*29/09/25*

*Via Atamis*

Dear Bidder

1. ***Community Counselling –* Call for Competition: *C387018/UK-4242/FTS-017580 –* PSR Competitive Process.**

Birmingham and Solihull Procurement Collaborative is undertaking a competitive process for Community Counselling on behalf of Birmingham Solihull Mental Health Commissioning. You will be issued with the following documents, which are available on the e-tender portal (Atamis)

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| **PSR Competitive Process** |
| 1 | Covering Letter – This document |
| 2 | Invitation to tender – instructions to bidders  |
| 3 | Specification – Authorities statement of requirements |
| 4 | Technical questions – Evaluation questions requiring response and submission from bidders |
| 5 | Commercial schedule – Financial envelope requiring response and submission from bidders |
| 6 | Draft contract – For bidder reference |
| 7 | Bidder declarations – Requiring signature and submission by bidders |

Copies of these documents are available on the [ATAMIS Sourcing Portal at [https://health-family.force.com/s/Welcome](https://scanmail.trustwave.com/?c=8248&d=kqqs4E4CJf5cKG0sKgq2L4QQblJWHL0HuJlEGYhKzg&u=https%3a%2f%2fhealth-family%2eforce%2ecom%2fs%2fWelcome)] ("the e-sourcing Portal"). Please note that as part of your overall bid submission, you will be required to submit the following –

1. Response to technical questions (suitable format such as word or PDF)
2. Commercial schedule (suitable format such as excel)
3. Bidder Declarations (suitable format such as word or PDF)
4. Supplier Questionnaire (Completed via Atamis)

Bids must be submitted in the format requested by the authority. The authority holds the right to disregard any bids which do not meet the specified format.

The deadline for this competition is **3rd November 12.00**.

Please note – this opportunity is open to third sector and charity organisations only.

If you have any queries relating to this competition, please submit them via the messaging system on the e-Sourcing portal.

Yours faithfully

Ali Babu

For and on behalf of

Birmingham and Solihull Mental Health Commissioning

(Procurement conducted by Birmingham Solihull Collaborative Procurement Hub)