

Procurement Strategy & Specification

FE 901

Provision of Managed Service for Feminine Hygiene / Sanitary
Bins at Salisbury District Hospital

DOCUMENT CONTROL

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FE901 Feminine Hygiene Managed Service

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Background

At Salisbury District Hospital (SDH), Salisbury NHS Foundation Trust provides a range of clinical care, which includes general acute and emergency services, to approximately 225,000 people in Wiltshire, Dorset and Hampshire. Specialist services, such as burns, plastic surgery, cleft lip and palate, genetics and rehabilitation, extend to a much wider population of more than three million people. The Duke of Cornwall Spinal Treatment Centre at SDH covers most of southern England with a population of approximately 11 million people. Trust staff provide outpatient clinics in other locations in Dorset and Hampshire. Specialist staff hold outreach clinics in hospitals within the Wessex area and, in total, the Trust employed 3,890 staff at 30 September 2014. This includes full and part-time staff.

This Procurement

The Trust is looking for a Fully Managed Service partner to provide, maintain and service Feminine Hygiene bins to be located in staff, public and ward / patient area female toilets across the site.

At present the number of female toilets is in the region of 250.

Due to the available funding and nature of the site, priority will be given to provision as follows :

1. Patient area and ward level toilets,
2. High volume public / clinical area toilets,
3. High volume staff toilets,
4. Low volume staff toilets.

It will be incumbent on the supplier to propose bin type, design, volume and change frequency regimes based upon their understanding of the site. The Trust also have a number of ongoing build and redevelopment programmes planned over the next five years, and suppliers should therefore ensure the flexibility to relocate or increase / decrease the areas served throughout the life of the contract.

The Trust intends to award the contract based on a three year contract with a further two year option to extend.

Basis of Contract Award

Supplier Proposals will be evaluated and scored against the following criteria :

Price Proposal	60%
Level of understanding communicated in proposal	10%
Company financial stability	10%
Design and suitability of bins proposed	10%
Reference site and Referee's experience of contractor	10% (5% of overall per site)

Conditions for Responding to Tender

In addition to directly responding to the Trust’s specification, two other factors will be taken into account :

1. Attendance at Supplier Day – due to the nature of the site we would be unlikely to consider proposals from companies that had not visited the site and been briefed fully on the project. Please see details on the Ariba portal for attending.
2. Referee Site – We will be requesting **two** reference sites from each supplier, one of which should be in a healthcare environment. The percentage of available scores from this may include written client references, a site visit, or discussions with the referee.

Site Visits

Due the size, complexity and nature of the site, we would not consider bids from firms who have not visited the site in conjunction with SFT Procurement. We will therefore be holding a supplier visit day to include a walkaround of the site, visits to the areas concerned, and the opportunity to ask further questions. We therefore request that companies advise us of attendance (**one person only per company**).

Procurement Process & Timetable

Contract Opportunity Advertised	Thursday 09 July 2015 onwards
Last Day for New bidders to be added to project	Monday 03 August 2015
Supplier Day visits	To be confirmed via Ariba portal
Closing Date for Completed Responses	Tuesday 25th August 2015 at 09.00
Award to Successful Bidder	To be confirmed

The Procurement process is being conducted via the Trust’s Ariba procurement portal. Interested bidders should email tenders@salisbury.nhs.uk with the subject title “FE901 Feminine Hygiene including full named contact details, with telephone, email and address, for the person responsible for preparing their response. The Trust will then register the bidder on the Ariba portal, and the bidder will automatically receive an Ariba event invite key. **Please ensure email systems are set to whitelist from the ariba.com domain.**

During the Procurement, technical or procurement questions should be asked via the Messaging function on Ariba, not direct to individuals. For Ariba technical queries or help, please contact Ariba Support on 0800 358 3556.