

Invitation To Tender
Bidder Response Document

Open Tender

For the Provision of Maintenance Services Issued by

University Hospitals Morecambe Bay NHS Foundation Trust

Reference Number: LGM36926

Tender Reference: 2023/S 000-037442

Maintenance Contract

**Verification of Critical Ventilation Systems in accordance with HTM 03-01,
HSG 258 and COSHH - in particular Regulation 9, regarding LEV**

Contents:

| | |
|---|---|
| Introduction | 2 |
| Contact and Organisation's Details..... | 2 |
| A. Contract Pricing..... | 3 |
| B. Service Delivery | 3 |
| C. Sustainability, Net Zero Healthcare and Social Value | 5 |
| D. References..... | 6 |
| Declaration..... | 8 |

Introduction

This Invitation to Tender ("ITT") invites tenders for the Verification of Critical Ventilation Systems in accordance with HTM 03-01, HSG 258 and COSHH - in particular Regulation 9, regarding LEV. It is issued by University Hospitals NHS Foundation Trust ("the Client") through its agent, Lifecycle Management Group Limited ("Lifecycle"), which is acting on the Client's behalf in conducting this procurement exercise.

This ITT is issued to all suppliers that have expressed an interest following the publication of the Contract Notice, in connection with a competitive procurement conducted in accordance with the Open Procedure under the Public Procurement Regulations 2015.

You should complete this document in line with the information document. Please ensure you have answered all questions in this document and completed and signed the declaration.

Contact and Organisation's Details

Please complete the contact details of someone in your organisation who the Client or Lifecycle should contact if they are seeking a point of clarification. These answers are for information only and will not be scored:

| Contact Details | |
|---|--|
| Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) | |
| Contact Name | |
| Position | |
| Email | |
| Telephone | |
| Fax | |
| Address | |
| Email address for purchase orders | |
| Bidder reference No: (if applicable) | |

You are asked to answer the following questions which will be evaluated and scored using the methodologies set out in the Tender Information Document.

A. Contract Pricing

This contract will be awarded on Comprehensive level of cover. You are asked to provide your pricing in the accompanying Pricing Schedule. You are required to provide pricing for a three-year contract. All prices must exclude VAT.

Prices entered should represent the requirement as stated in the Technical Specification. A purchase order will be raised at the beginning of the contract. Payment will be made by the Client after receipt of the reports in line with the requirements set out in the Technical Specification.

Additional Costs

In addition to the fixed contract prices, you are required to detail additional pricing for additional verification reports which are not included in the Fixed Contract Pricing. You should enter prices into the ad-hoc tab of the Pricing Schedule. This is for evaluation purposes only and is not guaranteed business.

| Document | Attached (X) | Document |
|------------------|--------------|---------------------------|
| Pricing Schedule | | INSERT YOUR DOCUMENT HERE |

B. Service Delivery

The Bidder is required to answer the following questions. The Client will use the answers to each question to determine their confidence in your ability to deliver the service in line with the Technical Specification.

You should ensure all elements of each question are answered in full and the response given is relevant to the question asked. Responses should not be a simple ‘yes’ or ‘no’ answer; they should include an appropriate explanation and evidence to sufficiently demonstrate how you will fulfil the requirements.

The Client is only able to evaluate the response given to each question. Only repeat information already provided if it is relevant to the question asked.

If you intend to use sub-contractors, please ensure all your responses relate to your organisation and the sub-contractor. Please include details of how you will manage the sub-contractor to ensure they meet the Technical Specification in your responses to the questions below.

| | Question | Weighting (1-5) |
|---------------|---|-----------------|
| B.1 | Please confirm you will be able to meet all requirements set out in the Technical Specification | Pass/Fail |
| Your Response | | |
| B.2 | The contract must start on 14/06/2024. Please provide a detailed and comprehensive implementation plan demonstrating key tasks, time frames and resources required to ensure the contract will commence on time. | Pass/Fail |
| Your Response | | |
| B.3 | <p>It is essential all works carried out are done so in line with the technical specification and completed in an appropriate way.</p> <p>You are required to provide a sample report.</p> <p>Your report must demonstrate you have a clear understanding of the Technical Specification and you fully understand the requirements of the Client.</p> | 5 |
| Your Response | INSERT YOUR DOCUMENT HERE | |
| B.4 | <p>If during validation you identify the Critical Plant has failed on any of its measurements you must report this immediately to the on-site Engineering Manager.</p> <p>You will be required to work with the on-site team to remedy any failures. Please explain your procedure for identifying and reporting faults found and what steps will you take to get the plant up and running again.</p> | 5 |
| Your Response | | |
| B.5 | Please describe how you will ensure all staff engaged in the delivery of these services are qualified and provide a training matrix for the staff who will be routinely used to support this contract. | 2 |

| | | |
|---------------|--|---|
| Your Response | | |
| B.6 | Please confirm how you will ensure Engineers that manage this contract kept up to date with training. Please provide details of the arrangements for the training. | 1 |
| Your Response | | |
| B.7 | <p>The Client must be able to escalate any issues to ensure they can be dealt with quickly and efficiently.</p> <p>Please provide details of how you will ensure issues are dealt with and resolved in this way.</p> | 2 |
| Your Response | | |

C. Sustainability, Net Zero Healthcare and Social Value

| C | Social values and sustainability | Weighting (1-5) |
|---------------|--|-----------------|
| C.1 | Please provide an explanation and example/evidence where your company either assists with creating new businesses, jobs and communities (this can include investing in skills training and apprenticeships), increased supply chain resilience and capacity. Include how you manage this through your sub-contracting process. | 5 |
| Your Response | | |
| C.2 | Please provide evidence of equality and diversity in the provision and operation of services. This could include reducing disability employment gap and/or tackling workforce inequality. | 5 |
| Your Response | | |
| C.3 | <p>As part of the Trust's Green stewardship and commitment to improving environmental sustainability including NHS Zero targets, please demonstrate your approach to professional standards on sustainable solutions to help the Trust meet its net zero carbon emissions target and sustainability commitments.</p> <p>Through:</p> | 5 |

| | | |
|---------------|--|--|
| | a) Energy efficiency; b) Waste reduction/recycling; c) Use of sustainable products; and d) Green transport and travel | |
| Your Response | | |

D. References

Please provide details of three previous contracts which you have won. The details must be for similar contracts with a duration of at least 12 months, if possible. If you are unable to provide details of contracts with a duration of at least 12 months, please provide details of your longest contracts. By providing details here you are giving permission for our Client or their representatives to contact your clients for references, which will include details of the quality of work carried out.

| Contract 1 | Response |
|--|----------|
| Organisation Name and Address | |
| Contact Name, Telephone Number, Email and Position | |
| When were you awarded the original contract? | |
| Description of contract | |

| Contract 2 | Response |
|--|----------|
| Organisation Name and Address | |
| Contact Name, Telephone Number, Email and Position | |

| | |
|--|--|
| When were you awarded the original contract? | |
| Description of contract | |

| Contract 3 | Response |
|--|----------|
| Organisation Name and Address | |
| Contact Name, Telephone Number, Email and Position | |
| When were you awarded the original contract? | |
| Description of contract | |

Declaration

This document shall be deemed to have been signed by the person whose details are set out at the end of the declaration below.

You must print the page out, sign and upload a PDF copy with your submission.

Declaration

I am authorised by the Bidder (and all relevant associated companies and organisations/sub-contractors) to supply the information given in this ITT response.

I agree and certify:

- I understand the terms set out in this ITT.
- At the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries. I understand that the Client may reject this Bid if there is a failure to answer all relevant questions fully or if I provide false or misleading information.
- This offer and any contracts arising from it shall be subject to the NHS Terms and Conditions for the Provision of Services with Maintenance Schedule (2022), the Technical Specification attached, this ITT and your Bid.
- To supply the Services to exact quality and price specified in the Technical Specification and in this response to the ITT, if this Bid is accepted.
- This Bid has been made in good faith and the amount of the offer has not been fixed or adjusted in accordance with any agreement or arrangement with any other person. I acknowledge that any price fixing or collusion with other potential Bidders in relation to this project shall give the Client the right to exclude that potential Bidder from the procurement process and may constitute an offence.
- We/I have not canvassed or solicited any Member Officer or employee of the Client or Lifecycle or any other agent in connection with this procurement process and that no other person employed by me/us or acting on my/our behalf has done any such act. I acknowledge that it is an offence to give or offer any gift or consideration to employee of a public body as a reward or inducement in relation to the awarding of a public contract and that such action will give the Client the right to exclude a potential Bidder from this procurement process.
- We/I acknowledge that the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) may apply.

The Client or their agents have our permission to:

- Carry out all necessary actions to verify the information provided; and

| | |
|--|--|
| <ul style="list-style-type: none"> To pass any information provided to a third party commissioned by the Client for the purposes of evaluating our responses. | |
| Form Completed By | |
| Signature | |
| Name and Job Title | |
| Organisation | |
| Address | |
| Date | |
| | |
| Witness Signature | |
| Name and Job Title | |
| Date | |