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| Quotation For  **Equipment Maintenance for Non-Medical, Ancillary Equipment**  Reference: ST24-P439 |
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# Guy’s and St Thomas’ NHS Foundation Trust

Guy’s and St Thomas’ is among the UK’s busiest and most successful NHS foundation trusts. The Trust provides a full range of hospital and community services for people in Lambeth, Southwark and Lewisham, as well as specialist care for patients from further afield including cancer, renal, orthopaedic and cardiovascular services.

With over 17,000 staff the Trust is one of the largest local employers, the Trust aims to develop and support all staff so they are able to deliver high quality, safe and efficient care. The 2018 NHS staff survey results show that the Trust has one of the most engaged and motivated workforces in the NHS. This has a positive impact on the care provided to patients.

Guy’s is home to the largest dental school in Europe and a £160 million Cancer Centre opened in 2016. As part of its commitment to provide care closer to home, in 2017 the Trust opened a cancer centre and a kidney treatment centre at Queen Mary’s Hospital in Sidcup. St Thomas’ has one of the largest critical care units in the UK and one of the busiest emergency departments in London. It is also home to Evelina London Children’s Hospital.

For more information please see <https://www.guysandstthomas.nhs.uk>

# The Requirement

Guy’s and St Thomas’s NHS Trust is looking for quotations for Equipment maintenance for Non-Medical, Ancillary Equipment manufactured by HEWLETT-PACKARD (COMPUTERS)

## Contract Period

The contract is required to start on [Start Date Column R] and is to run for a period of 36 months.

## Equipment to be Covered

| **Serial Number** | **Device** | **Model** | **Manufacturer** |
| --- | --- | --- | --- |
| TH6CJ611HN/ System number 17710225 | Non-Medical, Ancillary Equipment | OFFICEJET 6100 | HEWLETT-PACKARD (COMPUTERS) |

## Maintenance Requirements

Bidders must be able to maintain all the equipment listed.

Bidders are to provide quotations for the following maintenance options:

* Fully comprehensive (all planned service visits and breakdowns including parts).
* Planned maintenance visits (including all consumable parts) but not including reactive visits.

All engineers must be trained / accredited by the manufacturer.

All parts must be OEM and be new.

Bidders must state their response times for reactive callouts.

## Terms and Conditions

Any contract will be subject to the NHS Purchase Order Terms and Conditions for the Provision of Services.

<https://www.england.nhs.uk/nhs-terms-and-conditions-for-the-procurement-of-non-clinical-goods-and-services/>

## Responses

Bidders are to complete the attached response questions below and attach quotations for the service plans proposed.

Responses are to be submitted to [busayo.omoyajowo@gstt.nhs.uk](mailto:busayo.omoyajowo@gstt.nhs.uk) by midday on 31 January 2024.

## Bidder Response Form

**Bidder Information**

|  |  |
| --- | --- |
| Company Name: |  |
| Registered Address: |  |
| Company Registration Number: |  |
| Dunn and Bradstreet Number: |  |
| Bidder Contact Details: | Name:  Position:  T:  E: |

**Insurance Details**

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| --- |
| Please confirm the levels of insurance cover you have for:  a. Employer’s (Compulsory) Liability Insurance\*  b. Public Liability Insurance  c. Professional Indemnity Insurance  d. Product Liability Insurance  \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: www.hse.gov.uk/pubns/hse39.pdf. |
| a. Employer’s (Compulsory) Liability Insurance\*  b. Public Liability Insurance  c. Professional Indemnity Insurance  d. Product Liability Insurance |

**Capability**

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| Confirm your ability to maintain all the equipment listed. Please provide a brief explanation of your capabilities |
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**Engineers**

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| Confirm all engineers are trained / accredited by the manufacturer. |
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**Parts**

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| Confirm all parts supplied will be new and from the OEM |
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**Emergency Call Outs**

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| --- |
| Confirm your guaranteed response time from the Trust requesting an emergency call out. Provide details of your service helpdesk operating hours. |
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**Service Offerings**

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| Provide details of what is provided under your service offerings. |
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**Quotations**

Please attach your quotations (prices) with your submission