**Ref: 10th April 2025**

Dear Tenderer

**Respiratory PPE – Powered Hoods *–* Authority's reference number: C348902*–* Invitation to Tender**

South East Coast Ambulance Service NHS Foundation Trust is issuing an invitation to tender ("**ITT**") in connection with a competitive procurement of Respiratory PPE – Powered Hoods. The ITT comprises the following documents, which are available for you to download from the E-Tendering Portal. These will enable you and/or your Organisation to formally submit a Tender Proposal.

|  |  |
| --- | --- |
| **Document Name** | **Action** |
| 1 | Cover Letter and Tender Instructions | Reference document (this document) - giving an outline of the ITT and Tender Process, including:* Instructions;
* Tender Timetable;
* Evaluation Criteria; and
* Submission Method
 |
| 2 | Document 2 Specification | Specification, detailing the services the Providers will be asked to provide, which must be read and used for pricing purposes.Suppliers must be satisfied that they are able to deliver these requirements in full and in accordance with the Terms & Conditions before submitting their Tender.  |
| 4 | Document 4 Terms and Conditions of Contract  | Draft mandatory Contract containing NHS Terms & Conditions, included for supplier information and agreement. |
| **Tender Schedules (to be returned by Bidders)** |
| 3 | Document 3 Form of Tender and Tenderer Declarations | Form of Tender and Tenderer Declarations to be completed by the Tenderer and submitted with your tender submission. |
| 5 | Document 5 – Bidder Response Document | Tenderer’s response to document 2 - the Technical Questionnaire - all questions should be answered. Please upload your completed documents, in Word format only within the e-Tendering Portal. |
| 6 | Document 6 - Pricing Schedule | Tenderer’s response to the Commercial Questionnaire.Please upload your completed document, in Excel format only within the e-Tendering Portal. |

Please ensure that you “upload” your Tender Response and any supporting documentation requested into the E-Tendering Portal at the earliest opportunity to arrive by no later than 10:00 on 8th May 2025

I look forward to receiving your completed Tender submission in due course.

Yours sincerely

Michelle Wiltshire

**Procurement Category Manager**

**Contents**

[1 General Information & Instructions 4](#_Toc194594251)

[1.1 Trust Background 4](#_Toc194594252)

[1.2 Scope 4](#_Toc194594253)

[1.3 Receipt of Tender Documentation 4](#_Toc194594254)

[1.4 Questions about this ITT 4](#_Toc194594255)

[1.5 Indicative Tender Timetable 4](#_Toc194594256)

[1.6 Use of electronic Tendering system 5](#_Toc194594257)

[1.7 Core Supplier Information: Sharing through Central Digital Platform 5](#_Toc194594258)

[1.8 Format of submission 5](#_Toc194594259)

[1.8 What to include in your Tender Submission 6](#_Toc194594260)

[1.9 Variant bids 6](#_Toc194594261)

[1.10 Tender Validity Period 7](#_Toc194594262)

[1.11 Terms & Conditions of Contract 7](#_Toc194594263)

[1.12 Duration of the Contract 7](#_Toc194594264)

[1.13 Pricing 7](#_Toc194594265)

[1.14 Key Performance Indicators / Service Level Agreement 7](#_Toc194594266)

[1.15 Consortia and subcontractors 7](#_Toc194594267)

[1.16 Notification of Award and Standstill 7](#_Toc194594268)

[1.17 Warnings and disclaimers 8](#_Toc194594269)

[1.18 Sustainable Procurement 8](#_Toc194594270)

[1.19 Transparency and Freedom of Information 8](#_Toc194594271)

[1.20 Race Equality 9](#_Toc194594272)

[1.21 Publicity 9](#_Toc194594273)

[1.22 Conflicts of interest 9](#_Toc194594274)

[1.23 Non-collusion and inducements 10](#_Toc194594275)

[1.24 Trust's rights 10](#_Toc194594276)

[1.25 Tender Cost 11](#_Toc194594277)

[1.26 Governing Law and Jurisdiction 11](#_Toc194594278)

[2 Tender Evaluation Methodology and Criteria 11](#_Toc194594279)

[2.1 Evaluation Criteria & Format of Tender Response 11](#_Toc194594280)

[2.2 Provider Selection 11](#_Toc194594281)

[Technical Questions 12](#_Toc194594282)

[Evaluation of variant bids 12](#_Toc194594283)

# General Information & Instructions

## Trust Background

South East Coast Ambulance Service NHS Trust ("the Trust") has over 4300 staff delivering a service from various Ambulance Stations, ACRPs, 3 regional offices incorporating EOCs, a HQ and 11 Make Ready Centres (“MRC”). Around 85% of The Trust’s workforce is made up of operational staff – those caring for patients either face to face, or over the phone at one of our three EOC’s where we receive 999 calls.

The Trust covers a geographical area of 3,600 square miles (Brighton & Hove, East Sussex, West Sussex, Kent, Surrey, and North East Hampshire). Some premises are operational 24hrs per day and 365(6) days per year.

Further information is available through our web site at: http://www.secamb.nhs.uk

## Scope

The requirement is for the supply of Respiratory PPE – Powered Hoods

Full details of the Trust's requirements are set out in the Specification.

## Receipt of Tender Documentation

There is no need for you to inform us directly of your intention to participate as the E-Tendering Portal will automatically record that you have downloaded the documentation available.

## Questions about this ITT

All enquiries in connection with this ITT should be submitted via the e-Tendering Portal no later than **10:00 (Noon)** on 8th May 4025.

Any specific queries should clearly reference the appropriate paragraph in the ITTdocumentation and, to the extent possible, should be aggregated rather than sent individually. The Trust may decline to answer queries received after the above deadline.

Answers to the questions received by the Trust will be circulated to all Bidders via the e-Tendering Portal. Answers will not reveal the identity of the individual Bidder that asked a particular question. The Trust may decide not to disclose answers, or parts of answers, which would reveal confidential or commercially sensitive information in relation to a particular Bidder. If your question is of a commercially sensitive nature, please clearly declare this in your message.

No approach of any kind should be made to any other person in connection with this further competition or this document unless directed by the above.

## Indicative Tender Timetable

The procurement will follow a clear, structured and transparent process to ensure a fair and level playing field so that all Bidders are treated equally.

The key dates for this procurement are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **DESCRIPTION** | **TARGET DATE** |
| Invitation to Tender released | 10th April 2025 |
| Clarification Questions Closes  | 25th April 2025 noon |
| Invitation to Tender closes | 8th May 2025 10am  |
| Evaluation of responses | 20th to 22nd May 2025 |
| Moderation of results | 23rd May 2025 |
| Shortlist Suppliers | 23rd May 2025 |
| Product Demonstration/second stage and Moderation  | w/c 26th May 2025 |
| Internal Approval sign off  | 2nd to 6th June 2025 |
| Results and notification to suppliers | 9th to 10th June 2025 |
| Standstill 8 working days  | 11th – 20th June 2025 |
| Contracts awarded | w/c 23rd June 2025 |
| Stock arrives in Trust | End of June for winter season delivery 2025 |

Whilst the Trust does not intend to depart from the timetable, it reserves the right to do so at any stage.

## Use of electronic Tendering system

The Trust is utilising the ‘Atamis’ electronic Tendering system (“E-Tendering Portal”) to manage this procurement and communicate with Bidders. Accordingly, there will be no hard copy documents issued to Bidders and all communications with the Trust, including the submission of Tender responses will be conducted solely via the following link: [Welcome](https://atamis-1928.my.site.com/s/Welcome) (https://health-family.force.com/s/Welcome)

User Guide:

https://services.atamis.co.uk/docs/Supplier\_User\_Guide.pdf

Bidders are requested to submit completed Tender responses by 10:00 **on 8th May 2025** via the E-Tendering Portal.

No response received after the time and date specified above shall be accepted or considered. The Trust may at its discretion extend the deadline and in such circumstances the Trust will notify all Bidders of any change.

Unless stated otherwise in these Instructions or in writing from the Trust, all communications from Bidders (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement exercise must be directed via the messaging service on the E-Tendering Portal.

## Core Supplier Information: Sharing through Central Digital Platform

To the extent that information is submitted to the Trust by each Bidders, whether in response to the Supplier Information Questionnaire or otherwise in response to or compliance with this ITT Pack and that information constitutes Core Supplier Information then the remainder of the provisions in this paragraph 1.3 shall apply.

Each Tenderer must confirm to the Trust at the time of submitting their Tender by completing the relevant confirmation in the Supplier Information Questionnaire and/or Document 3 (Form of Tender and Tenderer Declarations) that they and any Associated Persons have:

* registered on the Central Digital Platform;
* submitted its up-to-date Core Supplier Information to the Central Digital Platform; and
* given that up-to-date Core Supplier Information to the Trust by means of a facility provided on the Central Digital Platform for the purpose of sharing Core Supplier Information.

If a Tenderer is successful under this Contract Opportunity, then prior to award of the Contract that Tenderer must confirm to the Trust that they have:

* submitted any applicable updated or corrected Core Supplier Information to the Central Digital Platform; and
* given that updated or corrected Core Supplier Information to the Trust by means of a facility provided on the Central Digital Platform for the purpose of sharing Core Supplier Information.

## Format of submission

Hard copies of your written tender submission are not required and or permitted.

The Trust has the ability to use the following programmes to open your submission: MS Word, MS Excel, MS PowerPoint, Adobe PDF. Any attached files must be clearly named with both your company name and the subject matter of the data.

There is a 100MB file size limit for a single document being uploaded into the E-Tendering Portal. Please be mindful that larger files may take longer to attach, so ensure this is done with enough time before the closing date and time – ideally using an appropriate compression (zipping) program.

Bidders must adhere to the following standard requirements when submitting their Tenders:

* Do not embed documents within other documents. Instead provide separate electronic copies of the documents, clearly labelled with the question number, and referenced if necessary.
* The Tender must be in English, Pounds Sterling and drafted in accordance with the drafting guidance set out in this ITT.
* The Tender must be fully cross-referenced, include a table of contents and a list of all supporting material.
* Electronic copies of the Tender shall be in Microsoft Office format.
* Bidders should use Arial 10 Font size.

Where a word count limit is specified, Bidders should state how many words their response contains. Words included within diagrams or other graphic representations will count towards the word limit.

Bidders must not make any changes to the Tender documents without contacting the Trust.

The Tender must be clear, concise, and complete. The Trust reserves the right to mark Bidders down or exclude them from the procurement if their Tenders are ambiguous or lack clarity. Bidders should submit only such information as is necessary to respond effectively to this further competition. Unless specifically requested, do not include extraneous presentation materials.

Tenders will be evaluated based on information submitted by the deadline. Where information or documentation submitted appears to be incomplete or erroneous, or specific documents are missing, the Trust reserves the right to request the Bidder to submit, supplement, clarify or complete the information or documentation.

## 1.8 What to include in your Tender Submission

Please only submit the following:

* A completed Bidder Response Document
* Completed Pricing Schedule in Excel format
* Signed Tender Document Set, containing the Form of Tender, Certificate as to Collusive Tendering, Certificate as to Canvassing, Statement of Acceptance of Contracting Authorities’ policies.
* Business Continuity Plan

Bids received **without** the signed Tender Document Set will automatically be deemed a non-compliant bid and excluded.

Your response should be based on relevance with sufficient detail to answer the questions. Only attach policies or statements or certificates if requested. Do not assume that one of your previous answers is sufficient to answer a new question, each question/answer will be evaluated on its own merit.

**A fully compliant bid will comprise this Bidder Response Document, the Pricing Schedule (in Excel format) and a consolidated PDF of supporting documentation.**

## Variant bids

You are encouraged to be innovative in your thinking when preparing your Tender and to provide any suggestions and solutions that may be more cost efficient and better value for money. Any such proposal which alters the requirements of the Specification must be in the form of a variant bid, must be clearly marked "variant bid", and must be submitted at the same time as the fully compliant Tender requested in this ITT.

## Tender Validity Period

Tenders are to remain open for acceptance by the Trust, for a minimum of 90 days from the Tender return date.

## Terms & Conditions of Contract

The contract shall be governed by the NHS Terms and Conditions for the Supply of Goods and the Provision of Services*,* as included within the tender documentation on the E-Tendering Portal. It is vital that the Bidder reviews these carefully and takes account of all information such as Key Performance Indicators and insurance requirements and that the Tender fully takes account of these.

Please note that Terms and Conditions of Contract provided by the Bidders will not be accepted and or signed.

By submitting a Tender, Bidders are agreeing to be bound by the terms of this ITT and the NHS Terms and Conditions without further negotiation or amendment.

## Duration of the Contract

The contract will be for 3 years with possibility of extension for two further one-year periods.

## Pricing

This tender is to be priced best and final, fixed for the initial contract term of three years. The Trust have an aggressive savings target and bidders should consider how they assist the Trust in delivering yearly cost improvements.

## Key Performance Indicators / Service Level Agreement

The contract subsequently awarded will be subject to performance monitoring and a range of Key Performance Indicators (KPI’s) will be agreed with the preferred supplier.

## Consortia and subcontractors

If the Bidder is a consortium or will rely on sub-contractors to deliver the contract, it must explain in its Tender precisely which entities will be the supplier.

For the purposes of this ITT, the following terms apply:

* Consortium arrangement - Groups of companies come together specifically for the purpose of bidding for appointment as the supplier and envisage that they will establish a special purpose vehicle as the prime contracting party with the Trust.
* Subcontracting arrangement - Groups of companies come together specifically for the purpose of bidding for appointment as the supplier but envisage that one of their number will be the supplier, the remaining members of that group will be subcontractors to the supplier.

If the Bidder intends to sub-contract any material parts of the contract, it must explain which parts will be sub-contracted, who the sub-contractor is, confirm the sub-contractor has agreed terms of supply and what contractual commitment it has from the sub-contractor to deliver.

## Notification of Award and Standstill

When the Trust has concluded the assessment of all Assessed Tenders the Trust will provide an Assessment Summary to each Tenderer that has submitted an Assessed Tender.

Following provision of Assessment Summaries in accordance with paragraph 5.2.1 of Document 1 of this ITT Pack the Trust will publish a Contract Award Notice in respect of the Contract Opportunity.

A minimum of an10 (ten) working day standstill period will be applied beginning on the date on which the Contract Award Notice is published before the Trust enters into the Contract.

The Contract Award Notice will state the end date of the standstill period.

## Warnings and disclaimers

While the information contained in this ITT is believed to be correct at the time of issue, neither the Trust, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its annexes) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Bidder. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Trust.

If a Bidder proposes to enter into a contract with the Trust, it must rely on its own enquiries and on the terms and conditions set out in the contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Trust (or any other person) to enter into a contractual arrangement.

## Sustainable Procurement

 The Trust recognises the vital role played by local business/Small and Medium Enterprises (SMEs) within the UK economy and the positive impact/outcomes achieved when awarding contracts locally. However due to the volume and value of contracts awarded and the requirement to comply with European Procurement Directives, it is often difficult to award contracts to these groups.

Successful bidders are urged to consider utilising local businesses within their supply chain and also to develop links with local further education and third sector organisations to offer training schemes to develop the local workforce.

The way in which works, goods or services are manufactured, delivered or procured and their effect on the environment are being taken into account when awarding contracts. This will be different in each instance so please ensure that you consider your own approach and promote/evidence your best practice when bidding. Suppliers that can offer reductions in the carbon emission/waste produced and have ways to track these benefits are likely to be scored preferably. It is expected that all potential bidders would have adopted an internal Environmental Policy as a minimum.

## Transparency and Freedom of Information

The FOIA, EIR, and public sector transparency policies, and the requirements of the PA 2023 including the publication of a Contract Award Notice and a Contract Details Notice, and the duty to publish a copy of the Contract where the contract value is more than £5 million, apply to the Trust (together the “Disclosure Obligations”).

You should be aware of the Trust’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the Trust. Information provided by Bidders in connection with this procurement process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Trust under the Disclosure Obligations, unless the Trust decides that a statutory exemption under the FOIA or the EIR applies.

If you wish to designate information supplied as part of your Tender or otherwise in connection with this procurement exercise as confidential and/or commercially sensitive and exempt from disclosure under the FOIA then you must complete the relevant table in Document 3 (Form of Tender and Tenderer Declarations), describing the information you consider exempt, together with the reason(s) you consider justify exemption from disclosure under FOIA and the period of exemption sought.

The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this procurement process you agree that the Trust should not and will not be bound by any such markings.

In addition, marking any material as “confidential” or “commercially sensitive” or equivalent, including information marked as such in Document 3 (Form of Tender and Tenderer Declarations), should not be taken to mean that the Trust accepts any duty of confidentiality arises by virtue of such marking. Whether information is subject to a binding obligation of confidentiality is assessed in the context of the nature of the information and the circumstances of the sharing, and whether disclosure is permitted or not will include consideration of any other relevant factors, including whether there is a countervailing public interest sufficient to outweigh the public interest in preserving confidences. You accept that the decision as to whether information will be disclosed is reserved to the Trust, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made.

You agree, by participating further in this procurement process and/or submitting your Tender or any other response provided to the Trust, that all information is provided to the Trust on the basis that it may be disclosed under the Disclosure Obligations if the Trust considers that it is required to do so, including where no relevant exemptions under the FOIA or EIR apply, and/or may be otherwise used by the Trust in accordance with the provisions provision of the ITT Pack.

## Race Equality

The Contractor shall in performing the contract comply with the provisions of the Equality Act 2010.

## Publicity

No publicity regarding the award of any contract will be permitted unless and until the Trust has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Trust.

## Conflicts of interest

Each Tenderer and its officers are under a continuing obligation to promptly notify the Trust of any actual or potential conflicts of interest of the Tenderer, any staff of the Tenderer, any consortium member, and/or any sub-contractor relating to this tender process and/or the performance of the Contract if the Tenderer were a Service Provider. In the event that no actual or potential conflicts of interest are disclosed in Document 3 (Form of Tender and Tenderer Declarations) or otherwise (in writing), the Tenderer will be deemed to have warranted and represented that no actual or potential conflicts of interest exist. Failure to identify material conflicts of interest (actual or potential) may lead to exclusion of the Tenderer from participating in, or progressing as part of, this tender process and/or to the rejection of the Tenderer’s Tender.

###### For the avoidance of doubt the circumstances where a conflict of interest arise include (but are not limited to) where the Tenderer and/or any relevant body or person connected with the Tenderer and/or this procurement process and/or the Tenderer’s Tender submission have, directly or indirectly, a financial, economic, professional, or other personal interest which might be perceived to compromise their impartiality and independence in the context of this procurement procedure.

###### Where the Trust becomes aware of any conflict of interest arising or at risk of arising in respect of a Tenderer, any staff of the Tenderer, any consortium member, and/or any sub-contractor relating to this tender process and/or the performance of the Contract if the Tenderer were a Service Provider (whether as notified by a Tenderer in accordance with paragraph 1.21 of this Document 1 of the ITT Pack or otherwise) then:

#### the Trust shall assess such conflict of interest and consider if it puts any Tenderer at an unfair advantage or disadvantage in relation to the Contract Opportunity; and

#### where, in its absolute discretion, the Trust considers that a conflict of interest does put any Tenderer at an unfair advantage or disadvantage in relation to the Contract Opportunity the Trust may as a condition of continued participation in this tender process direct a Tenderer to take such steps as the Trust considers are necessary (such as, for example, requiring the Tenderer to enter into an ethical wall agreement) in order to ensure that the Tenderer is not put at an unfair advantage.

#### where a conflict of interest puts a Tenderer at an unfair advantage in relation to the Contract Opportunity and either:

##### the advantage cannot be avoided, or

##### the Tenderer will not take steps that the Trust considers are necessary in order to ensure that the Tenderer is not put at an unfair advantage;

then the Trust will exclude the Tenderer from participating in, or progressing as part of, this tender process.

Bidders are responsible for ensuring that no conflicts of interest exist between the Bidder and its advisers, and the Trust and its advisors. Bidders should notify the Trust promptly of any possible conflict and the proposed steps that the Bidder believes can be taken to avoid the conflict. Any Bidder who fails to comply with these requirements may be excluded from the procurement at the discretion of the Trust.

## Non-collusion and inducements

Subject to paragraph 1.22e of Document 1 of the ITT Pack, any Tenderer or other supplier which:

1. fixes or adjusts its Tender by arrangement with any other person; or
2. communicates to any person other than the Trust the details of its Tender; or
3. enters into any arrangement with any other person that it will cease to negotiate with the Trust; or
4. offers or agrees to pay or give or does pay or give any sum of money, other inducement or consideration, directly or indirectly, to any person in respect of its Tender or the Contract (excluding details communicated to its advisers and payments made in relation to the valid remuneration of its advisers);

will be disqualified from any further involvement in this procurement process, without prejudice to any other civil remedy that may be available to the Trust and any criminal liability that may be incurred.

1. It shall not constitute collusion for a Tenderer to discuss and/or coordinate its Tender submission:
2. with any organisation forming part of a consortium formed for the purpose of (or including the purpose of) submitting a Tender under this procurement process; or
3. with a proposed sub-contractor, whether a Material Sub-contractor or otherwise.

## Trust's rights

Subject to its obligations to act in a transparent, proportionate, and non-discriminatory manner, the Trust reserves the right to:

* waive or change the requirements of this ITT from time to time;
* seek clarification or documents in respect of a Bidder's Tender;
* disqualify any Bidder that does not submit a compliant Tender in accordance with the instructions in this ITT;
* disqualify any Bidder that is guilty of serious misrepresentation in relation to its Tender, and the procurement process;
* withdraw this ITT at any time, or re-invite Tenders on the same or any alternative basis;
* choose not to award any contract as a result of the current procurement process; and
* make whatever changes it sees fit to the timetable, structure or content of the procurement process.

## Tender Cost

The Trust shall not be liable for or pay any costs, expenses or losses, whatsoever which may be incurred by any Tenderer in the preparation of their Tender submission. The submission of a Tender shall be deemed to be undertaking that the Tender prices include for compliance with these Instructions to Bidders.

The Tenderer shall be responsible for obtaining at their own expense; all information necessary for the preparation of the Tender and will be deemed to have satisfied itself as to the size, scope and complexity of the tasks required to be performed, under any Contract awarded as a result of this Tender. Claims arising from any neglect on the part of the Tenderer in this respect will not be considered.

## Governing Law and Jurisdiction

This ITT and any dispute concerning it (including non-contractual disputes or claims) shall be governed by English law and subject to the jurisdiction of the English Courts.

# Tender Evaluation Methodology and Criteria

## Evaluation Criteria & Format of Tender Response

Bidders are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure the Trust has the correct information to make the evaluation; provide detailed proposals ensuring that reference to the specification is made to fully understand the Trust’s requirements.

Evaluation will be in two stages - firstly the total of each scored question within the Technical Questionnaire will be added to the weighted Commercial Questionnaire to identify the top scoring Bidders to take through to the second stage, which will measure the usability of the product. The Product Demonstration stage will be scored and the product scoring the highest marks will be awarded the contract.

If the Bidder fails to answer a scored question or part of a question, it shall be awarded 0 marks for that question. If a Tender is equivocal or unclear, the Trust may deduct marks when scoring it, or it may treat the Tender as non-compliant and reject it.

Please note that the maximum word limits stated are not to be exceeded. Responses will be ignored to the extent they exceed the relevant word limit, inclusive of attachments.

Tenders submitted will be assessed against the evaluation criteria below and scored accordingly.

The Trust is not required to accept the lowest priced or any tender submitted.

If further clarification is required, the Bidders may be invited to discuss in more detail their proposal with the evaluation panel.

## Provider Selection

The evaluation criteria and sub-criteria are detailed in the table below for the purposes of awarding the mini competition:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Sub-Weighting** | **Weighting** |
| **Technical** |  | **70%** |
| Questionnaire 2 - Response Document |  |  |
| Social Value | 10% |  |
| Product Performance | 33% |  |
| Key Line of Enquiry | 19% |  |
| Case Studies | 8% |  |
| **Commercials** |  | **30%** |
| Total First Stage Scoring |  | **100%** |
|  |  |  |
| **Second & final evaluation Stage** |  |  |
| **Product Demonstration**  |  | **100%** |
| Comfort & Fit  | 20% |  |
| Effectiveness & Performance | 20% |  |
| Durability & Quality | 20% |  |
| Usability & Ease of Use | 20% |  |
| Overall Satisfaction & Recommendations | 20% |  |

You are invited to provide detailed proposals ensuring that reference to the specification is made to fully understand the Trust’s requirements.

## Technical Questions

Bidders are required to answer each of the questions set out in The Technical Envelope. The Trust will then score each question using the scoring methodology set out below.

|  |  |  |
| --- | --- | --- |
| Grade label | Grade | Definition of Grade |
| Unacceptable | 0 | The proposal completely fails to meet the required standard or does not provide an answer |
| Weak | 1 | The proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other aspects of the Tender |
| Satisfactory | 2 | The proposal meets the required standard in most material respects, but is lacking or inconsistent in others  |
| Good | 3 | The proposal meets the required standard in all material respects |
| Excellent | 4 | The proposal meets the required standard in all material respects and exceeds some or all of the major requirements  |

## Evaluation of variant bids

If a Bidder submits a variant bid, this will be treated as a second Tender. The Trust will score it using the methodology described above.

The successful Tender will be selected on the basis of the highest mark, regardless of whether it is a variant bid or a fully compliant bid.

**Commercial Response**

The overall cost submitted in the Commercial envelope, should be the total fee you will charge to deliver the Contract, this will be the figure taken as Tender Price.

The price will be compared on the basis of the Whole of Life Cost for the service provision over the 3-year period.

Pricing should be fully inclusive of all travel costs and associated expenses and excluding VAT.

Tender prices will be scored on a comparative basis, with the lowest compliant Tender receiving 30%. All other offers will then be expressed as an inverse proportion of the lowest price. The % weighting for price is then applied to give the Final price score for each offer using the formula:

(A / B) x 100

A = price of lowest compliant Tender

B = price of the Tender being scored

Offers that in the opinion of the Trust are unrealistically high or low (in terms of price), then the Trust may ask the Bidder to explain its price or costs. If, following the Bidder's explanations, the Trust is not satisfied with the Bidder's account for the level of price or cost in the Tender, the Trust may treat the Tender as non-compliant and reject it.

Please complete your cost breakdown within the provided in the Pricing Schedule in accordance with the Guidance.

## Product Demonstration

The top 4 scoring Bidders will be required to provide the products they have costed for. Several SECAmb staff will trial the product and score using the methodology set out below. Each criteria is worth 20% of the total marks for this second stage evaluation.

|  |  |  |
| --- | --- | --- |
| Criteria | Question | Scale |
| 1. Comfort & Fit
 | How would you rate the overall comfort of the respiratory protective equipment? | 1 = Very Uncomfortable5 = Very Comfortable |
| 1. Effectiveness & Performance
 | How effective did the respiratory protective equipment feel in protecting you from hazards in the environments (e.g. IPC or particulates)? | 1 = Not Effective5 = Very Effective |
| 1. Usability & Ease of Use
 | How easy was it to put on and adjust the respiratory protective equipment? | 1 = Very Difficult5 = Very Easy |
| 1. Durability & Quality
 | How would you rate the build quality and durability of the respiratory protective equipment (e.g. did it seem sufficiently robust for Prehospital use)? | 1 = Very Poor5 = Very Good |
| 1. Overall Satisfaction & Recommendations
 | Overall, how satisfied are you with the respiratory protective equipment you used? | 1 = Very Dissatisfied5 = Very Satisfied |

 This Product Demonstration stage will result in the highest scoring product being awarded the contract.