Commercial Directorate

39 Victoria Street,

London, SW1H 0EU

All messages regarding the Offer documentation should be sent via Atamis

**24 April 2023**

Dear Sir/Madam

**Invitation to Offer for the Supply, Storage, and Management of Intravenous Fluids.**

**Offer reference number:** **CM / EMI / 22 / C103602**

**Period of Agreement: 28th July 2023 to 27th July 2025**

The Secretary of State for Health and Social Care acting as part of the Crown through the Department of Health and Social Care (“the Authority”) invites offers from interested parties for the supply, storage, and management of intravenous fluids.

The Authority is conducting this procurement exercise using the open procedure in accordance with the requirements of the Public Contracts Regulations 2015 (as amended).

The intended commencement date of the proposed contract is **28th July 2023**. Offers must be made by Offerors subject to the terms of the below documentation, all of which constitute the Invitation to Offer.

Document no.1 This Covering Letter  
Document no.2 Terms of Offer  
Document no.3 Conditions of Contract

Document no.4 Specification

Document no.5 Offer Schedule   
Document no.6 Form of Offer  
Document no.7 Glossary of Terms  
Document no.8 Selection Questionnaire (located on Atamis)

Except where specified or the context requires otherwise, capitalised expressions in any of the documents constituting the Invitation to Offer shall have the meaning given to them in the Glossary of Terms (Document no. 7).

If any of the documents constituting the Invitation to Offer is missing, please contact the undersigned immediately via Atamis.

The Authority does not bind itself to accept the lowest or any Offer at all.

The Authority reserves the right to accept an Offer either in whole or in part, each Lot being for this purpose treated as offered separately.

The Authority reserves the right to award Contracts for the supply of the Good(s) to more than one Offeror.

You must comply with the following when completing and submitting your Offer:

1. All Offers must be written in English.
2. All Offers must be submitted subject to and in accordance with the documentation comprising the Invitation to Offer. Save where the Offerors are instructed to provide information, the documentation comprising the Invitation to Offer must not be amended in any way.
3. All Offers must be uploaded using Atamis: <https://health-family.force.com/s/Welcome>
4. Offers must be open for acceptance by the Authority for a period of **90 days** from the deadline for receipt of Offers at paragraph 5 (below), such period shall start on the day following the deadline for receipt of Offers (the “Validity Period”).
5. Offers must be fully completed and available on Atamis no later than **13:00 GMT on 26th May 2023**. The Authority may extend this deadline at its discretion. Any such extension by the Authority will be published on Atamis, and the Validity Period of any Offer shall be extended by the same length of time as any extension to the deadline.

I must also draw your attention to the enclosed Form of Offer where all the requirements for completing and submitting an Offer can be found. Please read the information and instructions contained in all documents which comprise the Invitation to Offer carefully, because non-compliance with the instructions may result in disqualification of your Offer from this procurement exercise.

I hope that the above instructions are clear but please contact the undersigned via Atamis if there is anything you wish to clarify.

Yours faithfully,

**Simeon Hadebe**

Senior Manager, Vaccines and Medicines Countermeasures Team

Department of Health and Social Care