+

|  |  |
| --- | --- |
| 14/08/2025 | Procurement Shared Service  NELFT NHS Foundation Trust  CEME Centre – West Wing  Marsh Way  Rainham  RM13 8GQ  Email: Please message via the MultiQuote portal |

**Request for Quotation: - Two trainers to deliver NELFT History Taking & Physical Examination Skills training**

I am writing to you on behalf of North East London NHS Foundation Trust.

We currently have a requirement for **two (2) trainers to deliver** our specialist training course to our clinical staff. The details of which are set out in the Annex to this letter.

We require our chosen supplier to start by **January 2026**.

NHS *Standard Terms and Conditions for Service under a Request for a Quotation* attached will apply to any purchase.

When issuing your proposal please provide the following:

* Full name of supplier alongside DUNS number
* Experience of delivering bespoke training which has already been designed
* Experience of training staff within NHS Trusts
* One **(1)** example of similar work carried out detailing the successful delivery of the contract
* Information on how the training will be delivered to staff; this is to be supplemented with further information on working practices and accessibility to those who have protected characteristics such as disabilities.
* Cost of training to be provided inclusive of any travel/subsidiary costs
* Total contract price excluding VAT.

Proposals to be submitted by **4th September by 12:00pm.**

The Trust is seeking quotations from a number of suppliers. The following criteria will apply to the selection of the successful supplier: -

The supplier’s offer that (a – 25%) meets all the requirements set out in the Annex to this letter (b-25%) provides all information required by this letter and (c-50%) is the lowest price.

Your response must be valid for acceptance for 90 days from the deadline for receipt of quotations. Your response constitutes an offer and if the Trust accepts that offer then a legally binding contract will exist between us.

Respondents accept that the Trust is subject to the Freedom of Information Act and government transparency obligations which may require the Trust to disclose information received from you to third parties.

This letter and your response do not give rise to any contractual obligation or liability unless and until such time as the Trust issues a letter referencing this Request for a Quotation [with a valid Purchase Order number] accepting your quotation. The Trust does not make any commitment to purchase and shall have no liability for your costs in responding to this Request for a Quotation.

Yours sincerely,

Dola Kolawole

Procurement Specialist

NELFT, NLFT Procurement Shared Service

**Annex**

Specification

**Project Details:** History Taking & Physical Examination Skills Training

**Trust budget:** £49,999 Per Year

**Scope:**

Background

The History taking & Physical examination skills training is delivered to clinical staff monthly for a minimum of 12 delegates, maximum of 18 delegates by 2 trainers. Some delegates will be upskilling or refreshing their history taking/examination skills and others will be preparing to enrol on to the Non-Medical Prescribing Programme.

The course content for this training has already been written and will be given to the appointed training provider to teach. The content is bespoke and therefore intellectual property of the trust which is not to be shared outside of the trust.

All equipment will be provided on the training ward at Goodmayes Hospital. The trainers will need to set up the equipment for each session and ensure hard copies of course handbooks are available for delegates. The ward is a training ward and can be busy at times with multiple training sessions taking place.

As this is a bespoke piece of work, the training materials created by North East London NHS Foundation Trust is intellectual property to be shared with the awarded supplier. Upon contract award, all materials will therefore be used in accordance with the contract provision and shall not be altered, shared or kept after contract expiry.

Trust Requirements:

* Face to face training based on Rose Ward at Goodmayes Hospital **(IG3 8XJ).**
* Facilitated for an estimate of 12-18 staff; Monday – Thursday 9am – 5pm in the same week, once a month, (Sessions will not to be run in August).
* Equipping attendees with the understanding of Review of Systems, History Taking & Practice, Physical Examination Techniques, Skin Examination, Mental Health Assessment, Abdominal Assessment & Practice, Respiratory Assessment & Practice, Cardiovascular Examination & Practice, Neurological Assessment & Practice, Musculoskeletal Examination & Practice, ENT & Lymph Nodes Assessment & Practice, Eye Examination & Practice.
* Exam to be taken on the 4th day of the course to ensure staff are competent.
* Trainer to have clinical experience with a minimum qualification of Advanced Clinical Practitioner or above.
* For all attendees to be provided with copies of the slides/materials used within the session, a basic certificate of completion. Trainer may also have to sign NMP university paperwork to confirm attendance/competency.
* Delegate register will be emailed to the trainer the Friday before the cohort is due to start. Marked registers must be emailed back NELFT within 24 hours of the last session.

**Outcome:**

Delegates are to leave this training feeling confident about taking a detailed health history from a patient.

They must be able to:

* Understand the principles of history taking
* Understand the techniques of physical examination skills
* Correctly use the physical examination techniques
* Perform the appropriate physical examination of each of the body systems covered
* Perform a physical examination on a colleague

All delegates must pass the exam at the end of the course to ensure they meet the competencies, if there is a fail the trainer must advise if the exam should be taken again at a later date or if the course should be attended again and then the exam.

**Contract Period:** One year for January 2026 – December 2026

**KPIs:**

|  |  |
| --- | --- |
| **Key Performance Indicators** | **Target Completion Rate %** |
| Deliver 100% of all schedules monthly training sessions in line with the agreed timetable and specification | 100% |
| Achieve at least 95% positive delegate feedback in post-training evaluations. | 95% |
| Complete all pre-session requirements, including equipment set-up and handbook provision, at least 30 minutes before each session | 100% |
| Maintain 100% compliance with contractual IP requirements for training materials | 100% |

**Pricing Matrix:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Direct Staff Cost.** | **Associated staff costs: this may include management, training, travel, or support for staff.** | **Any other cost. Please breakdown any other cost.** | **Total Annual Cost.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

