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Tender

## **Provision of Courier and Warehouse Services**

Cambridge University Hospitals NHS Foundation Trust

F02: Contract notice

Notice identifier: 2021/S 000-000319

Procurement identifier (OCID): ocids-h6vhtk-028885

Published 7 January 2021, 11:08pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Cambridge University Hospitals NHS Foundation Trust

Hills Rd

Cambridge

CB2 0QQ

#### **Email**

[susan.mulcock@addenbrookes.nhs.uk](mailto:susan.mulcock@addenbrookes.nhs.uk)

#### **Telephone**

+44 1223274305

#### **Country**

United Kingdom

#### **NUTS code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

[www.cuh.nhs](http://www.cuh.nhs)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://eocph.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://eocph.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Courier and Warehouse Services

#### **II.1.2) Main CPV code**

- 64120000 - Courier services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Authority requires a courier and warehouse service to provide both regular scheduled deliveries and collections to GP surgeries and other clinical establishments and ad-hoc deliveries and collections. Due to the nature of the services provided by the Authority the ad-hoc courier requirements could be at any time 24 hours, 365 days per year.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKH12 - Cambridgeshire CC

Main site or place of performance

Cambridge and surrounding areas

#### **II.2.4) Description of the procurement**

The Authority requires courier services, as a minimum, for the following types of goods:

- Pathology Samples
- Blood Products

- Controlled Drugs
- Medicine
- Medicinal Products (Leaches/Maggots)
- Packages on Dry Ice
- Patient cells in vapour phase liquid nitrogen “dry-shippers”
- Medical Equipment
- Medical correspondence
- GP Services consumables
- International deliveries
- Make collections/deliveries to Patients/Carers
- Frozen lines
- Ultra low temperature items
- .

Warehouse services are also required

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

There is an option on the part of the Authority to extend for a further period of up to 24 months after initial 60 month period. The renewal process will commence subject to the decision taken on the extension option

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Renewal option as above

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The Authority will assess the information which you provide with your SSQ response (responding to sections 1.2, 4.1 and 5), in conjunction with the financial risk report obtained from Dun & Bradstreet or equivalent, and provided to the Authority, to determine whether the Tenderer (or its guarantor) has the necessary economic and financial standing to deliver the contract in accordance with the Authority's requirements. Supplier must have a D & B (or equivalent credit rating report) of Low or Low/Moderate Overall Business Risk, and be able to pass the following financial factors.

In making this assessment, the Authority will consider the following factors, in combination, as measures of the Tenderer's (or its guarantor's) financial standing:

1. Financial stability: Whether the Tenderer (or any guarantor) can demonstrate stable trading and strong net assets position, including whether it has consistently made a profit over the last two financial years (or the number of years of trading if less than two years);
2. Liquidity and cash position: Whether the Tenderer (or any guarantor) can demonstrate a low risk liquidity and cash position, typically showing a current ratio value of >1 over the last two financial years (or the number of years of trading if less than two years);
3. Scale: That the indicative contract value does not form a disproportionate proportion of the Tenderer's (or any guarantor's) business, typically that the Tenderer's annual turnover is at least twice the indicative contract value
4. Other financial concerns: Whether the financial report obtained from Dun & Bradstreet or equivalent in relation to the Tenderer (or any guarantor) or other financial information relating to the Tenderer which is in the public domain, identifies any other material concerns as to the Tenderer's financial standing or stability.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

10 February 2021

Local time

1:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

10 February 2021

Local time

1:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 5 to 7 years

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3) Additional information**

Suppliers Instructions How to Express Interest in this Tender~: 1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://eocph.bravosolution.co.uk> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

The estimated contract value per annum would not be greater than £1,600,000 (ex VAT)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Cambridge University Hospitals NHS Foundation Trust

Hills Road



Cambridge

CB2 0QQ

Country

United Kingdom