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Tender

Electoral Services & Membership Database

University Hospitals Dorset NHS Foundation Trust

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-026998

Procurement identifier (OCID): ocds-h6vhtk-04935e

Published 23 August 2024, 10:55am

Section I: Contracting authority

I.1) Name and addresses

University Hospitals Dorset NHS Foundation Trust

Management Offices, Poole Hospital, Longfleet Road

POOLE

BH15 2JB

Contact

Ryan Fellows

Email

ryan.fellows@uhd.nhs.uk

Country

United Kingdom

Region code

UKK24 - Bournemouth, Christchurch and Poole

Internet address(es)

Main address

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

Buyer's address

<https://www.uhd.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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Electoral Services & Membership Database

Reference number

UHD/03121/SF

II.1.2) Main CPV code

- 75122000 - Administrative healthcare services

II.1.3) Type of contract

Services

II.1.4) Short description

University Hospitals Dorset NHS FT is seeking a provider for a membership database and election services, the next scheduled elections are due to take place in late 2025 and late 2026. However, the need for additional elections may arise during the contract period. (An additional election may be required in the early stages of 2025).

II.1.5) Estimated total value

Value excluding VAT: £140,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79560000 - Filing services

- 48612000 - Database-management system
- 22821000 - Electoral forms
- 48613000 - Electronic data management (EDM)
- 75122000 - Administrative healthcare services

II.2.3) Place of performance

NUTS codes

- UKK2 - Dorset and Somerset

II.2.4) Description of the procurement

To have a secure, comprehensive and accurate membership database compliant with all applicable laws, regulations, statutory guidance and the Trust's Constitution, which is easily accessible for the purpose of data interrogation, reporting and for Governor election purposes.

To have comprehensive and accurate electoral services, compliant with all applicable laws, regulations, statutory guidance and the Trust's Constitution.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Quality criterion - Name: Social Value / Weighting: 10

Cost criterion - Name: Price / Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £116,666

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

Start date

1 November 2024

End date

31 October 2029

This contract is subject to renewal

Yes

Description of renewals

180 days prior to end of contract

II.2.13) Information about European Union Funds

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

II.2.14) Additional information

Services will be delivered in line with UHD constitution.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

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 expressions of interest

Date

24 September 2024

Local time

2:00pm

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

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

High Court and Court of Appeal of England and Wales

Strand

London

WC2A 2LL

Email

internationalrelationsrudicialoffice@judiciary.uk

Country

United Kingdom

Internet address

<https://www.judiciary.uk/>