**DOCUMENT 1: Covering letter**

Provision of Maybo Licenced Safe Holding, SIA Training, Enhanced Care and Bespoke Violence and Aggression Training.

Tender Reference: **FTS-006551**

Atamis Contract Reference: C128750

Dated: As per eSourcing System

GHNHSFT (Gloucestershire Hospitals NHS Foundation Trust) “the Authority” invites Bidders to compete for the Provision of Maybo Licenced Safe Holding, SIA Training, Enhanced Care and Bespoke Violence and Aggression Training Tender in accordance with the Opportunity Notice and the Tender documents and schedules listed below:

# Document Set(s)

## This contract is being tendered using the Authority OJEU Tender process. The documentation will be sent out to the market in accordance with Contracts Finder / Trust E-Procurement portal.

## This is a Restricted Tender Process.

## The documentation will be sent out to the market in accordance with the Opportunity Notice.The documents listed shall be sent outtogether as a single document pack for completion.

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| **STAGE 1 - Documents** | |
| Document 1 | This covering letter |
| Document 2 | Guidance Document |
| Document 3 | Draft Terms & Conditions |
| Document 4 | Specification |
| Document 5 (a) | Stage 1 Response Document (SQ) |
| **STAGE 2 - Documents** | |
| Document 5 (b)  Document 5 (c) | Stage 2 - Response Document (ITT)  Stage 2 - Commercial Response Document |

## Further information is provided within Document 2 –Guidance Document.

# eSourcing System

## The Authority uses the Atamis e-Commercial Platform system which has removed the administrative burdens while submitting tender responses to the Authority. The system has sped up the contracting process, is more secure and should save time and cost when submitting responses.

## Bidders are required to be registered on the **NHS Procurement Portal, hosted by Atamis** in order to take part any further in this procurement exercise and to access the tender documents and schedules, which are listed above.

### Anyone can register, free of charge, and will be notified of any future Authority opportunities. The portal will add you to a pool of suppliers used by several public sector procurement departments throughout the country that use the NHS South West Portal. This gives a registered supplier the chance to bid on other work.

## You will need to ensure you register your company details via the portal at: <https://health-family.force.com/s/Welcome>

## Bidders with an existing account should ensure all details are up to date. **Should you not register your company details on the NHS Procurement Portal, hosted by Atamis you will not be able to proceed.**

## **Please note that your formal tender must be returned via the NHS Procurement Portal, hosted by Atamis by the deadline for responses as detailed in Document 2 – Tender Response Guidance Document.**

## If you require any technical assistance using NHS Procurement Portal, please contact Atamis helpdesk on telephone 0800 9556035 or email [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk)

# Hard copies

## No Hard Copies are required unless specifically requested by the Authority within Document 2 –Guidance Document.

# Timetable

## The timetable for submission and the evaluation process is provided in Document 2 –Guidance Document.

## Bidders are however advised to note that the evaluation will be undertaken in 2 stages:

### Firstly, the Trust’s Evaluation Team will evaluate each Bidders Stage 1 Response. Upon completion of the evaluation, Bidders who pass Stage 1 shall progress to Stage 2 evaluation.

### Stage 2 Responses will be evaluated in full covering both a technical and commercial evaluation of the Bidders proposals in accordance with the criteria defined in the guidance document.

# Questions

## Document 2 –Guidance Document explains how questions or queries relating to the tender documents are handled.

# Pre -requisite

## Only those suppliers with Maybo accreditation shall be eligible to participate in this exercise. Bidders without Maybo accreditation will be excluded from further participation.

Yours sincerely,

Nigel Smart

Nigel Smart

Procurement Manger - I.T. and Corporate.

Procurement Department

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