each product line)  Warranty (minimum 1 year = 1% - 2 years = 2% - 3 years+ = 5%)  Warranty Policy | 50%  10% |
| **Total** | **100%** |

* + 1. **Quality**

Quality questions are split into sections with specified weightings. Individual questions within each section are weighted where specified. The Quality questions and weightings are provided as stated at **Part F**.

* + 1. **Financial**

The financial template that you submit should set out the bid price for the contract term.

1. **Clarification questions on bid submissions**

The Authority may ask clarification questions at any time during the evaluation period.

**The timeframe for responding to clarification questions from the Authority will be in the order of 2 working days (48hrs)**, **unless otherwise stated.**

The failure to respond to a clarification from the Authority in the requested timeframe will lead to the submission being evaluated in an un-clarified state.

Clarification questions will act to clarify information already provided or resolve ambiguity within a submission.

All clarification questions will be communicated through the e-Procurement system.

1. **General Points**
   1. **Completeness**

Bidders are required to answer all questions and respond fully to each question.

Bidders should be aware that each question will be scored on a ‘stand-alone’ basis and that the response to each question must therefore be self-contained and not rely on information provided in responses to other questions.

Bidders should not assume that any information provided by them during any other phase of the Procurement, or to the Authority in any other context, will be considered or referred to for evaluation.

In evaluating a submission, the Authority will only consider information provided in response to this ITT. Bidders should not assume that the Authority has any prior knowledge or the Bidder or their Bidder Members, its practice or reputation, or its involvement in existing services, projects or procurements.

Bidders are wholly responsible for the accuracy and completeness of the information provided in response to this ITT. This includes information submitted in relation to Bidder Members.

* 1. **Bidder Identity**

The Authority reserves the right to generally disclose the identity of Bidders at any stage of the tendering process. In the event of disclosure, the Authority will advise Bidders of the nature and extent of the disclosure, and the reason that disclosure is taking place.

Bidders shall not undertake (or permit to be undertaken) at any time, whether at this stage or prior to entering the Contract, any publicity activity with any section of the media in relation to the Project other than with the prior written agreement of the Authority. Such agreement shall extend to the content of any publicity. In this paragraph the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media.

Part F – Tender Evaluation Questions & Financial Template

This Part F contains the Quality and Financial questions that Bidders must respond to, and the financial template that Bidders must complete in order to submit a bid. Any questions scored as ‘fail’ will eliminate a Bidder.

The following is required within a submission:

* Response to all Quality questions (using online questionnaire);
* Completed Financial template (using Financial Model Template);
* Appendix of all requested documents as applicable, in the format prescribed;
* Bidder declarations all complete and signed as found at **Part G** and **Annex 3**.

Quality questions

* Bidders must submit an answer for every question. All criteria and sub-criteria should be accounted for in the answers and failure to account for each and every one of these will automatically result in a less than acceptable score;
* Where individual questions each have a word limit, Bidders should refer to the detail on word limits within this document to ensure their bid is compliant;
* Appendices should only be used where necessary, and must be relevant to the question. No generic or unreferenced organisational literature should be submitted as it will be ignored.

Financial template

* Pricing must be submitted in compliance with the financial template (Annex 5), and the template must be fully completed;
* All assumptions made during completion of the financial template must be clearly articulated;
* The Authority may seek clarifications or variant pricing from any and all Bidders during the evaluation process so as to allow for a fair comparison of bids.

**Automate Blood Pressure Monitors Tender Evaluation Questions –**

Please see below the quality questions with specific individual question weightings and associated response criteria.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ques No.** | **Theme** | **Question** | **Score** | **Max words** | **Weighting (%)** |
| 1.2.1 | Delivery - Lead Times | Please confirm you can deliver your products on or before 21st March 2022, as per detail specified **Section 2, Part D, subsection 5.** **Table 1 -** PLEASE PROVIDE ASSURANCE HOW YOU CAN MEET THAT TIMESCALE, (to include current stock holdings & Supply chain details Airfreight / Sea freight) | Pass/Fail | 260 | [Pass/Fail] |
| 1.2.2 | Delivery – Delays | What arrangements are in place should goods be delayed or go missing prior to agreed delivery | Pass/Fail | 260 | Pass/Fail |
| 1.2.3 | Delivery – Country of Origin | Please confirm Country of origin for monitors and cuffs |  |  | Information only |
| 1.2.4 | Delivery – Storage/distribution | Please confirm location goods to be stored prior to distribution when called off. (Note general area of UK not address of warehouse) |  |  | Information only |
| 1.2.5 | Delivery – Insurance | Please confirm Insurance arrangements in place for stored and transiting goods  Yes – Pass  No - Fail |  | Yes/No | Pass/Fail |
|  |  |  |  |  |  |
| 1.3.1 | Specification | Please confirm your Product(s) are:   * Confirm website link of Product listed on BIHS * Confirm Universal to Patient Groups (Adults) * Confirm Batteries & Cuffs Included * Confirm CE & other applicable standards * Confirm Dimension of Cuffs (meets Authority’s requirements)   **Please complete the ABPM table (Provided as Annex 6 within the e-procurement system) and submit as part of your response**  \*We will **not** consider wrist-based meters and will only consider models that function with both wide range cuffs (22-42cm) and extra-large cuffs (32-50cm) | Pass/Fail | n/a  Please complete table | Pass/Fail |
|  |  |  |  |  |  |
|  | **Quality** |  |  |  | **30%** |
| 1.4.1 | Helpdesk – clinical Staff | Please advise what helpdesk arrangements are available (including contact arrangements and opening times) for Clinical Staff - For telephone support, please confirm if the telephone number is Freephone, standard costs or premium number. | 0-5 | 260 | 3% |
| 1.4.2 | Helpdesk – Patients | Please advise what helpdesk arrangements are available (including contact arrangements and opening times) for Patients - For telephone support, please confirm if the telephone number is Freephone, standard costs or premium number. | 0-5 | 260 | 3% |
| 1.4.3 | Printed instructions | What printed instructions are provided with the monitors and please list in what languages. | 0-5 | 260 | 3% |
| 1.4.4 | Online support | Do you provide any on-line product support with video around use of BP machine | 0-5 | 260 | 3% |
| 1.4.5 | Discontinuation of Models | Please advise if the proposed BP machines are current models and when are they likely to be discontinued | 0-5 | 260 | 3% |
| 1.4.6 | Replacement Parts | Please advise for how many years replacement parts for each piece of equipment will be available. | 0-5 | 260 | 3% |
| 1.4.7 | Calibration | Does your proposed machine need regular calibration, in which case how often and what arrangements are in place? | 0-5 | 260 | 3% |
| 1.4.8 | Faulty Equipment Policy | Please confirm your policy for return of faulty equipment (within warranty period) | 0-5 | 260 | 3% |
| 1.4.9 | Return address details | Please advise if faulty equipment is returned to your own facilities, nominated repair agent (Provide address) or manufacturer (Provide address) | 0-5 | 260 | 3% |
| 1.4.10 | Additional Benefits | Please illustrate what other benefits your Company can offer if awarded the Contract | 0-5 | 260 | 3% |
|  |  |  |  |  |  |
|  | **Social Value** |  |  |  | **10%** |
| 1.5.1 | Social Value - Local Supply chains | The Authority is keen to understand how the successful Bidder will have regard to the Public Services (Social Value) Act 2012 in the delivery of the service, and what benefits their solution will offer with respect to investment in local supply chains. | 0-5 | 260 | 2.5% |
| 1.5.2 | Social Value - Local economy | The Authority is keen to understand how the successful Bidder will have regard to the Public Services (Social Value) Act 2012 in the delivery of the service, and what benefits their solution will offer in respect to benefits to the local economy. | 0-5 | 260 | 2.5% |
| 1.5.3 | Social Value - Employment opportunities | The Authority is keen to understand how the successful Bidder will have regard to the Public Services (Social Value) Act 2012 in the delivery of the service, and what benefits their solution will offer in respect to improving employment opportunities such as apprenticeships, jobs for long termed unemployed and targeted training. | 0-5 | 260 | 2.5% |
| 1.5.4 | Social Value - Environmental impact | The Authority is keen to understand how the successful Bidder will have regard to the Public Services (Social Value) Act 2012 in the delivery of the service, and what benefits their solution will offer in respect to reducing the environmental impact of the service through sourcing products and resources, energy efficiency, carbon reduction and reducing travel arrangements for service users. | 0-5 | 260 | 2.5% |
|  |  |  |  |  |  |
|  | **Warranty** |  |  |  | **10%** |
| 1.7.1 | Warranty – Faulty Goods | Please confirm your policy for return of faulty equipment (Within warranty period) | 0-5 | 260 | 5% |
| 1.7.2 | Warranty Period | Please confirm the warranty details for each Product as per your completed Table 2  \* Warranty information will be taken from the ABPM table that each Bidder needs to complete and submit (minimum 1 year = 1% - 2 years = 2% - 3 years+ = 5%) |  |  | 5% |

**Financial Question**

|  |  |  |
| --- | --- | --- |
| **Ques No.** | **Question** | **Weighting (%)** |
| 1.6.1 | **Financial Model Template (FMT) *– used to get the price / quote***    Using the template provided (see **Annex 5**) within the e-procurement system ‘Financial Model Template’, all Bidders are mandated to provide a price (excluding VAT) per product. Full details are within the FMT | 50% |

The evaluation of the offer schedule is based on affordability and quality.

Bidders that have submitted a compliant offer will be evaluated on a comparative basis, with the lowest compliant tender (excluding any Tenders that the Commissioner rejects as being abnormally low or non-compliant) receiving 100% of the available marks. All other Tenders will be compared against the lowest tender on a proportional sliding scale using the following formula:

(A / B) x (Price weighting)

A = price of lowest compliant Tender

B = price of the Tender being scored

The following worked example is provided for information only to demonstrate how the evaluation of the offer schedule will work in practice:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidders and Offer Price for contract | | Lowest Bid | Difference between bid and lowest price | Weighted Score (Total available weighting 25%) |
| Bidder | Submitted Bid |
| 1 | £5,000,000 | £5,000,000 | £ - | 25.00 |
| 2 | £7,000,000 | £5,000,000 | £2,000,000 | 17.86 |
| 3 | £10,000,000 | £5,000,000 | £5,000,000 | 12.50 |

If two offers are the same then they will receive the same points.

**The financial template for completion is provided as an Excel document within the e-Procurement system. If Bidders have difficulty opening the document then they should contact the procurement team through the e-Procurement messaging system.**

**Part G - Declarations**

Tenders must be submitted in the format contained in this documentation, and must be accompanied by the following signed declarations (by completion of Annex 3):

* Anti-Canvassing
* Confidentially
* Conflict of Interest
* Form of Bid
* Non-Collusive

**The declaration forms for completion are provided as documents within the e-Procurement system.**

**Please sign and attach Annex 3 as part of your return.**

**Part H – Contract Terms + Order Form**

**Please see separate documents as detailed below:**

**Annex 2 Draft Order Form ABPM**

**Annex 4 NHS Terms and Conditions Goods**