



DOCUMENT 1

COVERING LETTER

PROVISION OF OCCUPATIONAL HEALTH, WELLBEING SERVICE AND ASSOCIATED CLINICAL LABORATORY SERVICES FOR THE TRANSFORMING CARE TOGETHER PARTNERSHIP COMPRISING OF :

Birmingham Community Healthcare NHS Foundation Trust

Black Country Partnership NHS Foundation Trust

Dudley & Walsall Mental Health Partnership NHS Trust

Tender Reference: BCHC 16-0082

Dated: 17th November 2017

Birmingham Community Healthcare NHS Foundation Trust (BCHCFT) invite Bidders to compete for the Provision of Occupational Health, Wellbeing Service and Associated Clinical Laboratory Services in accordance with the Contract Notice and the Tender documents and schedules listed below:

1. Tender Documents

This contract is being tendered under the OPEN procedure. The documentation will be sent out to the market in accordance with the OJEU Contract , Contracts Finder and Opportunity Portal Notice. The document list shall be sent out together as a single Tender document pack for completion in line with the PCR 2015 Open procedure.

STAGE 1 - Documents

Document 1	This covering letter
Document 2	Tender Response Guidance Document
Document 3	Draft Terms and Conditions of Contract of Supply of Services
Document 4 (a)	Specification
Document 5 (a)	Stage 1 Response Document (SQ)

STAGE 2 - Documents

Document 5 (b)	Stage 2 - Response Document (ITT)
Document 5 (c)	Stage 2 - Commercial Response Document

Further information is provided within Document 2 – Tender Response Guidance Document.

2. e-Sourcing System

The Trust(s) have implemented an e-tendering system which has removed the administrative burdens while submitting tender responses on behalf of the Trust(s). The system has sped up the contracting process, is more secure and should save time and cost when submitting tender responses.

Bidders are required to be registered on the **ProContract** procurement system to take part any further in this procurement exercise and to access the tender documents and schedules, which are listed above. Anyone can register, free of charge, and will be notified of any future Trust opportunities. The portal will add you to a pool of suppliers used by several public sector procurement departments throughout the country that use ProContract. This gives a registered supplier the chance to bid on other work.

You will need to ensure you register your company details via the suppliers' portal on the ProContract system at: <https://procontract.due-north.com/Register>

Bidders with an existing account should ensure all details are up to date. **Should you not register your company details on the ProContract e-Sourcing system you will not be able to proceed.**

Please note that your formal tender must be returned via ProContract by the deadline for responses as detailed in Document 2 – Tender Response Guidance Document.

If you require any technical assistance using ProContract, please contact ProContract support on telephone 01670 597 136, or email ProContractSuppliers@proactis.com, or access the online support portal <http://proactis.kayako.com/procontractv3/Core/Default/Index>.

3. Hard copies

No Hard Copies are required unless specifically requested by the Trust within Document 2 – Tender Response Guidance Document.

4. Timetable

The timetable for submission and the evaluation process is provided in Document 2 – Tender Response Guidance Document.

Bidders are however advised to note that the evaluation will be undertaken in 2 stages:

1. Firstly, the Trust's Evaluation Team will evaluate each Bidders Stage 1 Response. Upon completion of the evaluation, Bidders who pass Stage 1 shall progress to Stage 2 evaluation.
2. Stage 2 Responses will be evaluated in full covering both a technical and commercial evaluation of the Bidders proposals in accordance with the criteria defined in the guidance document.

5. Questions

Document 2 – Tender Response Guidance Document explains how questions or queries relating to the tender documents are handled.

Yours sincerely,

Elizabeth Ratcliffe
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Birmingham Community Healthcare NHS Foundation Trust