

County Hall,
Topsham Road,
Exeter,
Devon,
EX2 4QL.

16th March 2015

**Invitation to Tender (ITT) -
Northern, Eastern and Western Devon CCG
Embedding a Culture of Coaching**

Dear Sir/Madam,

NHS South West Commissioning Support (SWCS) are running a 'local' tender process on behalf of its customer NHS Northern Eastern and Western Devon Clinical Commissioning Group.

You have been invited to submit a bid for the above titled requirement which is elaborated upon in the service specification of the invitation to tender (ITT) document.

I would like to draw your attention to the following important points when completing and submitting your offer:

1. All offers must be submitted in accordance with the documentation provided herein.
2. A tender will only be given consideration if it is accompanied by a duly completed Form of Offer.
3. Documents must be received in the South West Commissioning Support (SWCS) clinical procurement mailbox clinical.procurement@swcsu.nhs.uk by **NO LATER THAN MIDDAY ON 10th April 2015**.
4. SWCS is not bound to accept the lowest offer in regards to this invitation to tender. The tender award will be based upon the most economically advantageous offer
5. The award criteria and sub-criteria, along with relative weightings, are detailed in table 1 below
6. It is expected that the resulting contract(s) will be awarded on 21st April 2015 and will be valid for a period of twelve (12) months from the award date
7. Bidders attention is drawn to the service specification in the invitation to tender (ITT) document found on page 9

Evaluation Criteria	Criteria Weighting (%)	Sub-Criteria	Sub-Criteria Weighting
Quality	80%	Evidence of alignment of the providers offer with the requirement of the specification and the needs of NEW Devon CCG	35%
		Evidence of the track record of the provider in similar areas and demonstrable skills and experience to deliver the brief	25%
		Evidence of an innovative and creative approach to the delivery of the specification	20%
Price	20%	Please see ITT document section 13	20%

Table 1 – Evaluation criteria, sub-criteria and weightings

If you have any further queries, please do not hesitate to contact the named procurement leads below.

Yours Sincerely,

Robert Amil
 Clinical Procurement Adviser
Robert.Amil@swcsu.nhs.uk