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| **Request for Quotation- RFQ**  Procurement Lead: | |
| Telephone Number: | 01522 512512 |
| Quotation Number/Ref: | C334628 |
| Date: | 13/02/2025 |

This Request for Quotation (RFQ) is issued by the Procurement Services Division of United Lincolnshire Teaching Hospitals NHS Trust – ULTH (the “Authority”).

It is issuing this RFQ in connection with the competitive procurement of Confidential Case Note Files as outlined in the accompanying specification.

We look forward to receiving your completed response. Please note the important instructions below:

**Instructions**

1. NHS Terms and Conditions (Contract – Services) will apply to the successful commission:

[NHS England » NHS terms and conditions for the procurement of goods and non-clinical services](https://www.england.nhs.uk/publication/nhs-terms-and-conditions-for-the-procurement-of-non-clinical-goods-and-services/#heading-2)

1. The Quotation response must be submitted via the Atamis e-procurement portal, [https://atamis-1928.cloudforce.com/,](https://atamis-1928.cloudforce.com/,%20) by **12 pm Noon on Monday, 3rd March 2025.**
2. Quotations not received on this form will not receive consideration. Supporting documentation may be provided in additional documents. Please ensure that these documents are clearly cross referenced on this form. Failure to cross reference documentation may not be evaluated and this may lead to disqualification of your bid.
3. This contract is estimated to commence May 2025 and be for a duration of 2 years.
4. The contract will be awarded to the bidder submitting the Most Economically Advantageous Quotation – the award criteria is as follows:

* Quality – 20%
* Price – 80%

1. The Quality and Price scores will be combined, and the highest overall score will be determined as the Most Economically Advantageous. Evaluation guidance is provided overleaf.
2. The Authority reserves the right not to accept any quotation. All costs and risks associated with preparing a quotation will be borne by the bidder.
3. Bidders should submit the following completed form by the deadline:

* Response Form 1 – Specification Compliance (Pass/Fail)
* Response Form 2 – Quality
* Response Form 3 – Price

1. Any queries should be raised using the Atamis messing facility or via email pending Atamis set-up.

Yours faithfully

United Lincolnshire Teaching Hospitals NHS Trust

Beech House, Witham Park,

Waterside South, Lincoln, LN5 7JH

[946E65E5](https://www.ulh.nhs.uk/)86B0F63B[AD512701](https://www.facebook.com/unitedlincolnshirehospitalsnhstrust/)33E881B7[A43CCBDD](https://twitter.com/ULHT_news)B8D766F3[C973B079](https://www.instagram.com/ulht_news/?hl=en)A5C61EF[EF8FF0D5](https://www.linkedin.com/company/united-lincolnshire-hospitals-nhs-trust)



**Evaluation Guidance**

Your ability to comply with the Specification and response to the Quality questions will be scored using the following scoring guidance for evaluators:

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| --- | --- | --- |
| **Grade label** | **Grade** | **Definition of Grade** |
| Unacceptable | 0 | **Does not meet the requirement**  The Bidder has not responded to any minimum requirements of the Question, has provided a response which does not address the minimum requirements or the response does not comply with the instructions of the question. |
| Serious Reservations | 1 | **Does not satisfy the requirement with major reservations**  Considerable reservations of the Bidder’s understanding and skills required; the Bidder has not responded to most of the minimum criteria for the question and does not provide any assurance in relation to the areas responded to. |
| Minor Reservations | 2 | **Does not fully satisfy the requirement with minor reservations**  Minor reservations of the Bidder’s understanding and skills; the Bidder has responded to the minimum criteria stated for the Question but has provided little to no evidence to demonstrate they can meet the requirements in relation to this question, or the Bidder has not responded to some of the minimum requirements but has provided assurance in relation to some elements of the question responded to. |
| Satisfactory | 3 | **Satisfies the requirement**  Demonstration by the Bidder of the understanding and skills required to provide the services, with evidence to support the response. The minimum requirements are demonstrated in relation to this question. |
| Good | 4 | **Satisfies the requirement with minor additional benefits**  Above average demonstration by the Bidder of the understanding and skills required to provide the services in relation to this question. All minimum requirements of the question are addressed and the response identifies factors that may offer potential added value or innovation, with evidence to support the proposals. |
| Excellent | 5 | **Exceeds the requirement**  Exceptional demonstration by the Bidder of the understanding and skills required to provide the services in relation to this question. All minimum requirements of the question are addressed and the response identifies factors that will offer demonstrated added value or innovation, with evidence to support the proposals. |

Your total fixed price will be evaluated using the following criteria:

Example (illustrative only)

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| **Bidder** | **Price** | **Calculation** | **Score** |
| Bidder A | £100 | Lowest | 80% (Max) |
| Bidder B | £120 | 100/120 x 80 | 66.67% |
| Bidder C | £140 | 100/140 x 80 | 57.14% |

**Response Form 1 – Specification Compliance**

**Note to Bidders:**

The Bidder must respond to each row of the Specification below.

Please write "Confirmed" to confirm acceptance of the row and add any supporting comments as appropriate.

If not accepted, the Bidder must state “Unable To Comply” and explain why this is not possible. This must be full form drafting capable of being inserted into the contract.

If an alternative is proposed the evaluation panel must be satisfied with the explanation/evidence given to ensure that the proposed provision does not change the specific service requirements or pose a risk to the Authority. Failure to provide sufficient assurance may result in disqualification. The level of compliance and risk of variation will be evaluated as part of your ability to comply with the specification.

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| Suppliers to provide files in line with below specification (current build) on a quarterly delivery basis:  **ULTH case note folder**  2 wing case note folder with 5 indexes and 1 mount sheet inserted  **Folder**  Printed black 2 side on Orange 450gsm Kendal Manilla  Flat size is: 670x318  **Contents**  1st wing – Yellow Patient Alert printed black 1 side position 1of6 tab, on 180gsm yellow otter manilla, Pos2of6 tab & Pos3of6 tab printed black 1 side on cream 180gsm Kendal manilla. All three indexed collated in order and attached to first wing with a mediclip.  2nd wing – Pos4of6 tab & Pos5of6 tab printed black 1 side on cream 180gsm Kendal manilla, between the two indexes is a mount sheet printed black 1 side on 160gsm white offset with 15peelable strips. In total there are three inserts attached to the 2nd wing with a mediclip.  The Authority is happy to accept alternative materials but not an alternative style  The Authority is expected to move to a light version in conjunction with its EPR go-live estimated 2027 | **Bidder “Confirmed” + comments as applicable** |  |
| Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. |  |
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| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Date: |  |

**Response Form 2 – Quality**

**Evaluation – Quality**

**Sample files**

Suppliers are to send across samples of the file that would be provided to allow the Authority leads to confirm with specification requirements and assess the quality of the files provided. These will be measured with the above 0-5 range for each of the below metrics:

Durability (10%)

Specification compliance/ Material quality (10%)

Supplementary response to support/explain sample submission

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| Click here to enter text. |

The maximum quality score is 20%

Sample delivery locations:

2x samples - Lincoln County Hospital, Greetwell Road, Lincoln, LN2 5QY. 1x FAO Andrew Brook, Medical Health Records, 1x FAO Ian Haywood, Outpatients appointment services office.

1x sample - Grantham and District Hospital, 101 Manthorpe Road Grantham Lincolnshire NG31 8DG. FAO Keith Bainbridge, Medical Health Records

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| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Date: |  |

**Response Form 3 - Price**

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| Qty (initial contract) | Year 1 (first delivery May 2025) | Year 2 |
| 40,000 per annum in quarterly deliveries |  |  |

The above prices are firm for 90 days for the date of this quotation.

I am aware that my completion of these response forms is at my own cost and does not guarantee being chosen to supply the above service. I understand if chosen as a supplier I will receive an official purchase order from the Authority.

This document shall be deemed to have been signed by the person whose details are below. An actual signature is not required

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| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Date: |  |