



Quotation For
Hire of Exam Cubicles
Lewisham and Greenwich NHS Trust
Ref: ST24-P267

SmartTogether Procurement

Serving Guy's & St Thomas' NHS Foundation Trust, Dartford and Gravesham NHS Trust, Lewisham and Greenwich NHS Trust, Great Ormond Street Hospital for Children NHS Foundation Trust

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1. Lewisham and Greenwich NHS Trust

The Trust is responsible for Queen Elizabeth Hospital in Woolwich, University Hospital Lewisham, a range of community health services in Lewisham and some services at Queen Mary's Hospital in Sidcup.

The trust serves local communities with a range of high quality health services. The Trusts aim is to become a consistently high performing organisation, so that it gets it right for every patient, every time.

For more information please see <https://www.lewishamandgreenwich.nhs.uk>

2. The Requirement

The Trust currently has a requirement to hire cubicles to support exams that are held on the Trust premises.

Cubicles are required for the following exams in 2025 and 2026

Exam	Date of Exam	Location	Number of cubicles required
KCL OSCE	Jan 2025	UHL	16
KCL OSCE	Jan 2025	QEH	16
KCL OSCE	May 2025	UHL	16
KCL OSCE	May 2025	QEH	16
UNIC OSCEs	May 2025	UHL	6
UNIC OSCEs	June 2025	UHL	6
KCL OSCE	Jan 2026	UHL	16
KCL OSCE	Jan 2026	QEH	16
KCL OSCE	May 2026	UHL	16
KCL OSCE	May 2026	QEH	16
UNIC OSCEs	May 2026	UHL	6
UNIC OSCEs	June 2026	UHL	6

*UHL = University Hospital Lewisham, Lewisham High Street, Lewisham, London SE13 6LH

*QEH = Queen Elizabeth Hospital, Stadium Rd, London SE18 4QH

*KCL are 2-day exams and UNIC are 1-day exams

3. Contract Duration

The Authority is looking to appoint to a sole Supplier for the provision of the requirement. The contract will be for a period of 2 years.

4. Procurement Timetable

Activity	Date Due
Publish quotation documents and notices	18th November 2024
Deadline for Clarification Questions	25 th November 2024
Deadline for Submission of Quotation	29 th November 2024
Contract Award	9 th December 2024
Contract Start Date	January 2025

5. Procurement Process

The Procurement Shared Service has adopted the Health Family Single eCommerce System for all of its tender activity. This tender process will be conducted entirely via self-service downloading of all documentation and submission in an electronic format only (unless otherwise requested).

Any communication regarding this tender must also to be received through the eCommerce System in order to keep an accurate record all activity relating to the tender.

There is no need for you to inform the Procurement Dept directly of your intention to participate as the eCommerce System will automatically record that you have downloaded the documentation available.

All submitted responses (your offer) must be capable of acceptance in its own right with no need for negotiation or clarification.

6. Clarification Questions

Clarification questions from Bidders

Should Bidders have any questions on this documentation, they should only be sent in writing via the Authority's e-Sourcing messaging system.

Clarification questions must not be submitted by any other means.

7. Terms and Conditions of Contract

The contract will include the NHS Terms and Conditions attached to this Quote. It is vital that the Bidder reviews these carefully, and takes account of all information such as, key performance indicators and insurance requirements and that their proposal fully takes account of these. By submitting a response, Bidders are agreeing to be bound by the terms of the NHS Terms and Conditions.

8. Instruction to Bidders

No information contained in this document or in any communication made between the Authority and any potential Bidder in connection with this document shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in

accordance with this document. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability to any Bidder in respect of this document, any supporting documentation and/or the Quote process.

The Bidder is expected to examine all of the instructions, forms, and specifications that comprise this document. Failure to provide all of the requested information, in the correct format, may result in the return being rejected. Where information or documentation to be submitted by economic operators is or appears to be incomplete or erroneous, or where specific documents are missing, the Authority may request the economic operators concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit.

9. Transparency (PPN01/17)

As a result of government policy to achieve greater transparency in public procurement and help deliver improved value for money, the Authority is obliged to publish quotation documents for all contracts with a whole life value of over £25,000 on Contracts Finder - <https://www.contractsfinder.service.gov.uk/Search>

On 24 March 2015, the Government published a set of general transparency principles (<https://www.gov.uk/government/publications/transparency-of-suppliers-andgovernment-to-the-public>) that require public procurers to proactively disclose contract and related information that may previously have been withheld on grounds of commercial confidentiality. In compliance with these requirements, the Authority intends where appropriate to publish the following types of information:

- contract price and any incentivisation mechanisms
- performance metrics and management of them
- plans for management of underperformance and its financial impact
- governance arrangements including through supply chains where significant contract value rests with subcontractors
- resource plans
- service improvement plans

10. Freedom of Information Act (FOIA)

Bidders should be aware of the Authority's obligations and responsibilities under the Freedom of Information Act (FOIA) to disclose, on request, recorded information held by them. 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 may also include certain information in the publication scheme which it maintains under the FOIA. In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the FOIA or the Environmental Information Regulations 2004, the Authority may consider it appropriate to ask Bidders for their views as to the release of any information before a decision on how to respond to a request is made.

In dealing with requests for information under the FOIA, the Authority must comply with a strict timetable and the Authority would, therefore, expect a timely response to any such consultation within five working days.

If Bidders provide any information to the Authority in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, which is confidential in nature and which a Bidder wishes to be held in confidence, then Bidders must clearly identify in their offer documentation the information to which Bidders consider a duty of confidentiality applies.

Bidders must give a clear indication which material is to be considered confidential and why it is considered to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as "Commercial in Confidence" will no longer be appropriate. In addition, marking any material by virtue of such marking will no longer be appropriate.

Where a Bidder has indicated that information is confidential, the Authority may be required to disclose it under the FOIA if a request is received. The Authority cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

In certain circumstances where information has not been provided in confidence, the Authority may still wish to consult with Bidders about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. The decision as to which information will be disclosed is reserved to the Authority in question, notwithstanding any consultation with the Bidder.

11. Communications

All communications must be through the Authority's eSourcing portal, potential Bidders are not to communicate with any Authority employees regarding this requirement without the permission of Procurement.

Should communications not be possible via the portal then contact can be made via the Procurement lead for this requirement:

E: Busayo.Omoyajowo@gstt.nhs.uk

12. Misrepresentation

If you seriously misrepresent any factual information and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

13. Response Requirements

Bidders are to submit a proposal outlining how they can meet the requirement and attach a pricing proposal in the format similar to below:

			a	b	c	d	(a x b x c) + d
Exam	Date of Exam	Location	Number of cubicles required	No day's hire	Hire cost (per day, per cubicle)	Delivery, set up, take down cost	Total cost
KCL OSCE	Jan-25	UHL	16	2	£	£	£
KCL OSCE	Jan-25	QEH	16	2	£	£	£
KCL OSCE	May-25	UHL	16	2	£	£	£
KCL OSCE	May-25	QEH	16	2	£	£	£
UNIC OSCE	May-25	UHL	6	1	£	£	£
UNIC OSCE	Jun-25	UHL	6	1	£	£	£
KCL OSCE	Jan-26	UHL	16	2	£	£	£
KCL OSCE	Jan-26	QEH	16	2	£	£	£
KCL OSCE	May-26	UHL	16	2	£	£	£
KCL OSCE	May-26	QEH	16	2	£	£	£
UNIC OSCE	May-26	UHL	6	1	£	£	£
UNIC OSCE	Jun-26	UHL	6	1	£	£	£
Total							£

Annex A – Specification

Dimensions

KCL

6 cubicles - to be a minimum size of 1.5M (W) x 2.8M (D) x 1.9M (H)

10 cubicles - to be a maximum size of 1.5M (W) x 1.9M (D) x 1.9M (H)

UNIC

6 cubicles - to be a maximum size of 1.5M (W) x 2.8M (D) x 1.9M (H)

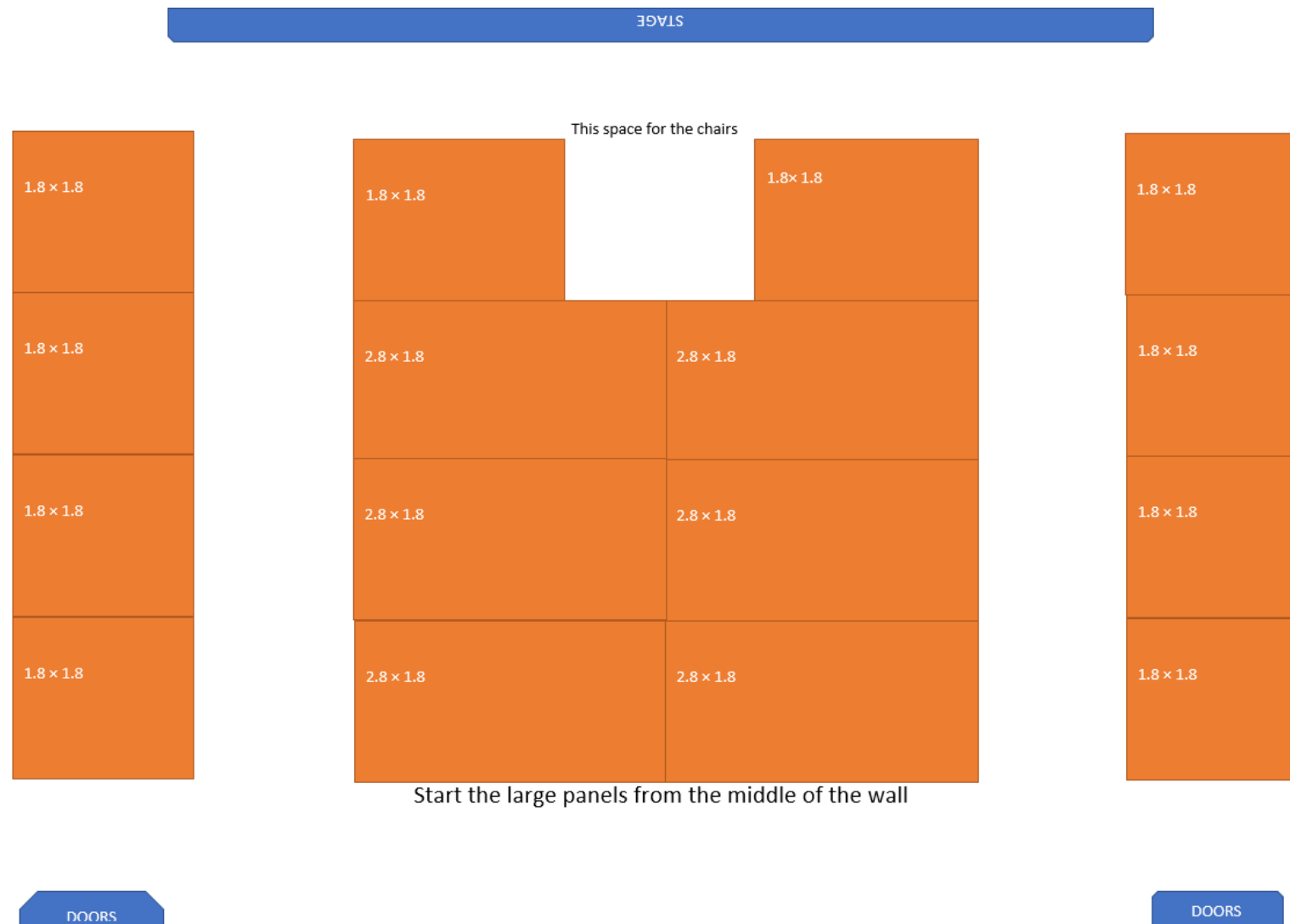
The following are not required:

- Desks
- Chairs
- Power sockets
- Lighting

Delivery, Set up and Collection

Cubicles are to be delivered and set up 1 working day prior to the exam and to be dismantled and collected after the final session of the 1 day or 2-day exam.

UHL Layout



QEH Layout Room 1

