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Tender

## **Admin Support - Programme Board**

Royal Papworth Hospital NHS Foundation Trust

F02: Contract notice

Notice identifier: 2025/S 000-015355

Procurement identifier (OCID): ocds-h6vhtk-050381

Published 15 April 2025, 4:32pm

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

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

Royal Papworth Hospital NHS Foundation Trust

Papworth Road Cambridge Biomedical Campus Cambridge

Cambridge

CB2 0AY

#### **Email**

[nsbs.ops.procurementisfe@nhs.net](mailto:nsbs.ops.procurementisfe@nhs.net)

#### **Country**

United Kingdom

#### **Region code**

UKH12 - Cambridgeshire CC

#### **Internet address(es)**

Main address

<https://www.royalpapworth.nhs.uk>

Buyer's address

<https://www.royalpapworth.nhs.uk>

### **I.3) Communication**

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

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

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

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://health-family.force.com/s/Welcome>

### **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**

Admin Support - Programme Board

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

- 75100000 - Administration services

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

Services

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

Admin Support with the production of minutes and action plan

#### **II.1.5) Estimated total value**

Value excluding VAT: £30,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 75100000 - Administration services

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

NUTS codes

- UKH - East of England

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

To provide admin support with the production of minutes and action plan

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

Price

**II.2.6) Estimated value**

Value excluding VAT: £30,000

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

Duration in months

12

This contract is subject to renewal

No

**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 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: No

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

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

Date

22 April 2025

#### **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**

Tender must be valid until: 24 June 2025

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

Date

15 April 2025

Local time

4:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

High Court

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.judiciary.uk/courts-and-tribunals/high-court/>