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| Request for Quotation (RFQ) |

**Request to Quote: Women’s Health Wellness on Wheels (WoW) Bus Support**

**on behalf of NHS Norfolk and Waveney Integrated Care Board (ICB) (“Authority”)**

**Reference Number: NW2024-80**

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| **Contents**:  Annex A Service Specification  Annex B Evaluation Criteria  Annex C Questions **(to be completed and submitted)**  Annex D Terms and Conditions of Contract  Annex E Instructions to Bidders |
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**1.0 Introduction**

1.1 NHS Norfolk and Waveney Integrated Care Board (ICB) invites expressions of interest from suitably experienced providers able to deliver support for the Women’s Health WoWBus project (“the service”) in the form of a Women’s Health Champion on behalf of the Integration and Partnerships team which is to be delivered across the Norfolk & Waveney system.

1.2 The service contract is for 1-year only to support the Women’s Health WoWBus project. The project aims to reach women from underserved community groups who experience disadvantage, impacting on their access and experience of health and care services. The key outcomes expected are that women are empowered to understand and take positive actions on their health, that they have a place to share their views, and as a result help shape the future of women’s health.

1.3 Please note there is a financial threshold associated with this procurement. Any bids received exceeding £40,000 per annum over the term of the contract will be excluded from evaluation and disqualified from the process.

**2.0 Background**

2.1 As part of Norfolk’s response to [NHS England Women’s Health Strategy](https://www.gov.uk/government/publications/womens-health-strategy-for-england/womens-health-strategy-for-england), providing health information through a range of trusted channels, raising awareness of and access to screening in relation to cancer and sexual health; and increasing menopause awareness; particularly for women who experience disadvantage, have been identified as priority issues by Norfolk and Waveney Integrated Care Board and Norfolk County Council Public Health.

2.2 The Integrated Care Board and Public Health seek to commission support for Women’s Health engagement project that utilises the Wellness on Wheels bus in support of these priorities, which will align with our Community Voices programme.

2.3 £40,000 is allocated by the Norfolk and Waveney Integrated Care Board and Norfolk County Council Public Health to commission a local Voluntary, Community and Social Enterprise (VCSE) to join the WoW Bus, engaging with women at locations across Norfolk and Waveney.

2.4 The key aims of the project are to:

* Listen to women’s views and gather insights from experiences, in order to better understand barriers to healthcare access and potential solutions.
* Respond to issues immediately arising from conversations, the Women’s health champions will be equipped to provide information and signpost to relevant organisations that may be able to address issues raised.
* Signpost and facilitate access to primary, community and specialist services as indicated.
* Promote and facilitate access to services available on the WoW Bus

2.5 Norfolk Office of Data Analytics will analyse the key themes arising from the conversations and evaluate the effectiveness of the project as a whole. All partners involved in the project are expected to participate in the process evaluation of the project.

2.6 We are looking for a provider or a consortium of providers to work in partnership with the ICB and public health and

* Have connections/existing relationships with women living and working with communities in areas of higher deprivation.
* Have an excellent understanding of different protected characteristics and how this affects people’s experiences of health and care.
* Have excellent understanding of barriers to health faced by women living in [Core20](https://improvinglivesnw.org.uk/our-work/working-better-together/health-inequalities/core20plus5/) areas.
* Understand local community groups and where communities congregate and to engage with people within their own settings (outreach outside of the areas reached by the WoW Bus)
* Have a proven track record in demonstrating impact by capturing and evidencing of the work undertaken.
* Provide a women’s health champion to accompany the Bus, with the appropriate skills to engage women successfully in health conversations.
* The Women’s health champion will undertake relevant training to support women’s health conversations and capture insights from the conversations in the Community Voices Insight Bank
* Build a relationship with the WoW Bus co-ordinator to ensure the project delivery is aligned to the WoW Bus provision.
* Work collaboratively with the service providers accompanying the WoW Bus as well as the bus driver.
* Participate in the evaluation of the project and in the development of a case study for the project.
* Support the development of any Communication resources, promotional or online resources relating to the project.

2.7 Please note, bidders must provide a costs breakdown to support their application, specifying staffing costs, overheads and any ancillary costs.

2.8 It is important to note that this programme is a collaboration between a wide range of system partners, including the ICB, County and district councils and the VCSE. Bidders **must** be prepared to work in partnership with the wider partners and engage in programme governance arrangements, as the services detailed in this RFQ are part of a wider model of delivery.

2.9 The below table provides a high-level overview of the roles and responsibilities of key partners:

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| --- | --- | --- |
| Successful bidder | NWICB | Norfolk County Council/Public Health |
| Employment of Women’s Health Champion  Participation in project activities- training, recording insights and evaluation | Strategic development & integration with partners  Training & resources (health care)  Insight bank  Monitoring of project activities and support | Strategic development & integration with partners  Behaviour change/MECC training  Monitoring of project activities and support |

**3.0 Key Information**

3.1 The service is fully described in the **Annex A: Service Specification**.

3.2 Applications will be evaluated against the scoring criteria (0-100) detailed in **Annex B Evaluation Criteria** by a panel of Authority representatives and subject matter experts. Weighting per question is stated within Annex B – Evaluation Criteria.

3.3 As stated in **Annex D Terms and Conditions of Contract** the NHS Standard Contract Short Form Terms and Conditions will apply to any Contract awarded as a result of this process.

3.4 **Annex E Instructions to Bidders** provides instructions for bidders to follow regarding submission of their bid.

**4.0 Quotation Return & Validity**

4.1 If you are interested in quoting for this requirement, please complete the Quotation response template contained within this Document – **Annex C**, no later than **14th October 2024 at 12:00pm (midday)** setting out how your organisation meets the criteria. All questions **must** be answered for your bid to be accepted. Please note the word counts per question, only content within the allocated word count will be evaluated.

Please submit your response via email to by **12pm on 14th October 2024** quoting “NW2024-80 **Request for quotation for Women’s Health WoWBus support”.**

Responses submitted after the stipulated deadline **will not be accepted**.

4.2 Your response must be valid for acceptance for 90 days from the deadline for receipt of quotations. Your response constitutes an offer and if the Authority accepts that offer then a legally binding contract will exist between your organisation and the Authority.

4.3 Respondents accept that the Authority is subject to the Freedom of Information Act and government transparency obligations which may require the Authority to disclose information received from you to third parties.

4.4 This letter and your response do not give rise to any contractual obligation or liability unless and until such time as the Authority issues a letter referencing this Request for a Quotation accepting your quotation submission. The Authority does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for Quotation process.

4.5 The ICB reserves the right to not award a contract as a result of this Request for Quotation (RFQ) process.

1. **Clarification Questions**
   1. All requests for information about the requirements or the process of this Procurement must be submitted via emailing [David.Bailey1@nhs.net](mailto:David.Bailey1@nhs.net) and Karen.Martin31@nhs.net
   2. Please ensure that such clarifications are made well in advance of the deadline for clarifications as indicated within the timetable below in section 7 - this deadline allows the Commissioner(s) and AGCSU to reply to clarification questions ahead of the deadline of the RFQ itself. No clarifications made outside of the agreed process will be accepted (including those made by telephone, fax, email or postal queries).
   3. No further questions or requests for clarification will be accepted after the clarification date indicated within the timetable below.
   4. In order to ensure equality of treatment of Bidders, the Commissioner intends to publish the questions and clarifications raised by Bidders together with responses from the Commissioner(s) to all participants at least 5 working days before the deadline of the RFQ (where possible), via email. This is unless the question is deemed to be specific only to the Bidder asking the question and is not considered relevant to the process or RFQ.
   5. Bidders should indicate if a query is of a commercially sensitive or confidential nature – where disclosure of such query and the answer would, or would be likely to, prejudice its commercial interests. Bidders must set out the reason(s) for non-disclosure to other Bidders. However, if the Commissioner does not either consider the query to be of a commercially sensitive or confidential nature or considers it a query which all Bidders would potentially benefit from seeing both the query and the Commissioner(s)’ response, they will hold at their discretion the right to refuse such a request and will inform the requesting Bidder of any such decision. The Bidder will then have the right to withdraw the question or clarification.

**7.0 Timescales**

7.1 The following timescales are proposed for the quotation process:

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| --- | --- | --- |
| **Task:** | **Date:** | |
| **Start:** | **Complete by:** |
| Deadline for Clarification Questions | 7th October 2024 | |
| **Submission Deadline** | **14th October 2024 (mid-day)** | |
| Evaluation & Approval | 14th - 17th October 2024 |  |
| Notify Providers of Outcome | 17th October 2024 | |
| Mobilisation | November 2024 | |
| **Contract Start** | November/December 2024 | |

If you have any queries, are unable to meet this requirement or are otherwise not intending to provide a quote, it would be appreciated if you could inform the [David.Bailey1@nhs.net](mailto:David.Bailey1@nhs.net) and [Karen.Martin31@nhs.net](mailto:Karen.Martin31@nhs.net)

**Annex A: DRAFT Service Specification – Women’s Health Wellness on Wheels Bus Support**

***To be reviewed and developed further with the successful Provider.***

**Background**

As part of Norfolk’s response to NHS England Women’s Health Strategy, providing health information through a range of trusted channels, raising awareness of and access to screening in relation to cancer and sexual health; and increasing menopause awareness; particularly for women who experience disadvantage, have been identified as priority issues by Norfolk and Waveney Integrated Care Board and Norfolk County Council Public Health.

The Norfolk and Waveney Integrate Care Board seek to commission a Women’s Health engagement project that utilises the Wellness on Wheels bus in support of these priorities, which will align with our Community Voices programme.

We want to use the WoW Bus to promote and support women’s health over a duration of 12 months.

Funding of £20,000 is allocated by NW ICB, has been match-funded by Norfolk County Council Public Health to commission a local Voluntary, Community and Social Enterprise (VCSE) to join the WoW Bus, engaging with women at locations across Norfolk and Waveney.

We will work closely with the successful applicant who will provide women’s health champion/s and undertake engagement. Training and ongoing support will be provided as required by the NW ICB and Public Health.

The project specifically focuses on women who experience disadvantage because of where they live or who they are, impacting on their access and experience of health and care services. The key outcomes expected are that women are empowered to understand and take positive actions on their health, that they have a place to share their views, and as a result help shape the future of women’s health.

**Project Objectives**

The prime objective of the Women’s Health project on the WoW Bus is to improve access and experiences for women to healthcare that live in areas, and within community groups, that currently are not having their needs met by the services in place or the way in which those services are currently delivered.

Engagement will focus on women who are

* aged 16 years and over.
* from our target ‘Core20plus’ communities as outlined in our Integrated Care System (ICS) Health Inequalities Strategic Framework for Action – more info on Norfolk and Waveney’s core20plus population groups can be found [here](https://improvinglivesnw.org.uk/our-work/working-better-together/health-inequalities/)
* most at risk of HIV infection i.e. sex workers, intravenous drug users, migrants, Black African women
* most at risk of sexually transmitted infections (STIs) i.e. young people/women aged under 25.
* most at risk of abortion or poor reproductive health i.e. premenopausal women aged 25 and over.

The key aims of the engagement are to:

* Promote and facilitate access to services available on the WoW Bus
* Signpost and facilitate access to primary, community and specialist services as indicated.
* Listen to women’s views and gather insights from experiences, in order to better understand barriers to healthcare access and potential solutions.
* Respond to issues immediately arising from conversations: equipping the Women’s Health Champion to

1. provide information and resources that supports women to determine their need for and aids their access to appropriate healthcare, for example sexual health screening/support, HIV PrEP, and effective contraception.
2. distribute screening kits and condoms as requested.
3. signpost to relevant services and organisations such as Community Pharmacies, GPs, Norfolk’s Integrated Contraception and Sexual Health (iCASH) service, screening kits on the WoW Bus.

\*A comprehensive list of signposting resources and organisations will be covered in the training offered to the successful organisation.

1. Strategically respond to themes arising from the conversations. The online recording tool provides a repository of key points arising from the conversations which can be aggregated to inform decision-makers across the ICS, and thereby guide policy changes.

**Current scope and provision of the WoWBus**

The WoWBus currently visits multiple sites across Norfolk and Waveney. Below are a few examples, with an aim to reach Core20Plus communities

* Great Yarmouth Library
* Kings Lynn Hardwick Tesco’s
* Fakenham Market day
* Thetford, Charles Burrell Centre
* Norwich, Social Supermarket
* Swanton Road, Gypsy Roma Traveller site
* Bungay, Co-op

The Bus is operational 5days a week 10am-4pm, predominantly weekdays however occasional weekend visits which are pre-planned.

*We would like to work with the successful provider to develop a schedule of visits for the Women’s Health champion to accompany the Bus and carry out in-reach to specific communities.*

**Expected Outcomes**

The WoW Bus delivery is expected to

* improve understanding and awareness in women about cancer i.e. signs and symptoms, screening programmes.
* improve awareness in women of sexual health prevention and promotion, menstrual health and menopause.
* improved access to sexual health with screening kits available on the WoW Bus along with appropriate resources
* improve signposting to appropriate services such as iCASH sexual health service.
* improve engagement and uptake of services available on the WoW Bus
* improved understanding of experiences and the local barriers faced by women from Core20 (20% most deprived) areas in accessing health care.
* improve the capacity of VSCEs/women health champions to deliver positive peer-led messages on women’s health.

***Deliverables:***

The successful provider will:

* Have connections/existing relationships with women living and working with communities in areas of higher deprivation.
* Have an excellent understanding of different protected characteristics and how this affects people’s experiences of health and care.
* Have excellent understanding of barriers to health faced by women living in Core20 areas.
* Understand local community groups and where communities aggregate and to engage with people within their own settings (outreach outside of the areas reached by the WoW Bus)
* Have a proven track record in demonstrating impact by capturing and evidencing of the work undertaken.
* Provide a women’s health champion to accompany the Bus, with the appropriate skills to engage women successfully in health conversations.
* Build a relationship with the WoW Bus co-ordinator to ensure the project delivery is aligned to the WoW Bus provision.
* Work collaboratively with the service providers accompanying the WoW Bus as well as the bus driver.
* The Women’s health champion will undertake relevant training and capture insights from the conversations in the Community Voices Insight Bank
* Participate in the evaluation of the project and in the development of a case study for the project.
* Support the development of any Communication resources, promotional or online resources relating to the project.

***Governance***

Accountability for the Women’s Health Community Voices project rests with the Community Voices Steering Group and Head of Health Inequalities & VCSE. Onward reporting goes to the ICS Health Inequalities Oversight Group and Women’s Health Programme Board. The successful provider will be expected to periodically join the CV Steering Group to provide updates on the project as well as participate in the appropriate working groups.

Day to day engagement will involve liaison with the Commissioner’s representatives within the Health Inequalities & VCSE Team.

The Commissioner will retain responsibility for funding and contractual arrangements with Provider of Women’s Health Champions.

**Annex B: Evaluation Criteria**

The award criteria for this request to quotation is as follows:

Quality 100.00%

Cost Pass / Fail

**Total** **100.00%**

Each question is individually weighted as follows:

**Quality:**

**Qualification Questions (0.00%)**

1 - Specification Pass / Fail

2 - NHS Terms and Conditions of Contract for the Provision of Services Pass / Fail

If a bidder scores a ‘Fail’ on any of the above Qualification Questions their bid is disqualified from the process.

**Technical Questions** **(100.00%)**

3 - Delivery Model (25%)

4 - Staffing (10%)

5 - Mobilisation Plan (20%)

6 - Experience and Outcomes (25%)

7 - Equalities, Diversity and Inclusion (10%)

8 - Service Development and Continuous learning (10%)

**Cost: (Pass / Fail)**

9 - Finances (Pass / Fail

**TOTAL 100.00%,**

Bidder/s should achieve a minimum of 60% of the total quality score in order for their bid to be considered further. Please see details below regarding minimal thresholds and preferred bidders.

**Qualification Questions**

Qualification questions will be assessed on the basis of the evaluation criteria below:

| **Assessment** | **Score** | **Core evaluation** |
| --- | --- | --- |
| **Pass** | **100** | Applicant(s) response meets the Pass evaluation criteria outlined in the qualification question or answered, “Not Applicable”. |
| **Fail** | **0** | Applicant(s) response does not meet the Pass evaluation criteria outlined in the qualification question. |

**Technical Questions:**

Scored technical questions will be assessed on the basis of the evaluation criteria below:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| **Excellent** | **100%** | **Exceeds the requirement.** Exceptional demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/ services. Response identifies factors that will offer innovation andpotential added value, with evidence to support the response |
| **Good** | **80.00%** | **Satisfies the requirement with minor additional benefits.** Some minor additional benefits by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| **Acceptable** | **60.00%** | **Satisfies the requirement.** Demonstration by the Bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with evidence to support the response. |
| **Minor Reservations** | **40.00%** | **Minor reservations.** Some minor reservations of the Bidder’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response. |
| **Major Reservations** | **20.00%** | **Major reservations**. Considerable reservations of the Bidder’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response. |
| **Unacceptable** | **0.00%** | **Does not meet the requirement.** Does not comply and/or insufficient information provided to demonstrate that the Bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response. |

**Price Evaluation**

Price will be evaluated based on a Pass / Fail basis. Any bid that exceeds £40,000 will be excluded.

**Multiple Element Questions:**

A bidder must cover all the points asked in a question within their response:

* Some questions may require multiple items to be covered in a response.
* A bidder response must cover all elements of the question (i.e. individual bullet points) in its entirety.
* If a response does not cover all elements stipulated within the question it **cannot** score ‘Acceptable’ (60 out of 100), no matter how well the other points of the question have been answered.
* A reservation would be identified regarding the element of the question has not been answered and a score of no higher than 40 could be achieved.
* A clarification question cannot be raised to address this shortfall as this would be classified as new content.

**Minimum Quality Threshold:**

Bidders should achieve a minimum of 60% of the total quality score in order for their bid to be considered further. In the event no bid meets this minimum quality standard AGCSU reserve the right to cancel the RFQ process or to continue the process of award to the highest scoring bidder in terms of their quality score as described above. The decision made at this stage will be at the sole discretion of the Commissioner and, in the event that the Commissioner makes a decision to award, this will be contingent on the Commissioner being able to satisfy themselves that the decision to award is safe and in the best interests of patients.

**Preferred Bidder:**

In the event of a draw the Preferred Bidder will be the Bidder with the highest percentage score for question 3. If this results in a continued score draw then the process will continue against the following questions in priority order; 6, 5, and 4. If a Preferred Provider is still not identified, then a secondary presentation phase may be initiated between the score draw providers consisting of their proposed response to a scenario situation. Details would be shared regarding any secondary phase at the point in time of the decision being made.

**Annex C: Invitation to Quotation Response Template**

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| **Supplier Name:** |  |

Please utilise Annex A – Service Specification to support your responses to the questions below. Please complete the questions below and submit this with your quotation.

Clarification questions are permissible and should be submitted via email stating ref: Clarification Question for RFQ -Community Voices Services. Questions and responses will be shared with all bidders. The deadline for clarification questions is **07th October 2024 at 12:00pm (midday)**.

Please note word count restrictions apply.

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| 1. **Service Specification:**   Can you meet the requirements of the Service Specification in its entirety?  Please refer to the relevant questions below whereby your proposed delivery model will be scored.  Please note, not answering is an automatic exclusion.  Evaluation Criteria:  Pass = Answering “Yes” confirming you can meet the requirements of the specification.  Fail = Answering “No” you cannot meet the requirements of the specification. |
| Yes / No [Delete as applicable] |
|  |
| 1. **Nature of contract:**   Do you agree to the use of the NHS Terms and Conditions of Contract for the Provision of Services t for this service?  Please note, not answering is an automatic exclusion.  Evaluation Criteria:  Pass = Answering “Yes” confirming you agree to the NHS Standard Contract.  Fail = Answering “No” you do not agree to the NHS Standard Contract. |
| Yes / No [Delete as applicable] |
| 1. **Delivery model:**   Please describe your proposed delivery model (including proposed frequency of the women’s health champion attendance on bus visits)  Word Count = Please ensure your response is no more than 800 words.  Only content within the allocated word count will be evaluated and scored.  Scored 0-100 using the scoring criteria stated within Annex B  Weighting = 25.00% |
| [Insert your question 3 response here] |
| 1. **Staffing:**   Please confirm how you plan to deliver this service, specifically the staff and volunteers involved. Please include:   * the numbers and job roles of staff (and volunteers where applicable) inclusive of management staff and back-office staff * your approach to supporting and retaining staff and volunteers including supervision; training and development. * Your approach to ensuring that there is adequate staffing in terms of numbers and competency to provide a responsive service.   Word Count = Please ensure your response is no more than 600 words.  Only content within the allocated word count will be evaluated and scored.  Scored 0-100 using the scoring criteria stated within Annex B  Weighting = 10.00% |
| [Insert your question 4 response here] |
| 1. **Mobilisation:**   Please provide us a with a mobilisation plan outlining how you will plan and deliver this service so that it is operational by proposed timelines. Please include any risks, issues, mitigations or dependencies.  Word Count = Please ensure your response is no more than 600 words.  Only content within the allocated word count will be evaluated and scored.  Scored 0-100 using the scoring criteria stated within Annex B  Weighting = 20.00% |
| [Insert your question 5 response here] |
| 1. **Experience and Outcomes**   Please outline the experience, expertise, and training that you have in supporting activities similar to those being undertake via the Women’s Health project. Your response should include:   * Examples of working closely with communities that experience health inequalities. * Example of working with women particularly, supporting health and wellbeing of women * Examples of working collaboratively and in partnership within the ICS * Examples of monitoring own activity and demonstrating impact * Previous experience and knowledge of the Community Voices programme, if possible   Word Count = Please ensure your response is no more than 600 words.  Only content within the allocated word count will be evaluated and scored.  Scored 0-100 using the scoring criteria stated within Annex B  Weighting = 25.00% |
| [Insert your question 6 response here] |
| |  | | --- | | 1. **Equalities, Diversity and Inclusion**   Please outline how you will ensure that the Women’s Health WoWBus project is inclusive and accessible in its approach. Please include in your response:   * How will you work with us to develop the training offer to ensure it is well understood and inclusive of those with protected characteristics? * How you will work with local people and as part of a system to ensure that the service is accessed by all? * How will you ensure that we monitor uptake and outcomes of the service in a way that is proportionate and sensitive to individuals seeking support?   Word Count = Please ensure your response is no more than 400 words.  Only content within the allocated word count will be evaluated and scored.  Scored 0-100 using the scoring criteria stated within Annex B  Weighting = 10.00% | | [Insert your question 7 response here] | |
| 1. **Service Development and Continuous Learning**   Please tell us:   * How will you work with us to ensure that we are able to measure and demonstrate our impact – both at an individual and system level?   Word Count = Please ensure your response is no more than 400 words.  Only content within the allocated word count will be evaluated and scored.  Scored 0-100 using the scoring criteria stated within Annex B  Weighting = 10.00% |
| [Insert your question 8 response here] |
| 1. **Finances:**   Please note there is a financial threshold associated with this procurement. Any bids received exceeding £40,000 per annum over the term of the contract will be excluded from evaluation and disqualified from the process. No bids over £40,000 per annum will be accepted.  Please confirm that you can deliver the services with the £40,000 per annum threshold by answering either Yes or No.  Please provided an overview of how you will deliver the 1-year project within the financial threshold delivering the Women’s Health WoWBus Support across Norfolk and Waveney.  Word Count = Please ensure your response is no more than 400 words.  Only content within the allocated word count will be evaluated and scored.  Scored 0-100 using the scoring criteria stated within Annex B  Evaluation Criteria:  Pass = Answering “Yes” confirming that you can deliver the services with the £40,000 per annum budget and providing an overview of how you will deliver the pilot within the financial threshold for delivering the Women’s Health WoWBus Support service across Norfolk and Waveney.  Fail = Answering “No” stating that you cannot deliver the services with the £40,000 per annum budget or answering ‘Yes’ and not providing an overview of how you will deliver within the financial threshold for delivering the Women’s Health WoWBus Support across Norfolk and Waveney. |
| [Insert your question 9 response here] |

Please respond to the questions above, within the prescribed word counts and submit your response (Annex C) in-line with the instructions in Appendix E.

**Annex D: Terms and Conditions of Contract**

Any Contract arising from this invitation to quote will be governed by the NHS Terms and Conditions of The NHS Terms and Conditions of Contract for the Provision of Services.

A copy of the above Terms and Conditions is available to view at [nhs-terms-and-conditions-for-the-provision-of-services-contract-version.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.england.nhs.uk%2Fwp-content%2Fuploads%2F2022%2F09%2Fnhs-terms-and-conditions-for-the-provision-of-services-contract-version.docx&wdOrigin=BROWSELINK)

By responding to this quotation, you accept this contract and all its stipulations in their entirety.

**Annex E: Instructions to bidders.**

How to respond to this RFQ:

If you are interested in quoting for this requirement, please complete the Quotation response template contained within this Document – Annex C, no later than 14th October 2024 at 12:00pm (midday) setting out how your organisation meets the criteria. All questions must be answered for your bid to be accepted. Please note the word counts per question, only content within the allocated word count will be evaluated.

Please submit your response via email to David.Bailey1@nhs.net and Karen.martin31@nhs.net, quoting NW2024-80” **Request for Quotation – Women’s Health WoWBus Support”**

**No late submissions will be accepted**.