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20th February 2025

By e-tendering Portal Atamis

Dear Sirs

**Invitation to Tender for Serviced Apartment Accommodation for patients of The Christie NHS Foundation Trust, and their families and/or carers.**

**Authority's reference number: CHRT546-2024-25 DES** **JC**

**Period of contract: 2 years with 3 optional 12 month extensions**

The Christie NHS Foundation Trust is issuing an invitation to tender ("**ITT**") in connection with a competitive procurement for Serviced Apartment Accommodation for patients of The Christie NHS Foundation Trust, and their families and/or carers as referenced above. The ITT comprises the following documents:

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| **Section A – Instructions and information**  |
| 1 | Introduction and background |
| 2 | Tender timetable  |
| 3 | Instructions to Bidders  |
| 4 | Tender evaluation methodology and criteria  |
| 5 | Staff |
| Annex A1 | NHS Terms and Conditions |
| **Section B – Annexes**  |
| Annex B1 | Eligibility questions and responses |
| Annex B2 | Confidential and commercially sensitive information |
| Annex B3  | Administrative Instructions  |
| Annex B4 | Form of Tender |
| Annex B5 | General Data protection Regulation (GDPR) |
| Annex B6 | Data Processing Agreement  |
| Annex B7 | Exclusion Grounds |
| Annex B8 | AI Disclosure Questionnaire |
| **Appendices**  |
| Appendix A | Specification of Services Required  |
| Appendix B(i) | Stage 1 Project Specific Eligibility Questions |
| Appendix B(ii)  | Stage 2 Quality and Commercial Questions |
| Appendix C | Sample invoice  |
| Appendix D | Pilot service data, last 12 months (Uptake data)  |
| Appendix E(i) | Stage 1 Project Specific Eligibility Questions\_Bidder Response |
| Appendix E(ii) | Stage 2 Quality and Commercial Questions\_Bidder Response  |
| **Forms to be Submitted**  |
| Annex B1 | Eligibility questions and responses |
| Annex B2 | Confidential and commercially sensitive information |
| Annex B3  | Administrative Instructions  |
| Annex B4  | Form of Tender  |
| Annex B5 | General Data Protection Regulation (GDPR) |
| Annex B6 | Data Processing Agreement  |
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| Appendix E(i) | Stage 1 Project Specific Eligibility Questions\_Bidder Response  |
| Appendix E(ii) | Stage 2 Quality and Commercial Questions\_Bidder Response |

Copies of these documents are available on the e-tendering portal, Atamis Health Family, used by the Authority for this procurement (**“the e-Tendering Portal”).**

The response documents (Forms to be Submitted) must be submitted using the e-Tendering Portal no later than the dates specified in the Tender Timetable.

This service falls under the ‘Light Touch Regime’ as set out in Regulations 74-76 (inclusive) of the Public Contracts Regulations 2015. Pursuant to regulation 76(7), the authority is conducting a competitive procedure, but this is not taken as acceptance by the authority that any part of the PCR 2015 applies, other than those parts which apply to the light touch regime.

If you have any queries relating to this ITT, please see the instructions set out in Section A of the ITT.

Yours faithfully

**Ms DE Sinclair**

**Assistant Director - Procurement**

For and on behalf of

**The Christie NHS Foundation Trust**