**Request for Pre-Market Engagement**

For the Provision of Local Security

Management Specialist (LSMS) to the Dudley

Group NHS Foundation Trust

**Please respond by Thursday 29th February 2024 – 4:00pm**

Please answer the following questions in full.

For responses requiring more space, please submit appendices to your response with the section and question number clearly indicated.

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| **Section 1** | **Supplier information** | **For information** |
| **Question number** | Question | Response |
|  | Full name of the Supplier |  |
|  | Registered office address (if applicable) |  |
|  | Registered website address (if applicable) |  |
|  | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
|  | Date of registration in country of origin |  |
|  | Company registration number (if applicable) |  |
|  | Head office DUNS number (if applicable) |  |
|  | Registered VAT number  |  |
|  | Trading name(s) that will be used if successful in this bid. |  |
|  | Please state the turnover of your business for each of the last three years, indicating the year to which each value relates. |  |

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| **Section 2** | **Contact details** |  |
| **Question number** | Question | Response |
| **2.1** | Contact name |  |
| **2.2** | Name of organisation |  |
| **2.3** | Role in organisation |  |
| **2.4** | Are you acting in a capacity as a third party advisor to the candidate? | Yes / No |
| **2.5** | Phone number |  |
| **2.6** | E-mail address  |  |
| **2.7** | Postal address |  |

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| **Section 3** | **Experience of providing similar services** |
| **Question number** | Question | Response |
| **3.1** | Please provide a general overview of your business which demonstrates that you have the experience, capacity and skill sets available to deliver the services required by DGFT.  |  |
| **3.2** | Please provide up to 3 examples of similar services undertaken by your business. |  |

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| **Section 4** | **Commercial response** |
| **Question number** | Question | Response |
| **4.1** | Please provide an indicative annual cost for scope of work being requested. (inclusive of VAT) |  |

 TIMETABLE

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| --- | --- |
| **DATE**  | **ACTIVITY**  |
| 06/02/2024  | Publication of Premarket Engagement |
| 06/02/2024 – 1:00pm  | Clarification period starts  |
| 09/02/2024 – 3:00pm  | Clarification period closes  |
| 14/02/2024 - 3:00pm  | Deadline for the publication of responses to Pre Market Engagement Clarification questions  |
| 27/02/2024 – 4:00pm  | Deadline for submission of a Pre Market Engagement Response  |
| 29/02/2024 | Analysis of Pre Market Engagement responses  |

**QUESTIONS AND CLARIFICATIONS**

* Potential Providers may raise questions or seek clarification regarding any aspect of this document at any time prior to the Response Deadline. Questions must be submitted either via the Atamis Tender Portal (<http://health-family.force.com/s/Welcome>).
* To ensure that all Potential Providers have equal access to information regarding this Procurement, responses to questions raised by Potential Providers will be published in a questions and answers document, which will be published on the Atamis Tender Portal & also emailed to all suppliers via BCC.
* Responses to questions will not identify the originator of the question.
* If a Potential Provider wishes to ask a question or seek clarification without the question and answer being published in this way, then the Potential Provider must notify us and provide its justification for withholding the question and any response. If we do not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Provider will be invited to decide whether:
* the question/clarification and the response should in fact be published; or
* It wishes to withdraw the question/clarification.
* The Authority is using the NHS Sourcing e-tendering portal to conduct the procurement process ("the e-Tendering Portal"). The e-Tendering Portal can be accessed via <http://health-family.force.com/s/Welcome>. All communications (including submission) must be carried out via the e-Tendering Portal.

**GENERAL CONTACT POINT FOR THIS PRE MARKET ENGAGEMENT**

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| **Lead**  |
| Name:  | Sarah Gammidge-Jefferson Procurement Support Officer Corporate   |
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| Email Address:  | Sarah.Gammidgejefferson@nhs.net |