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Tender

Provision of Sessional Medical Advisors for Army Disclosures

Ministry of Defence

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-017147

Procurement identifier (OCID): ocds-h6vhtk-0507ee

Published 25 April 2025, 5:04pm

Scope

Reference

714152450

Description

The requirement is for provision of support to Army Disclosures based in Kentigern House, Glasgow who are the principal custodian of all military records relating to Army Officers and other ranks who have completed or are serving their Military Service.

The function of Army Disclosures is to administer the release of Service Medical Documents. These are released to the former Serviceperson, their General Practitioner (GP) or other authorised representatives on request.

The services of one or more qualified Medical Professional are required on a sessional arrangement, on an "ad-hoc", as-and-when required basis, providing a Sessional Medical

Advisor (SMA) service within the Army Disclosures. This "ad-hoc" will be at least one day a week, rising to more when required, on cases specified by the Army Disclosures Designated Officer or their Authorised Representatives. The delivery of this requirement can be done fully remote.

Total value (estimated)

- £1,670,833.33 excluding VAT
- £20,005,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 16 June 2025 to 1 June 2029
- Possible extension to 1 June 2031
- 5 years, 11 months, 16 days

Description of possible extension:

2 x 1 Year Options to extend contract term.

Main procurement category

Services

CPV classifications

- 85121200 - Medical specialist services

Contract locations

- UK - United Kingdom

Participation

Legal and financial capacity conditions of participation

1. The SMA(s) must have practical experience of applying all relevant Statutory Legislation on access and disclosure of medical records.
2. The SMA(s) must have full Medical registration with a licence to practice and be registered as a General Practitioner with the General Medical Council.
3. The SMA(s) must have a membership with a Medical Defence Organisation.
4. The SMA(s) shall be required to be security vetted at Baseline Personnel Security Standard (BPSS) level or be prepared to undergo such security clearance. This will be conducted by the contractor.

The tenderer shall be required to pass the Procurement Selection Questionnaire ensuring that there is no breach of mandatory or discretionary grounds as set out within the Procurement Act 23 within Schedules 6 & 7 section 57. Where the tenderer is in conflict of mandatory exclusionary criteria they shall be disqualified from the competition in full, where they are in breach of the discretionary exclusionary grounds the Authority shall assess based on evidence provided by the tenderer whether they will be excluded from the competition deciding whether the circumstances are continuing or likely to occur again, the Authority's decision is final.

5. Paragraph 4 also applies to tenderers who are excluded or excludable by virtue of their connected persons, associated persons, or sub-contractors.

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

14 May 2025, 5:00pm

Tender submission deadline

22 May 2025, 5:00pm

Submission address and any special instructions

For access to Opportunity Listing PSQ & ITT please click the following link:

<https://contracts.mod.uk/go/9078170401965DAC3440>

For access specifically to the PSQ please click the following link:

<https://contracts.mod.uk/go/1016366401965D9396D3>

For access to specifically to the ITT and Tender documents please click the following link:

<https://contracts.mod.uk/go/1016366401965D9396D3>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

16 June 2025

Recurring procurement

Publication date of next tender notice (estimated): 25 March 2031

Award criteria

Name	Description	Type	Weighting
Total contract cost	This is inclusive of options, the pricing annex template can be seen at Annex B to Schedule 2 Pricing Schedule	Cost	55%

Name	Description	Type	Weighting
Technical Criteria	Non-cost Award Criteria inclusive of social value, exact weightings can be seen within the tender documents at Annex A Section D to DEFFORM 47 - Evaluation Methodology and Award Criteria	Quality	45%

Other information

Payment terms

Payment is made via CP&F and Exostar.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

There has not been enough time for the Authority to release a formal PME notice under the Procurement Act 23 due to it being made the active legislation 24 February 2024. This contract notice is a for a legal requirement as such it will need to be fulfilled quickly to allow the Ministry of Defence to fulfil its legal obligations in regards to release of medical records.

Contracting authority

Ministry of Defence

- Public Procurement Organisation Number: PHVX-4316-ZVGZ

Army Headquarters

Andover

SP11 8HJ

United Kingdom

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Website: <https://www.gov.uk/government/organisations/ministry-of-defence>

Region: UKJ36 - Central Hampshire

Organisation type: Public authority - central government