**REQUEST FOR COMPETITIVE QUOTATION**

CONTRACT FOR THE SERVICE MAINTENANCE OF COMPRESSED AIR EQUIPMENT

#### TRUST REF: 360A

**PERIOD: OPTIONS REQUIRED FOR 1, 2, 3, 4, AND 5 YEARS**

**ANTICIPATED START DATE 03/11/17**

21/11/17 Contracts Department

Procurement Department

Hull and East Yorkshire Hospitals NHS Trust

Hull Royal Infirmary

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Document Version 1.3 Kingston-Upon-Hull

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Offers are invited for:

The provision of Service Maintenance of Worthington Compressors.

to the Hull and East Yorkshire Hospitals NHS Trust in accordance with the specification.

This request for quotation documentation **must be returned as instructed via the PROACTIS ProContract portal website (http://procontract.due-north.com/register)**, by no later than **12 noon on 24/11/17**.

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| **Section** | **Description** | **Page/s** |
| A | Important Information  | 2 |
| B | Specification of Requirements | 3 |
| C | Additional Information | 4 |
| D | Whole Life Cost Offer Schedule | 5 |
| E | Award criteria  | 7 |
| F | Terms of offer | 8 |
| G | Terms and Conditions of Contract | 10 |
| H | Declarations and Signature | 11 |

**SECTION A – IMPORTANT INFORMATION**

**PLEASE READ AND SIGN THE FOLLOWING IMPORTANT INFORMATION SECTION**

* You are strongly advised **not** to leave uploading any documentation to the system until the last minute as the Trust cannot be held responsible for any connection issues which may delay uploads beyond the cut off time and date.
* Uploading a document to the PROACTIS ProContract portal does not constitute submitting a bid for this opportunity. In order for your documents to be submitted as a valid bid you **must** ensure that you click the “Submit Bid” button. The Trust accepts no liability for any bid which is not submitted correctly
* Return submissions of this document **must** be in the original file format (i.e. Microsoft Word Document). Submissions should not be returned in pdf file formatting – except for the signature pages.
* Should you decide after reviewing the documentation not to submit an offer, a formal reply notifying us of this via the PROACTIS ProContract portal is required.
* The Trust reserves the right to seek clarification of offers at any point in this process.
* Please ensure you enter your company name in the footer of this documentation package.

I confirm that I have read and understood the above important information relating to this competitive quotation submission.

**Signed:** ………………………………………………………. **Date:** ……………………..................

**Name (in capitals):** ………………………………………………………………………………………...

**Position:** …………………..…………………………………………………………………..…………….

|  |  |  |
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| --------------------------------------- | END OF SECTION A | --------------------------------------- |

**SECTION B – SPECIFICATION OF REQUIREMENTS**

1. **Requirement Overview**

The Trust has a requirement for Service Maintenance of Worthington Compressors as per attached schedule

|  |  |  |
| --- | --- | --- |
| --------------------------------------- | END OF SECTION B | --------------------------------------- |

**SECTION C – ADDITIONAL INFORMATION**

1. **Contingency Planning**

It is requirement that all suppliers to the Trust must have documented and audited procedures in place for the continuity of goods and/or services in the event of a major incident alert within the Trust that may necessitate a very quick response and also in the event of a serious national or international incident which may affect the supply chain.

* Please state whether you have a documented and auditable procedure in place to deal with emergency requests in the event of a major incident being issued by the Trust, providing details where necessary.

Response……………………………………………………………………………………………………………………………………………………………………………………………..…

* Please state (and provide details) whether you have a documented and auditable procedure in place to deal with a serious national or international incident which may affect the supply chain. This may include, but not be limited to :
	+ Utilities failure; Flu pandemic; Severe adverse weather; Shortage of fuel; Industrial disputes.

Response…………………………………………………………………………………………………………………………………………………………………………………………………

1. The **Added Value**

Trust is looking for best value for money in this procurement.

* Please list any additional added value offering outside of the specification of requirements that you can offer to the Trust as a consequence of award of this contact, detailing its value in financial terms.

Response……………………………………………………………………………………………...……………………………………………………………………………………………………….……………………………………………………………………………….………………

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| --------------------------------------- | END OF SECTION C | --------------------------------------- |

**SECTION D – WHOLE LIFE COST OFFER SCHEDULE (ALL EXCLUDING VAT)**

1. **Prices**

All prices must be fixed for contract period and any potential extension period.

**Please include all costs as requested in this section, as they will be used in the calculation of a “whole life” cost for this procurement**.

For the purpose of this quote “Whole Life Costs” refers to all costs associated with this procurement including, but not limited to the equipment costs; consumables costs; service maintenance cost; installation and commissioning costs; delivery costs; training costs; and decommissioning costs

1. **Service Maintenance Costs**

Please complete the supplied Service Maintenance Schedule documents detailing your costs and the type of cover offered.

|  |  |
| --- | --- |
| Please state the warranty period of equipment offered | …………… Years |
| When does the warranty period commence? |  |
| Please state any additional costs payable in the warranty period (excluding consumables), e.g. support | £…………………………………… |
| Please indicate minimum time period for which availability of spare parts and servicing will be guaranteed after date of last manufacture of make and model proposed. | ………………………………………… |
| State warranties of all service work undertaken. | ………………………………………… |
| Do you offer loan equipment if equipment is unserviceable on site? | Yes / No |
| If yes please state any charge payable | £………………………………………... |
| **Technical Support Arrangements** |  |
| Please state normal working hours Monday - Friday | ……………………………………….. |
| Please state contact details during normal working hours Monday - Friday |  |
| Please state working hours Saturday / Sunday / Bank Holidays | ……………………………………….. |
| Please state contact details Saturday / Sunday / Bank Holidays |  |
| Please state contact details for out of hours / emergencies |  |
| Please state the number and location of UK based engineers | ………………… | …………………. |
| Please state the number and location of engineers assigned to service this contract | ………………… | …………………. |
| Please state the number of UK hospital sites you currently have a contract with for servicing this equipment | ……………………………………….. |

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| --------------------------------------- | END OF SECTION D | --------------------------------------- |

**SECTION E – AWARD CRITERIA**

1. Any contract which arises from this competitive quotation process will be awarded on the basis of the most economically advantageous offer that meets the requirements set out in Section B.
2. The Trust reserves the right to award any contract which arises from this competitive quotation process on a sole or shared basis.

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| --------------------------------------- | END OF SECTION E | --------------------------------------- |

**SECTION F – TERMS OF OFFER**

1. **Right to Cancel**

The Trust reserves the right to cancel the competitive quotation process at any time with no liability on the part of the Trust.

1. **Quantities**

Requirements are given in good faith based upon historical information and anticipated procedures.

1. **Offer documentation and submission**

The offer must be kept open for at least 3 months from the closing date of this request for competitive quotation as given in Section A. A bid stated as only being valid for a shorter period may be judged non-compliant and be rejected.

1. **Enquiries**

Telephone and email enquiries will not be accepted; please use the PROACTIS ProContract e-tendering portal.

For fairness and openness it may be necessary to circulate to all bidders any answers or further information we may provide.

1. **Variant bid/s**

The Trust would always wish to encourage suppliers to adopt a creative and innovative approach to this procurement. Bidders are therefore at liberty to submit – **in addition to a main bid** **that adheres to the specification of requirements** - a variant bid which achieves the aims of the competitive quotation via innovative means.

Please ensure that any variant bid:

* Conforms to the requirements of this request for quotation
* Is in accordance with the NHS Terms and Conditions as set out in this documentation

Please confirm that your main bid meets the specification of requirements

Yes / No

Are you submitting a variant bid

Yes / No

1. **Partners and/or 3rd party suppliers**

The Trust will be awarding this contract on either a sole supplier basis to one main contractor or on a shared supplier basis to two or more main contractors. Suppliers are free to submit offers that include sub-contractors as 3rd party providers if they are unable to provide all requirements themselves. However as the main contractor they must accept overall responsibility and accountability for the provision of all goods and services awarded to them, whether provided directly by them or via one or more sub-contractors/3rd party providers.

 Is your offer based on using any sub-contractors/3rd party suppliers?

Yes / No

If yes you must complete the table below:

|  |  |  |
| --- | --- | --- |
|  | **Elements of bid being offered** | **Company name/s who would provide goods/service if awarded the business** |
| Supplier submitting this bid |  |  |
| Any sub-contractors and/or 3rd party provider |  |  |

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| --------------------------------------- | END OF SECTION F | --------------------------------------- |

## **SECTION G – TERMS AND CONDITIONS**

This Contract is subject to the following:

* NHS Conditions of Contract for the Provision of Services (Purchase Order Version) - December 2016

The current versions of the NHS standard conditions of contract for either the purchase of goods or the supply of services are also available on the Department of Health’s website under Publications.

<http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_121260>

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| --------------------------------------- | END OF SECTION G | --------------------------------------- |

**SECTION H – DECLARATIONS & SIGNATURE PAGE**

To: The Hull and East Yorkshire Hospitals NHS Trust (hereinafter called “the Trust)

I / We as detailed below agrees:

**1**. That this Offer and any contract arising from it shall be subject to the NHS Terms and Conditions of Contract, and any Supplementary Conditions of Contract. Failure to complete or comply with any instructions may lead to offers being declared null and void.

**Signed:** ………………………………………………………. **Date:** ………………………....

**Name (in capitals):** …………………………………………………………………………………….

**Position:** …………………..…………………………………………………………………..………..

**Witnessed:** …………………………………………………….. **Date**: ………………………

**For and on Behalf of:** ……….………………………………………………………………………..

**Address:** ……..…………………………………………………………………………………………

…………………………………………………………………………………………………………….

**Tel:** …….…………………………………….. **Fax:** ………………………………………..….

### **Company e-mail address: …………………………………………….………..……………………**

### **Signatory’s e-mail address: …………………………………………………………..……………..**

**Witness e-mail address: ………………………………………………………………………….**

### **Company website (URL): …………….……………………………….………..……………………**

### **Your company offer reference number: ………………….…………...…………………………..**

***This form of offer and all other aspects of this bid must be signed by an authorised signatory.***

***In the case of a partnership it must be signed by a partner for and on behalf of the firm.***

 ***In the case of a limited company by an officer duly authorised to do so, with the designation of the officer being stated.***

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| --------------------------------------- | END OF SECTION H | --------------------------------------- |