The Procurement Department

Directorate of Finance

Herefordshire and Worcestershire Health and Care NHS Trust

2 Kings Court

Charles Hasting Way

Worcester

WR5 1JR

Tel: 01905 681926

[www.hacw.nhs.uk](http://www.hacw.nhs.uk)

3rd October 2022

Dear Tenderer

**Tender Ref: T.HACW.037**

**Contract Title: Provision of Individual Placement Support Service (Herefordshire region only) on behalf of Herefordshire and Worcestershire Health and Care NHS Trust**

**For the Period: Two years 1st April 2023 – 31st March 2025 (with the option to extend for a further 3 years)**

Tender documents are now available for you to complete online. **Please note that the closing date for tender submission is** **3pm Monday 14th November 2022, the start date of the contract will be 1st April 2023.** Should you decide not to tender once you have logged in to the system, we would be most appreciative of notification of this, along with a reason why, via the electronic system messaging service.

Please also note the following:

* All Tender and supporting information MUST be submitted electronically via this system.
* The system does not allow the submission of late tenders.
* Tenders must be submitted via this system only and no alteration may be made to the Tender or accompanying documents. If any alteration is made, or if the instructions are not fully complied with, the Tender will be rejected.
* In accordance with the Instructions for Tendering, all queries or requests for additional information should be directed to Herefordshire and Worcestershire Health and Care NHS Trust(Procurement Department), via the Atamis system messaging facility.
* Please ensure that your submitted response is completed by the same legal entity that is registered upon this system. Failure to do so may render your submission invalid.
* All questions must be completed in full. Where a question is ‘not applicable’ you must state this.
* Any documents that are not requested specifically within a question and are uploaded to the general document bank will not be acknowledged or considered.

For the duration of the Tendering exercise, all further interaction between your company and Herefordshire and Worcestershire Health and Care NHS Trustwill be conducted via the Atamis messaging function on the website.

Should you have any difficulty in accessing the system or the documentation, please do not hesitate to

contact the Atamis helpdesk: 0800 9956035 E-mail: [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk)

Yours sincerely

**Marvin Foolchand**

**Procurement Department**

**Herefordshire and Worcestershire Health and Care NHS Trust**