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Tender

## **Tender for a Storage & Distribution Service**

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

F02: Contract notice

Notice identifier: 2022/S 000-011931

Procurement identifier (OCID): ocids-h6vhtk-033538

Published 9 May 2022, 8:57am

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

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

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

4-5 Charnwood Court,, Heol Billingsley, Parc Nantgarw

Cardiff

CF15 7QZ

#### **Contact**

Bethan Dyke

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#### **Telephone**

+44 1443848585

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://nwssp.nhs.wales/ourservices/procurement-services/>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0221](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0221)

**I.3) Communication**

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

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

**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**

Tender for a Storage & Distribution Service

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

- 63120000 - Storage and warehousing services

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

Services

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

PHW is seeking a single provider specialising in warehousing, distribution, and fulfilment to manage the ongoing storage and distribution of a wide range of public health information resources to professionals and public across Wales. The key contract outcome being sought is that customers who order health information resources from PHW will have their orders fulfilled accurately and efficiently by the supplier in line with agreed key performance indicators (KPIs).

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

This contract is divided into lots: No

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

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

NUTS codes

- UKL - Wales

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

The successful contractor will receive stocks of finished resources from printers and other organisations, store them in a safe location efficient for distribution across Wales, receive orders for resources from professionals and others across Wales via PHW, accurately process them in a cost-efficient manner for shipping, and arrange the timely dispatch and be accountable for delivery to a wide range of sites across Wales.

The contractor will be required to manage stock levels efficiently, either by using the current online ordering system 'Ecwid' or with an acceptable alternative solution which would be provided by the contractor, including identifying optimum levels for each type of stock to minimise storage costs whilst maintaining customer responsiveness, and providing regular, accurate stock reports. The system chosen will have to allow monitoring to trigger new stock/ prints for each division in PHW.

Both Health Protection and Health Improvements will be using this chosen system. In addition, the physical resources will be stored in the same place.

The specific contract outcomes being sought are that:

Resources are received by the contractor in good order and stored safely in one or more geographical location/s which allows for easy and effective distribution to our customers across Wales.

The contractor must operate an efficient stock management system which identifies and manages to the optimum level of storage for each type of resource, taking into account forecasted customer demand, print turnaround times and storage costs.

Picking and packing of resources is highly accurate and dispatched to the correct address within agreed timeframes.

Resources are received on time by the customer through an effective distribution service(s), based on agreed standards.

There is effective communication with PHW and customers via PHW's online ordering system (or alternative offered) and other methods of communication to ensure the customer remains informed of progress against their order and to enable prevention and solution of issues and queries.

Should there be a change in contractor as a result of this process, there is an expectation that there will be a smooth transition from the existing supplier of these services to ensure full business continuity. PHW will need to be informed of this as early as possible

The overall service is delivered efficiently and economically

Public Health Wales are interested in implementing the current Ecwid system or an acceptable alternative solution that would be provided by the contractor.

#### **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

24

This contract is subject to renewal

Yes

Description of renewals

Optional 12 month extension available

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

Variants will be accepted: No

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

Options: No

### **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**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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 June 2022

Local time

12:00pm

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

English

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

Date

13 June 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Please note additional information on this procurement:

1. The Contracting Authority reserves the right to award the contract in whole, in part or annul the tendering process and not award any

contract.

2. Bidders should note that they will be required to enter into terms and conditions of contract as set out in the Procurement documents and

that save for matters of clarification or consistency the Contracting Authority will not negotiate the terms.

3. The Contracting Authority will not accept completed responses after the stated closing date.

4. All documents to be priced (where applicable) in sterling and all payments made in sterling.

5. All tender costs and liabilities incurred by bidders shall be the sole responsibility of the bidders.

6. Prospective suppliers should note that NHS Shared Services Partnership - Procurement Services is acting on behalf of the Public Health Wales NHS Trust.

NHS Wales Shared Services Partnership on behalf of Public Health Wales NHS Trust will allow a minimum 10 calendar

day standstill period between notifying the award decision and awarding the contract.

Unsuccessful tenderers and applicants are entitled to receive reasons for the decision, including the characteristics and relative advantages

of the winning bid and the reasons why the tenderer/applicant was unsuccessful. Should additional information be required it should be

requested of the addressee in section I.1. Aggrieved parties who have been harmed or are at risk of harm by breach of the procurement rules

have the right to take action in the High Court (England and Wales). Any such action is subject to strict time limits in accordance with the

Public Contracts (Amendments) Regulations 2015.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=121062](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=121062)

(WA Ref:121062)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

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+44 2079477501

Country

United Kingdom