

## Procurement Instructions to Bidders

FE1058 Fire Alarm Upgrades at Salisbury District Hospital

## DOCUMENT CONTROL

### Project reference

FE1049a Lift Modernisation

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December 2015

### Amendments issued since publication

Date	Text affected
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Author(s)	Title
Simon Dennis	Strategic Procurement Manager

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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. 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**

This Procurement is for the upgrade of fire alarm systems within both the Hospice / Palliative Care centre and the Trust Finance offices.

**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. Bidders approaching either our consultants or Trust staff (outside Procurement) directly will risk having their bids disqualified. All site visit requests must be pre-arranged via the Ariba portal.**

### **Specification and Requirements**

Refer to the issued documents via the Contracts Finder and Ariba portals for details.

### **Procurement Conditions of Participation**

#### **Procurement Process & Timetable**

Advertised via Contracts Finder	Wednesday 02 December 2015
Last day for Clarification Questions or Site Visits	Wednesday 23 <sup>rd</sup> December 2015
Closing Date for Completed Responses	Monday 11 January 2016 at 12:00
Preferred Bidder Notified	Friday 15 January 2016
Preferred bidder pre-contract discussions	By Friday 22 January 2016
Preferred bidder formally appointed	Monday 25 January 2016
Contract mobilisation period	To be confirmed
Works to commence on site	To be confirmed
Works completed by	To be confirmed

This Opportunity is being advertised via the Cabinet Office Contracts Finder Website.

The Procurement process is being conducted via the Trust's Ariba procurement portal. Interested bidders should email [tenders@salisbury.nhs.uk](mailto:tenders@salisbury.nhs.uk) with the project title 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.

**ALL BIDDERS must comply fully with the Trust's Suppliers Code of Conduct** which is published as part of the tender documentation on the Ariba portal. **BIDDERS MUST NOT** make direct contact with any Trust staff member, or engaged consultancy, without going via SFT Procurement & Commercial Services, who's email is [tenders@salisbury.nhs.uk](mailto:tenders@salisbury.nhs.uk). The Trust reserves the right to exclude bids where this process has not been followed.

#### **Evaluation Criteria**

The contract will be awarded on a most economically advantageous tender basis, demonstrating best value to the Trust. The criteria for evaluation will be as follows :

Price	60 %
Demonstrated compliance to specification	Pass / Fail
Demonstrated compliance to Project Timetable	20%
Reference site experience of contractor (two sites)	10%
Response to specification and SFT bid confidence	10%

**Simon Dennis**

**Strategic Procurement Manager – Procurement & Commercial Services**

**01722 429003**

Salisbury District Hospital, Odstock Road, Salisbury, Wiltshire. SP2 8BJ

[www.salisbury.nhs.uk](http://www.salisbury.nhs.uk)