|  |  |
| --- | --- |
|  | The Atrium Business Centre  Curtis Road  Dorking  RH4 1XA  Tel: 01306 646822  Fax: 01306 646801  [www.commercialsolutions-sec.nhs.uk](file:///\\YDDDJFS001\YDDDJ-USF\NHS%20Commercial%20Solutions\Procurement\Support%20Services\Projects\2319%20-%20IT%20DISPOSAL\Tender\Decline%20Letters\www.commercialsolutions-sec.nhs.uk)  20 May 2016 |

NHS Commercial Solutions

For any queries please contact Philip Spicer: [NHSCS.kmcsu@nhs.net](mailto:NHSCS.kmcsu@nhs.net) quoting the Reference number below.

Reference No: KMCSU-100516-1

Dear Tenderer,

**Invitation to Quote: Cleaning Services for Kent House, Station Road, Ashford, Kent. TN23 1PP**

**Contract Period: 2 years with an optional extension for a further 12 months.**

NHS Commercial Solutions, on behalf of NHS South East CSU (the Contracting Authority) invites you to submit a quotation for carrying out the supply and services outlined below.

Please note that this Invitation to Quotation (ITQ) is subject UK Public Contracts Regulation 2015 and the opportunity is published through Govt procurement portals for maximising SME participation in public procurements. Any offers submitted in response to this ITQ will go through a competitive tender evaluation process as per the evaluation matrix below.

We invite you to submit a formal quotation for Cleaning Services for Kent House, Station Road, Ashford, Kent, TN23 1PP

**Quotation reference (KMCSU-100516-1)**

**Time-schedule**

NHS South East CSU or the Contracting Authority intends to award a contract to the successful Tenderer and commence the works as per the schedule provided below.

|  |  |
| --- | --- |
| **Key Dates** | **Description** |
| 20 May 2016 | ITQ released |
| 06 – 10 June 2016 | Site visits |
| 17 June 2016 | ITT return deadline |
| 24 June 2016 | Responses evaluated |
| 01 July 2016 | Contract award |
| 25th July 2016 | Contract Commencement |

**The Requirement**

Details of the works to be carried out are provided in the attachments below. You are requested to access these documents and submit your queries, if any, to the defined contact personnel below, prior to the submission of the quotations.

All quotations must remain valid for 90 calendar days from the date of submission.

|  |  |
| --- | --- |
| **Document name** | **Attachment** |
| Cleaning Contract Specification |  |
| Commercial Schedule V1.0  All offers must be submitted using this template |  |

**The Suppliers’ qualifications**

The following qualifying criteria must be met by submitting documented evidences as a part of this tender submission.

1. Appropriate levels of insurance (Employer’s (Compulsory) Liability Insurance = £5 million, Public Liability Insurance = £5 million, Professional Indemnity Insurance = £5 million, Product Liability Insurance = £5 million),
2. Certificates of competencies to undertake the works accompanied with a statement of the methodology to be applied to the works;
3. A full risk assessment;
4. Health and safety plan; and
5. Any other documentation that can be reasonably requested by South East CSU

**Contact points**

Any tender queries and request for arranging site visits must be directed to -

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Phone** |
| Josh Tarling | Principal Associate, Business Resilience and Estates | 07920 246658 |
| Malcolm Brydon | Senior Associate – Estates | 07818 013095 |

**Quotation Responses**

All quotations must contain-

1. Technical response: A compliance statement to the requirements stated in the specification and a detailed proposal statement along with the necessary drawings, manuals and measurements. All statements must be detailed and an independent one without referring to another response or external sources and/or links. The Contracting Authority may reject an ITQ response which does not meet this criteria;
2. Commercial response: A commercial quotation accommodating all foreseeable costs, which will include the capital acquisition cost and ongoing support and maintenance costs separately in constant periods (monthly/quarterly/annually, as applicable). The tenderer must make use of the template if provided above; and
3. Statements and evidences in response to the requirements stated in ‘Suppliers’ qualifications’ above.

**Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Technical 60%** | | |
|  | Evidence to support meeting of Essential Requirements | **10%** |
|  | Evidence of Key Skills and Experience | **10%** |
|  | Approach to Delivery | **10%** |
|  | Composition of the Team | **10%** |
|  | Approach to Communication with Client | **10%** |
| **6.** | Approach to (and evidence of) Key Performance Indicators, Quality Monitoring and Reporting | **10%** |
| **Commercial** | | |
| **Whole life cost (2+1 years)**  Cheapest compliant cost will attract full score. Proportionate scores will be awarded to the higher bids. | | **40%** |

**Right to Cancel or Vary the Process**

The Contracting Authority reserves the right:

* To cancel or withdraw from the Procurement process at any stage, including but not limited to where there is not a minimum of three compliant Bidders; and/or
* Not to award a contract under this Procurement process.

**Applicable Terms and conditions**

The Contracting Authority intends to enter into a contract with the successful tenderer following the terms and conditions defined in the attached Standard NHS Terms and Conditions of Contract for Supply of Goods and Provision of Services.



If you/your organisation wishes to be considered for this work, please provide us with your formal quotation to cover the works in the above topic as described. Your response must include all the required information, and must be submitted by email to NHSCS.kmcsu@nhs.net, to be received no later than 12 p.m. on Friday 17 June 2016 in order to be considered for this contract.

Yours faithfully



**Philip Spicer**

Acting Performance Director

NHS Commercial Solutions

Email: NHSCS.kmcsu@nhs.net