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Tender

## **ENHT & PAHT - Authorised Person for Food and Drink**

East and North Hertfordshire NHS Trust  
The Princess Alexandra Hospital NHS Trust

F02: Contract notice

Notice identifier: 2023/S 000-029220

Procurement identifier (OCID): ocids-h6vhtk-0407bd

Published 4 October 2023, 10:32am

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

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

East and North Hertfordshire NHS Trust

Lister Hospital, Coreys Mill Lane

Stevenage

SG1 4AB

#### **Contact**

Amy-Louise Richardson

#### **Email**

[amy.richardson@nhs.net](mailto:amy.richardson@nhs.net)

#### **Telephone**

+44 7881404711

**Country**

United Kingdom

**Region code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

<https://www.enherts-tr.nhs.uk>

Buyer's address

<https://www.enherts-tr.nhs.uk>

**I.1) Name and addresses**

The Princess Alexandra Hospital NHS Trust

Hamstel Rd, Harlow CM20 1QX

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

CM20 1QX

**Email**

[amy.richardson@nhs.net](mailto:amy.richardson@nhs.net)

**Country**

United Kingdom

**Region code**

UKH - East of England

**Internet address(es)**

Main address

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

Buyer's address

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

## **I.2) Information about joint procurement**

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

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**

ENHT & PAHT - Authorised Person for Food and Drink

Reference number

T/10-23/1427

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

- 55321000 - Meal-preparation services

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

Services

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

The East and North Hertfordshire NHS Trust ("ENHT") and The Princess Alexandra Hospital NHS Trust ("PAHT") ("the Authorities") are seeking to procure a new requirement of Authorised Person for Food and Drink. The initial 3-year contracts will commence after contract signing.

The specified role and responsibilities of the Authorising Person will be as described within the New National Standards for Hospital Food and Drink safety and other associated guidance and regulations governing the safety and compliance of Food and Drink.

The Authorising Person will be independent of the Trust and their Service Provider(s) ensuring a totally independent non-bias approach to providing support, guidance, and recommendations with the focus of achieving evidenced based compliance and safety.

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

Value excluding VAT: £100,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKH - East of England

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

- Review the Trusts effective leadership of patient feeding and nutrition across all departments.
- Help the Trust to develop a food and drink strategy that looks to increase the level of patient, staff and visitor satisfaction with their food and drink service.
- Review how the Trust captures how the organisation addresses safe delivery of nutritious and quality food and drink for patients; how healthier food and the right environment for staff and visitors are provided; and embeds sustainable practices in its service, such as buying food more sustainably and wasting less.
- Review how the trust reports to the board on food and drink performance and what targets it has established and how these are monitored.
- Assist with the annual returns required by NHS organisations to provide evidence of compliance with the Food and Drink Standards, that will form part of PAM return.
- Look at the role of a dedicated food service dietitian. This role should be the main interface between catering and clinical services, ensuring constant communication and co-operation between the relevant teams, as well as playing a leading role on the food and drink strategy.
- Support the development and testing of new products, automation equipment and creation of systems and procedures designed to improve the operation, reliability or convenience of all food preparation operations.
- Lead and support site Quality & Food Safety teams in project accountabilities, mentoring site teams where appropriate.
- Be the Trust advisor for all regional Quality and Food Safety related projects & activities.
- Help the Trust establish a structured learning framework, appropriate to their regional demographics and patient acuity, and ensure it is supported at board level to ensure all team members are appropriately trained.
- Review the current food safety and occupational safety training programs within the Catering Department to ensure they meet the legal requirements.
- Manage and support existing food safety programs and emerging priorities.
- Conduct internal audits following a strict standard based on the Trust's SOPs and HACCP plan.
- Audit the Trusts compliance with 10 key characteristics of 'good nutrition and hydration

care'

- Complete required internal assessments & audits against NHS standards, help to develop corrective/preventive actions and complete required validation and verifications of the system
- Periodically review and update Trust Food Safety & HACCP documentation
- Acts as in house expert and primary interface with regulatory agencies, corporate and other third party audits

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £100,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended up to a further 24 months

### **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

## **II.2.14) Additional information**

References:

Internal reference: T/10-23/1427

Atamis reference: C214294

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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

3 November 2023

#### **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

4 October 2023

Local time

2:00pm

Place

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



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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

The High Court

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

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