**Invitation to offer for NHS Framework Agreement for Human Albumin & Normal and Anti-D Immunoglobulin**

**Offer reference number: CM/PHS/23/5703**

**Period of framework agreement: 1 April 2025 – 31 December 2027 with an option or options to extend (at the Authority’s discretion) for a period or periods up to a total of 15 months.**

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**Management Information Schedule**

**Notes for offerors**

1. Offerors are to provide contact details for the provision of Management Information in Document No. 05b – Contact Details.
2. Data is to cover orders delivered to any named Participating Authorities as defined in Document No. 04d – Participating Authorities, all secondary purchasing points, and authorised outsourced service providers (e.g. homecare service providers or outpatient dispensing departments).
3. The successful Offerors are required to submit on a monthly basis the data detailed in Document No. 04c - Management Information Template,by the 11th of the month following the end of the appropriate sales month.
4. To ensure accurate uptake and delivery of awarded volumes, the Offeror must include data from homecare service providers that shows the aggregated volume of product dispensed by the provider on behalf of a relevant Participating Authority within the reporting period.
5. MPSC reserves the right to modify the data requirements in Document No. 04c - Management Information Template, by giving offerors at least one months’ notice.
6. If the supplier return is not completed as specified, data will not load successfully into the reporting systems and will therefore be returned to the supplier for correction. It is therefore important the template is completed as follows:
   1. **Excel format**

The template must be returned in Excel format. If the supplier sales information exceeds 64,000 rows, the information should be split into separate Excel worksheets.

* 1. **Naming convention for the file**

The file should be named

YYYYMM \_SUPPLIERNAME

* 1. **Structure of the return**

Please refer to the ‘Instructions’ tab on Document No. 04c - Management Information Template

* 1. **Nil returns**

Suppliers are required to notify MPSC if there have been no sales for this framework in a particular month, abiding by the timelines stated in point 3 above. The nil return should contain:

* + 1. ‘Data’ tab showing “No Orders” in the first ‘Order Number’ field
    2. ‘Stock’ tab complete
    3. ‘Complaints’ tab complete