**Ref: WNCCG/OPN/ECG/SP/03**

**Community Echocardiography Service for Warwickshire North Clinical Commissioning Group.**

**Procurement of the Service - Instructions:**

The service will be commissioned via an open procurement process. The Invitation to Tender (ITT) will be live on the **14th of December** **2015** on the Arden GEM CSU e-tendering portal (Bravo). All submissions will be evaluated using the scoring criteria which are contained within the ITT instructions – Document 1. Clarifications may be asked during the procurement process, the deadline for ITT clarification questions is **5th January 2016 at 5pm**.

All correspondence relating to this procurement throughout all stages of the process must be managed through the Arden & GEM CSU eTendering Procurement Portal, Bravo only.

Providers wishing to submit an ITT to deliver this service need to log onto Arden GEM CSU’s procurement portal (Bravo):- <https://ardengemcsu.bravosoluction.co.uk/web/login.html> at least 72 hours before the deadline for the ITT submissions of **5pm on the 12th of January 2016**.

**To register on the portal:**

»From the portal Home Page, click the ‘Click Here to Register’ link

»Accept the terms & conditions for using the portal

»Complete your organisation & personal details

»Choose a memorable username and submit

»You will shortly be sent an email with your unique password, please treat this securely (if you lose it there is a ‘Forgot my Password’ link on the portal homepage)

**To Access the portal:**

»Login with your unique username & password

»From the suppliers reserved area click ‘ITTs Open to All Suppliers’ –this is a repository of all ITTs open to any registered supplier.

»Browse the ITTs (there may be more than one page) and select “Community Echocardiography Service” by clicking on it

»Note the Details buttons on the left for Navigation and the Actions below

»Click the ‘Express Interest’ action –this will move the ITT from the ITTs Open to All Suppliers area to your ‘My ITTs’ area –this is a reserved area for ITTs that you have either been invited to or expressed interest in.

The services to which this notice relates fall within Part B of Schedule 3, Part 10 of the Public Services Contracts Regulations 2006 (as amended) ("the Regulations"). Neither the publication of this notice nor the employment of any particular terminology nor any other indication shall be taken to mean that the contracting authorities intend to hold themselves bound by any of the Regulations save those applicable to the procurement of Part B services.

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