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| **Annex 1** |
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| **Invitation to Tender**  **for** Tender ref: Fire Detection MKUH ITT 152 Tender Submission Deadline: 12:00 Noon Tuesday 10th December 2019 |



**Introduction**

The Milton Keynes University Hospital (MKUH) is looking to identify a supplier for the Fire Detection Replacement Contract. The tender pack sets out the information which is required in order to assess the suitability of applicants to meet the Trust’s requirements**.**

The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed. The contract will be subject to Milton Keynes University Hospital NHS Foundation Trust’s requirements and satisfactory performance through continuous monitoring and performance review. During the contract life, the successful applicants will need to achieve continuous improvement. Failure to do so may result in the contract being terminated.

The entire tendering process must be carried out through the ProActis (Due North) ProContract system. The use of ProActis Due North will ensure the safe and efficient transfer of tender documentation sent on behalf of the client to the contractor and by the contractor back to the client. Automatic access to the tender documentation will be granted on completion of registration to the ProActis Due North site.

To register and access the documents please use the following link:

<https://procontract.due-north.com/SupplierRegistration/Requirements>

We advise you to check that you have registered either a minimum of 2 addresses within your company, or else a group address (e.g. sales@...) which is regularly checked by more than one person. This will help to ensure that you will receive any additional information that we publish and that you will be able to submit your Tender, even if a key person is absent.

To prevent your IT system from treating web‑based messages from Due North as junk or spam, please mark ProContract Notifications as a “safe” sender, and/or ensure that registered addressees check their “Junk” folder regularly to pick up any such messages before they are automatically deleted.

For technical help on using ProContract Due North, please contact the support team at [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com) or call them on +44 (0)1670 597120

1. **Overview of Milton Keynes University Hospital NHS Foundation Trust (the “Trust”)**
   1. Milton Keynes University Hospital NHS Foundation Trust serves the population of a large, expanding urban area with a current population of circa 230,000, growing by approximately 5,000 yearly.

Milton Keynes University Hospital NHS Foundation Trust consists of one medium-sized district general hospital. The trust provides a full range of hospital services including an emergency department, critical care, general medicine including elderly care, general surgery, paediatrics and maternity care. In total, the trust has 517 hospital beds. In addition to providing general acute services, Milton Keynes University Hospital increasingly provides more specialist services, including cancer care, cardiology and oral surgery.

## 2 The Requirement

2.1 The Milton Keynes University Hospital (MKUH) is looking to identify a supplier for the Fire Detection Contract. **This does** **not include servicing/Maintenance**. The appointed supplier will work closely with the Trust’s Projects Team. Period of contract - Three years plus one 01/01/2020 to 31/012/2022 plus option to extend for a further 12 months.

**3 Accreditation and Standards**

## 3.1 Not Used

**4. Tender Conditions and Contractual Requirements**

This section of the ITT sets out the Trust’s contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process (“**Procurement Process**”).

**4.1 Contracting Requirements**

4.1.1 The contracting authority is the Trust, which includes any subsidiary companies and other organisations that control or are controlled by the Trust from time to time.

4.1.2 The appointed supplier will be expected to deliver the services/works at Milton Keynes University Hospital, MK6 5LD.

4.1.3 This procurement exercise, and any contract arising from it, will be subject to the Public Contracts Regulations

2015 or the obligations under the European Remedies Directive, as incorporated into the Public Contracts Regulations 2015.

4.1.4 The form of contract will be JCT Intermediate Building Contract with Contractor’s Design.

**4.2 General Policy Requirements**

4.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable Trust policies relevant to the goods/services and or works being supplied.

**4.3 General Tender Conditions (“Tender Conditions”)**

4.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.

4.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the Trust carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender response being undertaken by one or more third parties commissioned by the Trust for such purposes.

4.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the Trust will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Trust.

4.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the Trust promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

4.3.5 Amendments to the ITT – At any time prior to the Tender Response Deadline, the Trust may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of the Trust, be extended. Your tender response must comply with any amendment made by the Trust in accordance with this paragraph 3.3.5 or it may be rejected.

4.3.6 Compliance of tender response submission – Any goods/services and or works offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of the Trust’s requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the Trust as part of this Procurement Process.

4.3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by the Trust completed in all areas and in the format as detailed by the Trust in Annex 2 (Supplier Response). Any documents requested by the Trust must be completed in full. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.

4.3.8 Rejection of tender responses or other documents – A tender response or any other document requested by the Trust may be rejected which:

* contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
* contains hand written amendments which have not been initialed by the authorised signatory;
* does not reflect and confirm full and unconditional compliance with all of the documents issued by the Trust forming part of the ITT;
* contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the Trust in any way;
* is not submitted in a manner consistent with the provisions set out in this ITT;
* is received after the Tender Response Deadline.

4.3.9 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling the Trust to reject a tender response apply and/or if you or your appointed advisers attempt:

* to inappropriately influence this Procurement Process;
* to fix or set the price for goods/services and/or works;
* to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
* to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
* to collude in any other way;
* to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
* to obtain information from any of the employees, agents or advisors of the Trust concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

the Trust shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that the Trust shall have no liability to a disqualified potential supplier in these circumstances.

4.3.10 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response that you will not be entitled to claim from the Trust any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

4.3.11 Rights to cancel or vary this Procurement Process - By issuing this ITT, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the Trust is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this ITT but the Trust reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the Trust will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment or variation.

4.3.12 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirements of this ITT.

4.3.13 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the Trust in relation to fraud or in other circumstances where the Trust’s liability may not be limited under any applicable law.

**5.0 Confidentiality and Information Governance**

5.1 All information supplied to you by the Trust, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

5.2 You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Trust has given express written consent to the relevant communication.

5.3 This ITT and its accompanying documents shall remain the property of the Trust and must be returned on demand.

5.4 The Trust reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Trust. The Trust further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Trust in accordance with such rights reserved by it under this paragraph.

5.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to the Trust (together the “**Disclosure Obligations**”).

5.6 You should be aware of the Trust’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the Trust. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Trust under the Disclosure Obligations, unless the Trust decides that one of the statutory exemptions under the FOIA or the EIR applies.

5.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide a document with clear and specific detail as to:

* the precise elements which are considered confidential and/or commercially sensitive;
* why you consider an exemption under the FOIA or EIR would apply; and
* the estimated length of time during which the exemption will apply.

5.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the Trust should not and will not be bound by any such markings.

5.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the Trust accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the Trust, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the Trust on the basis that it may be disclosed under the Disclosure Obligations if the Trust considers that it is required to do so and/or may be used by the Trust in accordance with the provisions provision of this ITT.

5.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the Trust ’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the Trust’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

**6. Tender Validity**

6.1 Your tender response must remain open for acceptance by the Trust for a period of ninety days from the Tender Response Deadline. A tender response not valid for this period may be rejected by the Trust.

**7. Timescales**

7.1 Subject to any changes notified to potential suppliers by the Trust in accordance with the Tender Conditions. The Trust reserves the right to modify the timescales. Should there be any change in the timescales; the Trust will notify suppliers accordingly. The following timescales shall apply to this Procurement Process:

**Procurement Process Timetable**

(NB. These dates may be subject to change)

|  |  |
| --- | --- |
| **Activity** | **Time/Date** |
| Tender Publication | **17:00 Tuesday 26th November 2019** |
| Deadline for clarification requests from Tenderers | **17.00 Tuesday 3rd December 2019** |
| Deadline for Tender Submission | **17.00 Tuesday 10th December 2019** |
| Award of Contract | **Tuesday 17th December 2019** |

**8 Instructions for Responding**

8.1 Hard copies of the tender are not required. Your offer will only be accepted if submitted **electronically** on the ProContract system in accordance with the terms of offer and in conjunction with any terms and conditions of contract as specified in the Invitation to Tender.

8.2 The following requirements should be complied with when summiting your response to this ITT:

* Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the Trust.
* Please ensure that information provided as part of its response is of sufficient quality and detail that an informed assessment of it can be made by the Trust.
* Do not submit any additional supporting documentation with your response except where specifically requested to do so as part of this ITT. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the Trust).
* All attachments/supporting documentation should be provided separately to your main response and clearly labelled to make it clear as to which part of your tender response it relates.
* If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
* Unless otherwise stated, all tender responses should be in the format of the relevant Trust requirement with your response to that requirement inserted underneath.
* Where supporting evidence is requested as ‘or equivalent’ – you must demonstrate such equivalence as part of your tender response.
* Any deliberate alteration of a Trust requirement as part of your response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
* Responses should concise, unambiguous, and should directly address the requirement stated.
* Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.
* Your response, all submitted additional documents and all correspondence relating to this Procurement Process must be written in English.
* Stage 2 qualitative tender and pricing responses will be incorporated into the contract as appropriate.

**9 Clarification Requests**

9.1 All clarification requests should be submitted to via the ProActis (Due North) ProContract portal by the Clarification Deadline, as set out in the Timescales section of this document. The Trust is under no obligation to respond to clarification requests received after the Clarification Deadline.

9.2 Any clarification requests should clearly reference the appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually.

9.3 The Trust reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made.

9.3.1 If the Trust believes that the question or response is not commercially sensitive or should otherwise be disclosed to all potential suppliers it will seek to resolve the issue with the potential supplier prior to responding.

9.3.2 Where the Trust and the potential Partners are unable to agree, the potential Partner has the option of either:

* + consenting to the request and response being disclosed to all potential Partners, or
  + withdrawing the request, or
  + Withdrawing the request and resubmitting a further request.

9.4 The Trust may at any time request further information from potential suppliers to verify or clarify any aspects of their response or other information they may have provided. Should you not provide supplementary information or clarifications to the Trust by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

10 The Trust reserves the right to:

10.1 amend the conditions of contract;

10.2 abandon the procurement process at any stage without any liability to the Trust; and / or

10.3 require the Tenderer to clarify its Tender in writing and if the Tenderer fails to respond satisfactorily, this may result in the Tenderer not being selected.

10.4 The Trust also reserves the right not to award the Contract to the lowest price Tender or any Tender,

reserving also the right to accept the same in whole or in part.

**11 Evaluation Criteria**

11.1 The Tender evaluation process is conducted to ensure that Tenders are evaluated in an open and transparent manner.

11.2 The Trust will ONLY accept the Tender which it considers to be the most economically advantageous

11.3 An initial examination will be made to establish the completeness of submitted Tenders.

11.4 The Trust reserves the right to disqualify any Tender submission which is incomplete.

11.5 Financial Checks

11.5.1 The Trust, acting in line with good practice will undertake its due diligence in advance of any contract award. Part of such due diligence may include the performance of financial credit checks in relation to preferred Tenderers. This is important to the Trust to ensure that any organisation who wishes to enter into a contract with the Trust will be in a position to provide the goods and services on an ongoing basis as agreed within any contract. This due diligence may include a financial check which measures the likelihood of an organisation becoming insolvent within the next 12 months and is expressed as a score. The Trust works with external credit agencies to provide these financial checks. The Trust reserves the right to eliminate a preferred Potential Provider from the tender process should any findings from the Trust’s due diligence reveal a serious concern or risk for the Trust that cannot be remedied in a reasonable amount of time before award. Tenderers are strongly encouraged to check / manage their financial score within the industry.

11.6 The Trust will ONLY accept the Tender which it considers to be the most economically advantageous.

11.7 The Trust reserves the right to eliminate Tenderers if they have not completed the relevant declaration forms.

11.8 The Trust will assess the Tenderer’s responses to the suitability criteria questions. These are all Pass / Fail questions. Failure to meetthe suitability criteria will result in automatic elimination of the Tenderer and their bid.

11.9 The Trust will then evaluate as follows:

a) A Quality (Technical) Assessment worth 50%

b) A Price Assessment worth 50%.

**11.9a Quality Assessment worth 50%**

i) Responses to the ‘Award Criteria – Quality’ section of the Award Questionnaire will be evaluated, and the following criteria and methodology outlined below in Table 1 will be applied for scoring all quality questions: -

**Table 1**

|  |  |
| --- | --- |
| **Score** | **Criteria for award score** |
| 5 | Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services/works. Response identifies factors that will offer potential added value, with evidence to support the response. |
| 4 | Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services/works. Response identifies evidence to support the response. |
| 3 | Satisfies the requirement. Demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services/works. |
| 2 | Satisfies the requirement with minor reservations. Some minor reservations of the Tenderer’s understanding and proposed methodology, with limited evidence to support the response |
| 1 | Satisfies the requirement with major reservations. Major reservations of the Tenderer’s understanding and proposed methodology, with little or no evidence to support the response. |
| 0 | Does not meet the requirement. Does not comply and/or insufficient Information to demonstrate that Tender has the understating or suitable methodology, with little or no evidence to support the response. |

ii) Weighting – each question is weighted as stated in Table 2 below.

iii) A panel of evaluators will score the technical questions independently.

iv) A moderation meeting will be held where members of the evaluation panel have given differing scores to a question response. The moderator will facilitate discussion to allow an agreed score to be found. The agreed score will be the score used for the evaluation of tender.

* 1. **b Price Assessment worth 50%**

1. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the Trust as part of the pricing approach, the Trust may reject the full tender response at this point.
2. The Trust may also reject any tender response where the Overall Price is considered by the Trust to be abnormally low and the tenderer’s explanation does not satisfactorily account for the low cost.
3. The price evaluation will be carried out using the formula below where the Tenderer with the lowest “Total to tender” price will be given maximum available marks for that element. The other bids will then be ranked comparatively to that lowest bid using the formula below in Example 1.

**Example 1:**

Lowest compliant bid price ÷ Potential Provider's price × “50” = Potential Providers’ Price Score %.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tenderers** | **Tender Price (£)** | **Calculation** | **Marks Awarded** | **Ranking** |
| Tender A | 15,000 | 15000 x 50  15000 | 50 | 1 |
|
|  |  |  |  |  |
| Tender B | 20,000 | 15000 x 50  20000 | 37.5 | 2 |
|
|  |  |  |  |  |
| Tender C | 25,000 | 15000 x 50  25000 | 30 | 3 |
|
|  |  |  |  |  |

iv) Commercial responses must be for a fixed fee to complete the required services but also include a clear breakdown of the fees. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the Trust as part of the pricing approach.

11.9c Order of Evaluation:-

i)The responses to all quality questions will be evaluated independently by members of the Quality Evaluation Panel and then moderated.

ii) The price assessment will be conducted by an officer who is not a member of the Quality Evaluation Panel.

iii) The price score will be added to the quality score, to give the overall total score.

11.9d The most economically advantageous tender will be that with the highest overall total score.

1. **Weighting.** The Tender Response will be weighted in accordance with the weighting given in Table 2:

Table 2

|  |  |
| --- | --- |
| **Evaluation Matrix for Final Selection Process** | **Weighting** |
| **Qualitative Proposals:** |  |
| 1. Relevant experience of similar schemes - Please give details of two similar schemes from within the public sector or a hospital environment where your company has replaced fire detection equipment. | **20%** |
| Customer care and complaints - Description   1. Please provide evidence of your experience of how you have engaged with Trusts and managed complaints during the delivery of repairs and planned works, demonstrating how you delivered high levels of customer care. | **15%** |
| 1. Mobilisation 1 - With an anticipated contract award in December 2019 please advise how you would mobilise the installation within a operational Car Park. Information required: 1.Number of staff possessing this skill in their organisation | 5% |
| 1. Mobilisation 2 - With an anticipated contract award in December 2019 please advise how you would mobilise the installation within a operational Car Park. Information required 2. Qualifications of staff to be deployed. | **5%** |
| 1. Mobilisation 3 – With an anticipated contract award in December 2019 please advise how you would mobilise the installation within a operational Car Park. Information required: 3. Checking mechanisms for on-going professional registration | **5%** |
| 1. Mobilisation 4 - With an anticipated contract award in December 2019 please advise how you would mobilise the installation within an operational Car Park. Information required: Health & Safety Management - Please provide an outline Safety Plan for the Works in a 24/7 Clinical area - 4. Please attach an implementation programme to your response. | **5%** |
| 1. Innovation will be important criteria by which the final provider will be selected. Please provide examples of Lighting controls, sensors, timers and dimming presets that would bring effective energy savings and longevity. | **10%** |
| 1. The hospital is investing in the infrastructure across the site, please show payback for the design and warrantees of each Fire detection product, accessories and relevant CE conformity Certification. | **10%** |
| 1. **Resourcing and mobilisation** - From your experience, please detail how you intend to resource and mobilise this contract to ensure effective implementation within the restricted timescales and to ensure high service standards are provided from the outset. | **5%** |
| 1. Health & Safety Management 1 - To whom in your organisation does the ‘lead person’ report? What health and safety training is given to employees and how is their competence to safely perform work tasks assessed? | **5%** |
| 1. Health & Safety Management 2 - Please set out your experience of proactively managing health and safety issues while delivering similar services. | **5%** |
| 1. Efficiencies/Savings – Please provide details of your experiences/examples of delivering efficiencies/savings while delivering similar services | **5%** |
| 1. Added value will be important criteria by which the final provider will be selected. Please provide examples of how you would bring added value using 2 previous examples from other contracts if relevant. | **5%** |
| **Total Quality Weighting** | **50%** |
|  |  |
| **Pricing Proposals:** |  |
| 1. **Price** | **50%** |
| 1. **Total Price Weighting** | **50%** |
|  |  |
| **Overall Tender Total** | **100%** |

**13 Award of the Contract**

13.1 The Trust will notify all tenderers of the award decision via the Due North / Pro Contract portal.

**List of Annexes forming part of this ITT but issued as separate documents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annex No** | **Description** | **Contents** | **Action** |
| 1 | Invitation To Tender | This document contains general information on the ITT process. Contents include instructions for Tenderers, ITT timescales, contract award criteria and submission method. | Tenderers should ensure that they have read and understood the tender information. |
| 2 | Form of Offer | This document contains the pricing proposal | Completed document required as part of your tender response |
| 3 | Quality Questions | This document contains the Quality questions | Completed document required as part of your tender response (Please note this is a portal questionnaire) |
| 4 | Specification | This document is the Tender specification | Tenderers should ensure that they have read and understood the tender information |
| 5 | Pricing Schedule | Contains pricing information for the works project. | Tenderers are requested to complete all sheets in the Pricing Document. Completed document required as part of your response. |
| 6 | Tender Document Set | Form of Tender, Certificate as To Collusive Tendering, Certificate As To Canvassing & Statement of Acceptance of Contracting Authorities Policies. | This document must be fully completed and returned as part of your Tender Response. |
| 7 | Trust 3rd Party Form | Trust Policy Document | Tenderers who are successful in Award will need to sign and return this document Third Party Agreement Appendix A&B |
| 8 | Safe Working Policy | Contractors Safe Working and Conduct Policy | An acknowledgement of receipt of Contractors Safe Working and Conduct Policy must be signed and returned as part of your Tender Response. |