

**First Stage Tender for the Provision of  
Specialised (Mental Health) Residential Care and  
Rehabilitation Service**

Project Reference: CON\_237

This tender is being conducted via a Competitive Flexible Procedure under the Procurement Act 2023

**COMMERCIAL IN CONFIDENCE**

February 2026

### First Stage Tender for the Provision of Specialized Residential Service.

The Coventry and Warwickshire Partnership Trust (CWPT) was formed on 1st October 2006, and is a specialist provider of mental health, learning disabilities and, since April 2011, Community Services. Working from more than 65 sites, 124 buildings and covering around 900 square miles, the Trust provides services to a population of more than one million people in Coventry, Warwickshire and Solihull.

For information about the Trust role please view the Trust web site links:

<http://www.covwarkpt.nhs.uk/>

For this purpose, we enclose the following documents, which will form the basis of any contract we may award:

Document 1	Terms of Participation (This Document)
Document 2	Specification
Document 3	Procurement Specification Questionnaire
Document 4	Tender Questions
Document 5	Mandatory Declaration
Document 6	PME Questions and Responses Document (Updated)
Document 7	Site Plan

Attention is also drawn to the Summary Document for PME Meeting in November 2025, previously available on the Delta portal, which includes updated responses.

Please submit your proposal via the Delta e-sourcing portal <https://www.delta-esourcing.com> against Delta project reference **CON\_237** no later than **00:00 hours GMT on 11 March 2026**.

### OFFER TIMELINE

Invitation to Tender issued	11 February 2026
Deadline for clarifications	04 March 2026
<b>First Stage Tender submission</b>	<b>11 March 2026</b>
Evaluation of Tenders Close	23 March 2026
First Stage Outcome/Shortlisting	25 March 2026
Close of Dialogue Phase	27 April 2026
Final Stage Tender	4 May 2026
Deadline for Clarifications	15 May 2026
<b>Final Tender Submission</b>	<b>22 May 2026</b>
Evaluation of Tenders Close	05 June 2026
<b>Trust Committee approval</b>	<b>07 July 2026</b>
Contract Award	10 July 2026
Service Implementation	13 July 2026
<b>Contract start</b>	<b>1 October 2026</b>

The Trust may on notice adjust any of the dates in the timeline.

CWPT does not bind itself to accept the lowest or any offer and reserves the right to award a contract to more than one Provider. Coventry and Warwickshire Partnership Trust reserve the right to abandon or amend this procurement process at any time.

All organisations intending to prepare a response, submit offer documentation or be involved in any subsequent part of this procurement process do so at their own responsibility and expense. CWPT cannot be held responsible for any costs incurred by potential Suppliers.

When CPWT has reached a decision in respect of contract award it will notify all Suppliers of that decision.

## **Terms of Participation (Document 1)**

### **1. Procurement Process**

- 1.1 This procurement is a competitive flexible procedure under the Procurement Act 2023. Suppliers that have received this Invitation to Tender (ITT) have been invited to participate by CWPT. Such firms (whether a single organisation or a consortium) are referred to in this document as a 'Supplier'.
- 1.2 The purpose of this document is to identify the solution and the supplier that can best meet the requirements set out in this ITT. Throughout the process, CWPT will assess Suppliers' ideas, approach, and suitability to meet these requirements.
- 1.3 This procurement is being carried out in an open, transparent and proportionate manner that affords equal treatment to all economic operators.
- 1.4 Should a Supplier wish not to respond to this tender opportunity, we would welcome feedback to inform us of the reasons so that we as an organisation can continue to ensure maximum engagement.
- 1.5 **This is the First Stage Tender.** The Trust will shortlist up to the top 3 scoring suppliers at this stage to take through to the second and final tender stage.
- 1.6 Following shortlisting there will be one or more dialogue meetings (dates to be confirmed) with shortlisted suppliers to discuss proposals.

### **2. Requirement**

- 2.1 To secure a Provider, having experience of delivering this type of service, to provide, on behalf of CWPT, a recovery focussed, patient centred, proactive and engaging model of residential rehabilitation care and support.
- 2.2 The service will be provided at Hawkesbury Lodge in Coventry, currently being refurbished to accommodate a 14-bed Residential therapeutic unit for this requirement. The refurbishment work is due to be completed by 31 March 2026. The successful supplier will be expected to obtain CQC Registered Manager status for the service. Please refer to the Document 2 Specification.

### **3. Information and confidentiality**

- 3.1 Information that is supplied to Suppliers as part of the procurement process is supplied in good faith. However, Suppliers must satisfy themselves as to the accuracy of such information and no responsibility is accepted for any loss or damage of whatever kind or howsoever caused arising from the use by the Suppliers of such information.
- 3.2 All information supplied to Suppliers by CPWT in connection with this procurement process shall be regarded as confidential. By submitting an offer, the Supplier agrees to be bound by the obligation to preserve the confidentiality of all such information.
- 3.3 This invitation and its accompanying documents shall remain the property of CWPT and must be returned on demand.

### **4. Freedom of Information Act 2000**

- 4.1 The Freedom of Information Act 2000 (FOIA) applies to CWPT.
- 4.2 Suppliers should be aware of CWPT's obligations and responsibilities under FOIA to disclose, on request, recorded information held by CWPT. Information provided by Suppliers in connection with this procurement process, or with any contract that may be awarded as a result of this process, may therefore have to be disclosed by CWPT in response to such a request, unless CWPT decides that one of the statutory exemptions under the FOIA applies.
- 4.3 In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the FOIA or the Environmental Information Regulations 2004 (EIR), CWPT may consider it appropriate to ask Suppliers for their views as to the release of any information before a decision on how to respond to a request is made. In dealing with requests for information under FOIA, CWPT must comply with a strict timetable. CWPT, therefore, expects a timely response to any such consultation within five working days.
- 4.4 If Suppliers provide any information to CWPT in connection with this procurement process, or with any contract that may be awarded as a result of this process, which is confidential in nature and which a Supplier wishes to be held in confidence, then Suppliers must clearly identify in their offer documentation the information to which Suppliers consider a duty of confidentiality applies. Suppliers must give a clear indication which material is to be considered confidential and why you consider it to be so, along with the time period for which it will remain confidential in nature.
- 4.5 The use of blanket protective markings such as "commercial in confidence" will not be appropriate. In addition, marking any material as "confidential" or equivalent should not be taken to mean that CWPT accepts any duty of confidentiality by virtue of such marking. Please note that even where a Supplier has indicated that information is confidential, CWPT may be required to disclose it under the FOIA if a request is received.
- 4.6 CWPT cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
- 4.7 In certain circumstances where information has not been provided in confidence, CWPT may still wish to consult with Suppliers about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party.

- 4.8 The decision as to which information will be disclosed is reserved to CWPT, notwithstanding any consultation with the Supplier.

## 5. Equal opportunities and Sustainability

- 5.1 The Trust encourages its suppliers to ensure that equal opportunities are available for local people and local businesses to be involved in work undertaken for the Trust. In conducting this tender, the Trust is seeking to appoint suppliers who will actively support this aspiration. It is the Trust's intention that any contracts awarded as a result of this tender process will include a commitment by suppliers to equal opportunities for those within the local area.

- 5.2 Where relevant, awarded Suppliers must provide written confirmation of team members' clearance with DBS checks (Disclosure and Barring Service), if relevant, prior to contract start date (as work requested may include patient areas).

This confirmation must be provided before the contract starts.

- <https://www.gov.uk/government/collections/dbs-referrals-guidance--2>  
<https://www.gov.uk/government/publications/dbs-referrals-frequently-asked-questions-guide>

- 5.3 CWPT has a central role to play in reducing health inequalities and helping the NHS to reach net zero. We seek to embed sustainability and low carbon practice in the way we offer vital healthcare services. In accordance with national guidance, CWPT have implemented a 10% weighting to all tenders, irrespective of value. The link to our Green Plan 2022-2025 is below:

[Our Green Plan | Coventry and Warwickshire Partnership NHS Trust](#)

- 5.4 From April 2023, contracts above £5 million will require suppliers to publish a carbon reduction plan for their direct emissions as a qualifying criterion (as per Policy Procurement Notes - [Procurement policy notes - GOV.UK](#)). By 2030, all suppliers will be required to demonstrate progress in line with the NHS' net zero targets, through published progress reports and continued carbon emissions reporting.

## 6. TUPE

- 6.1 This Contract is NOT subject to TUPE.

## 7. Prices

- 7.1 The Trust annual **budget for the service in £810k plus VAT**

- 7.2 Suppliers are asked to indicate itemised annual net pricing, within this budget envelope, for delivery of the service, in MS Excel format. Supplier Pricing is indicative at this stage and **is not scored**. All suppliers will be awarded 20% pricing score at this stage. Shortlisted suppliers will have opportunity to adjust pricing at the final tender stage. Pricing at the final stage will be scored in accordance with the criteria below.

## 8. Tender documentation

- 8.1 Suppliers must answer, complete and submit the following:

- Procurement Specific Questionnaire Document (3) (Section 3, where appropriate)
- the Tender Questions Document (4)
- Indicative Pricing Document (Excel Format)
- Mandatory Declaration Document (5)

## **9. Tender documentation submission**

- 9.1 Bids must be received no later than the deadline in the offer timeline. CWPT will not accept submissions received after the deadline except, in exceptional circumstances at its absolute discretion.
- 9.2 **The Tender Questions document (3) may be completed/submitted in MS Word format**
- 9.3 All tender documentation must be submitted through Delta e-sourcing system. Submissions will not be accepted by any other route. The system will issue an automated timed receipt.
- 9.4 Relevant attachments may be included but should not be substitute for the answer in Document 3, and the Trust will not seek answers to questions in supplier marketing materials.
- 9.5 All documents submitted through the Delta e-sourcing system must be in a format that is readable in all versions of the Microsoft Office suite from the 2003 version onwards. Additionally, all attached spreadsheet and text responses must be fully editable (i.e., not locked for editing or presented as a PDF document).
- 9.6 Images within documents should be appropriately compressed to ensure document sizes do not become unmanageable.
- 9.7 All electronic files submitted should be clearly and logically named, including the Supplier's name and the question number to which that electronic file relates.
- 9.8 The Delta e-sourcing helpdesk can advise in the event of difficulty uploading documents.
- 9.9 Documents with hyperlinks indicating where to find Organisations bids will NOT be accepted and such bids will be disregarded.
- 9.10 The submission shall be submitted in the format and order as stipulated, and derogations or omissions from that format may result in CWPT rejecting the submission. Suppliers should respond to each point when responding to questions. Supporting documentation, appropriately cross-referenced, may also be submitted in support of the answers. Generic and promotional material should not be included and will be ignored.
- 9.11 Suppliers may include supporting documents only where this is stipulated in a tender question and the format and size (where stated) must be followed.
- 9.12 Suppliers should ensure that their submissions are complete when they are submitted and that all accompanying documentation is provided, as changes or additions to submissions will not normally be accepted after the submission due date.

## **10. Shortlisting criteria**

- 10.1 The contract will be awarded on basis of the Most Advantageous Tender. Shortlisting will be determined on evaluation criteria contained in the Tender Questions Document (3) and below. Supplier Pricing is indicative at this stage and is not scored and will be allocated 20%.

- 10.2 Tender submissions will be evaluated on the following Technical/Quality Criteria:
- Service Experience – 47%
  - Service Model – 28%
  - Medicines Management – 8%
  - CQC Registration – 7%
  - Social Value – 5%
  - Sustainability and Environmental Impact – 5%
- 10.3 Please upload any enclosures referred to through the Delta portal along with your tender submission
- 10.4 Answers to Quality/Technical questions in Document 3 will be scored as follows

<b>0</b> <b>Unacceptable</b>	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
<b>2.5</b> <b>Poor</b>	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
<b>5.0</b> <b>Acceptable</b>	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
<b>7.5</b> <b>Good</b>	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
<b>10.0</b> <b>Excellent</b>	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

- 10.5 The evaluation is **weighted 80% quality and 20% price**
- 10.6 The Quality/technical score is 80% of the total available weighted quality marks available.
- 10.7 **At final tender stage**, the Price score is the lowest acceptable price that meets the requirements of the specification and will be awarded 20%. Higher bids will be awarded a score in direct proportion to the difference in value e.g., lowest annual price/next annual price x 20.
- 10.8 Costs must be inclusive of all costs and expenses but exclusive of VAT. Whole life costs throughout the contract duration will be monitored against costs provided in Pricing Document.
- 10.9 Contractual pricing will utilise an **annual** pricing model. All tenders must be priced in accordance with this, and any non-compliant tenders will not be considered for contract award.
- 11. Indicative Pricing Schedule (First Stage)**
- 11.1 Suppliers are required to submit a Document in MS Excel format detailing their indicative costs of the contract based on the information provided in the Specification.

## Final Tender Evaluation Example

	Quality / Technical	Weighted Quality	Price	Weighted Price	Total
Supplier A	90.00	72.00	£1,200	16.67	88.67
Supplier B	96.00	76.80	£1,000	20.00	96.80
Supplier C	92.00	73.60	£1,100	18.19	91.79

### 12. Communications

- 12.1 Apart from formal dialogue, all contact relating to this procurement must be undertaken through the Delta e-sourcing system. Any direct contact made with any member of the CWPT, Project team or otherwise in relation to this procurement may jeopardise a Supplier's continuing participation in this tender.
- 12.2 CWPT will not be responsible for or bound by:
- any oral communication; or
- any other information or contact occurring outside the official communication procedures specified herein.
- 12.3 The rules of contact set forth in this document apply throughout the Procurement Process. These rules are designed to promote an open, fair, unbiased, and legally compliant procurement process.

### 13. Consortium Bids

- 13.1 Consortia and/or other forms of partnership bid will be accepted by CWPT.
- 13.2 Such organisations are under no obligation to make legally binding arrangements at this stage; however, the manner in which they would intend to do so, along with the roles and responsibilities of the members, will be tested and evaluated.
- 13.3 CWPT will require the contract to be entered into by a lead single entity, as identified in their tender response.
- 13.4 Consortium Suppliers should identify one organisation as the 'Lead' Organisation to co-ordinate their Bid responses (unless a new organisation is formed/determined in advance of the formal procurement commencing, in which case the Delta user profile should be set up under the new organisation's name).
- 13.5 A Supplier must promptly provide notification of any change in control, or its composition or its membership, if any, that takes place at any point following their initial submissions. CWPT reserves the right to disqualify any Supplier that fails to provide notification, or to seek further assurance in the event of any changes, and to disqualify a Supplier who does not provide sufficient assurance around any changes.
- 13.6 CWPT reserves the right to require a consortium to form a legal entity before entering the contract and/or to require consortium members to be jointly or severally liable for the performance of the Contract.



## **14. Supplier Clarifications**

- 14.1 Suppliers should read this tender document as soon after receipt as possible. It is the Supplier's responsibility to seek clarification in interpretation of any item in this document.
- 14.2 The objective of Supplier clarifications is to give Suppliers the opportunity to submit questions to CWPT concerning either the process or the substance of the proposed Services.
- 14.3 Where a Supplier requires further information on details within this or other bid documentation, clarification questions must be submitted through the Delta e-sourcing messaging system. Clarification questions received by any other means will be rejected.
- 14.4 Responses to clarification questions will be anonymised and sent out to all other Suppliers during the period of the tender. Where Suppliers consider that the clarification questions and/or responses to such questions are commercially confidential, the request must be indicated "Commercial in Confidence" and Suppliers should specify, where possible, such redactions as would render the request and any response non-confidential. CWPT will consider the request for confidentiality. However, CWPT reserves the right to act in what it considers to be the best interests of a fair procurement process and in accordance with its obligations under the FOIA or EIR.
- 14.5 Where any response to a request for clarification or the response thereto contains information which should, in the interests of a fair procurement process, be disseminated to all Suppliers, CWPT shall be free to disseminate such information to all Suppliers, with or without any redactions proposed by the Suppliers. Before doing so CWPT will inform the Supplier of its intention to do so and offer the Supplier the opportunity to withdraw the request for clarification before such dissemination.
- 14.6 The Supplier clarification stage will close on date in the timeline. Questions submitted after this date will not usually be accepted.

## **15. Coventry and Warwickshire Partnership NHS Trust clarifications**

- 15.1 CWPT reserves the right to require a Supplier to clarify its bid submissions. Such clarification questions must be answered within 48 hours, unless otherwise stipulated. Failure to respond adequately or in a timely manner to clarification questions may result in a Supplier not being considered further in the procurement.
- 15.2 CWPT may contact (or may require the Supplier to contact on its behalf) any of the customers, sub-contractors or consortium members referenced in the submission for confirmation that the information referencing the customer is accurate and true.

## **16. Amendments to the process or Services**

- 16.1 CWPT reserves the right to:
- alter the timetable to contract award.
  - cancel, withdraw from, or recommence the tender process at any stage; and
  - not award the contract.
- 16.2 Any amendments will be communicated at CWPT's earliest opportunity to all Suppliers through the Delta e-sourcing system.

- 16.3 Where CWPT makes such an amendment, it will ensure that Suppliers have an appropriate amount of time in which to digest and respond to the amendment. CWPT will not be responsible for supplier costs whatsoever.

## **17. Canvassing**

- 17.1 If the Supplier or any person employed or engaged by the Supplier, whether or not to the Supplier's knowledge:
- offers, gives or agrees to give to any person any gift or consideration of any kind as an inducement or reward for taking or for not taking action in relation to the contract or any other contract with CWPT; and/or;
  - canvasses any of the Project Team in connection with the Project; and/or.
  - contacts any officer of CWPT (or Commissioner) prior to the contract being awarded about any aspect of the services in a manner not permitted by this document.
  - in connection with the award of the Contract commits an offence under the Bribery Act 2010 or/and commits any conduct in contravention of Section 30 of the Procurement Act 2023.
- 17.2 the Supplier will be disqualified (without prejudice to any other civil remedies available to the CWPT and without prejudice to any criminal liability which such conduct by a Supplier may attract).

## **18. Terms and Conditions of Contract**

- 1.1 CWPT will be contracting for the services outlined in this tender using the current **NHS Terms and Conditions for the Provision of Services**
- 1.2 No material negotiation on the terms of the draft contract will be entertained by CWPT and refusal to accept the terms of the draft contract will cause a submission to be rejected.
- 1.3 CWPT contract will be for a 3-year period, capable of extension by 2 further years. Prices will be fixed for the initial period.
- 1.4 The Supplier must complete the **"Mandatory Declaration" Document (5)** and return to CWPT as part of your submission. Failure to do so may result in a delay to the contract award process and commencement of the contract.