##

## **REQUEST FOR QUOTE: BIDDER INFORMATION DOCUMENT**

## Request for Quote for NEQAS Bespoke Envelopes

## Reference Number: C352227

## Deadline for receipt of Tenders to be received: 02/05/2025 13:00

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**PROCUREMENT TIMETABLE**

Set out below is the proposed procurement timetable. This is intended as a high level guide and whilst we do not intend to depart from the timetable we reserve the right to do so at any time. Any changes to the timescales shall be notified to all Bidders as soon as possible via the Atamis e-tendering portal.

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| Activity | Date(Target Date) |
| RFQ issued to potential providers | 11/04/2025 |
| End Period for provider clarifications and questions | 24/04/2025 |
| End Period for Trusts to respond on clarifications and questions | 30/04/2025 |
| Return deadline | 13:00 02/05/2025 |

**Please note: We reserve the right not to proceed with this procurement or to award any contract. In any case we will not be liable for any costs incurred by bidders in responding to this request.**

BACKGROUND

**Sheffield Teaching Hospitals NHS Foundation Trust**

###### Sheffield Teaching Hospitals NHS Foundation Trust is one of the UK’s largest, busiest and most successful NHS foundation trusts. We provide a full range of hospital and community services for people in Sheffield, as well as specialist care for patients from further afield. We manage five of Yorkshire’s best known teaching hospitals including:

###### Northern General Hospital

###### Royal Hallamshire Hospital

###### Charles Clifford Dental Hospital

###### Weston Park Cancer Hospital

###### Jessop Wing Maternity Hospital

###### We have a long history of providing high quality care, clinical excellence and innovation in medical research.

###### With around 20,000 employees, we are one of the biggest employers locally. We aim to reflect the diversity of local communities and are proud of our new and existing partnerships with local people, patients, neighbouring NHS organisations, local authority and charitable bodies.

###### As well as being home to one of three Major Trauma Centres for the Yorkshire and Humber region, we have a number of specialist medical and surgical services, many of which we are internationally renowned for. These include cancer treatment, spinal injuries, neurology, cardiology and stereotactic radiosurgery to name but a few.

###### Our long tradition of clinical and scientific achievements has been strengthened by developing one of the UK’s first Academic Health Science Networks. Through our partnerships with the University of Sheffield, Sheffield Hallam University, other health and social care providers and industry we remain at the forefront of advancements in clinical services, teaching and research.

###### Our Vision is to be recognised as the best provider of health, clinical research and education in the UK and a strong contributor to the aspiration of Sheffield to be a vibrant and healthy city region

Further information about Sheffield Teaching NHS Foundation Trust can be found on our website; please visit <http://www.sth.nhs.uk/>

1. Introduction to the Quote
	1. The Sheffield Teaching Hospitals NHS Foundation Trust (the "**Authority**") is issuing this Request for Quote ("**RFQ**") Information Document in connection with the competitive procurement of NEQAS Bespoke Envelopes. This document contains important information about the procurement process and the contract that the Authority intends to award.
	2. These requirements are fully described in Appendix A – Specification
	3. The Authority is looking to contract with a sole bidder.
	4. The contract will commence in October 2025 and will run for approximately 12 months
	5. The estimated value of this contract is circa £18,000
	6. During the Contract term The Authority may wish to vary the Contract. In such circumstances The Authority will negotiate this with the appointed Bidder without the need to reopen competition.
	7. This Information Document contains further information about the procurement process.
	8. Bidders must respond to the RFQ on the Atamis e-tendering portal. Each Bidder's response ("**Quote**") should be detailed enough to allow the Authority to make an informed award decision.
	9. All responses must be submitted no later than the deadline for receipt of Quotes specified on the front cover of this Information Document.
	10. The Authority is using the Atamis e-tendering portal to conduct the procurement process. This can be accessed at <https://health-family.force.com/login>. All communications (including submission of tenders) should be carried out via the portal.
2. Instruction to Quote
	1. The Contract with the successful Bidder will comprise of the RFQ documentation detailed below (duly completed) together with any additional documents submitted by the successful Bidder in support of its response
		1. Request for Quotation Bidder Information document
		2. Appendix A - Specification
			1. No amendments or alterations shall be allowed to any part of the RFQ or Appendix A-Specification unless agreed during the clarification period.
		3. Supplier Tender Return
			1. This document should be completed in full, signed and returned via Atamis as your tender submission and in accordance with paragraphs 4 and 6.
		4. Appendix B - The Terms and Conditions
			* 1. The successful Bidder will be appointed under the NHS Terms and Conditions accompanied by the Invitation to Tender.
				2. No alterations, amendments or deletions will be allowed to the terms and conditions unless agreed by both parties in writing prior to the Tender submission during the clarification stage. The Authority believes that the Contract is both reasonable and appropriate.
				3. Bidders should also note that any response, which merely replaces the Authority’s Agreement with an alternative agreement, will not be acceptable and the Authority reserves the right to view such an action as a non-compliant tender and exclude the Bidder from the remainder of the process.
		5. This RFQ does not constitute an offer and The Authority has the right to accept any bid in whole or in part and does not have to accept any particular bid or the lowest tender received.
		6. It is the individual Bidders responsibility to ensure that all the RFQ documents have been received by the Authority and are complete in full.
		7. The Authority reserves the right to change with immediate effect and without prior notice the basis of, or the procedures for the tendering process, to reject any or all Bidders for the Contract, to terminate discussions with Bidders at any time and not proceed (cancel the notice) with the proposed procurement at all. Under no circumstances shall the Authority or any of its staff, agents, members or advisors incur any liability whatsoever in respect of such matters.
3. Preparation of the tender
	1. Whilst the Authority has sought to keep the formalities to the appropriate minimum, this still remains a formal process. We ask you to read the tender documents carefully and respond as directed.
	2. Bidders must obtain for themselves at their own responsibility and expense all the information necessary for the preparation of their tender. Information supplied by the Authority’s staff or contained in any Authority publication is supplied only for general guidance in the preparation of the tender. Bidders must satisfy themselves by their own investigations as to the accuracy of such information and no responsibility is accepted by the Authority for any loss or damage of whatever kind or however caused arising from the use by a Bidder of such information.
	3. Bidders shall be responsible for their own costs and expenses in connection with or arising out of their preparation and response to this tender and any other requirements detailed in this Invitation to Tender.
	4. The Authority will not consider any claims for extra work, variations, adjustments or additional work in consequence of any misunderstanding, error, lack of knowledge of the work or incorrect information nor shall the contract be nullified as a consequence of any misunderstanding, error, lack of knowledge or incorrect information.
	5. Bidders must ensure that all documentation is reviewed so that they can raise any clarifications or any suggested amendments to any part during the clarification question stage and in accordance with the timetable set out on page 3
	6. Any clarification requests should clearly reference the appropriate paragraph in the RFQ documentation and, to the extent possible, should be aggregated rather than sent individually.
	7. Suggested amendments must be set out clearly with precise re-wording of the Contract clause together with justification for the proposed amendment, otherwise the amendment will not be considered. The Authority will respond to the clarification raised during the clarification stage and at its complete discretion will either agree, reject, or provide a compromise on the proposed amendment.
	8. All clarification requests should be submitted using the Trust’s E Tender System, Atamis in accordance with the timetable set out on page 3. The Authority is under no obligation to respond to clarification requests received after the Clarification Deadline.
	9. By submitting a tender response, you are agreeing to be bound by the terms of this RFQ and the Contract without further negotiation or amendment.
	10. The Authority reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the Authority considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the Authority responding to all potential suppliers.
	11. Where the Authority regards an amendment to the original RFQ documents as appropriate and significant, any such amendment will be notified to all prospective Bidders, and an extension of the closing date, may at the sole discretion of the Trust be given Bidders must take full account of any such amendments in the preparation of their tender.
	12. Amendments proposed with, or after submission of tenders will not be considered by the Authority. Where a tender submission response merely replaces the terms of Contract with those of the Bidder or includes amendments to the Contract that the Authority considers are a substantial modification to the terms of the contract and have not been agreed by the Authority at clarification stage, then the Authority reserves the right to treat the response as non-compliant; whereupon the Authority reserves the right to reject such tenders at its discretion.
	13. If part of the service comprises of software and the Authority has requested a software licence be submitted with the Bidders submission, then the terms of the software licence must not contradict the terms of the Contract published by the Authority. Only terms strictly relating to parameters of use of the Software will be considered by the Authority for example, number of users permissible.
	14. If the Authority considers that a cover price (i.e. a tender that is not intended to be considered seriously) has been submitted, the Authority may reject the tender and may decide not to invite the Tenderer to tender for future work.
	15. Bidders shall not be qualified or accompanied by statements that might be construed as rendering the tender equivocal. Only unqualified tenders shall be considered. The Authority decision as to whether or not a tender is in an acceptable form will be final.
	16. A fully compliant tender must be submitted. Failure to comply with any of the instructions detailed in the tender documents may result in your tender submission being treated as non-compliant.
	17. Bidders shall be responsible for their own costs and expenses in connection with or arising out of their preparation and response to this tender and any other requirements detailed in this Invitation to Tender.
4. Consortia and subcontractors
	1. 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.
	2. For the purposes of this RFQ, the following terms apply:
		1. *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 Authority.
		2. *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.
	3. Where a group of economic operators (for example, a consortium) or sub-contracting approach is proposed, a prime (lead) Bidder should be identified. The tender documentation should be completed in respect of the proposed prime (lead) Bidder. However, relevant information relating to the delivery of the contract should also be provided (where indicated) in respect of the group/consortium members or subcontractors as it is recognised that they will play a significant role.
	4. The Authority will contract with the prime (lead) Bidder. It is therefore essential that contracts or service level agreements are in place between all members of the consortium/supply chain.
	5. The prime (lead) Bidder must satisfy themselves that the other suppliers making up the group/consortium/supply chain:
		1. Have the relevant technical and professional ability to carry out the contract;
		2. Hold any appropriate accreditations as referenced in the tender;
		3. Are of a sound economic and financial standing;
		4. Have the relevant Health and Safety, Equality, Environmental and Quality Assurance policies and procedures in place; and
		5. Have adequate insurance cover. The limits of the insurance cover need to be equal to those required from the prime (lead) Bidder.
	6. Within the tender response, including in your response to the Standard Selection Questionnaire, reference should be made to the above information (where appropriate) to enable the Authority to assess the overall supply base that will be delivering the requirements detailed in the tender.
	7. The Authority recognises that arrangements in relation to a group or a consortium and/or the use of sub-contractors, may be subject to change and may not be finalised until a later date. The prime (lead) Bidder should notify the Authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 of the Standard Selection Questionnaire is submitted for any new Bidder to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information.
5. Contract Price
	1. Bidders are asked to complete the tender return contained in the Supplier tender return confirming you have read all the RFQ documentation and understood the whole life costs associated with this RFQ .
	2. The Supplier tender return must be completed in full and in the standard format supplied. Failure to comply with these instructions may result in your submission being treated as non-compliant.
	3. Bidders must not alter the tender return to meet their pricing methodology.
	4. All submitted pricing should be in line with what is requested within both the specification and tender return. All costs must be clearly identified. Any additional costs requested by the Bidders will not be accepted.
	5. Any conditional pricing submitted by the Bidder will not be accepted and may result in your submissions being treated as non-compliant.
	6. Please quote in British Pounds (£) without Value Added Tax.
	7. The Authority expects Goods to be dispatched from a UK supply location where possible. In the event this is not possible all prices MUST be inclusive of any additional import taxes, duty and fees(where payment liability sits with the Authority) in addition to the base price quoted. All values must be quoted in pound sterling (£).
	8. Abnormally low tenders may be rejected should the Authority deem that the price submitted be at such a level in all the circumstances, unable to rely upon the contract being properly performed.
	9. The Bidders must note that this contract does not guarantee any minimum or maximum values or orders raised throughout its duration. Any indication to values or number of orders is based on historical data and is indicative only.
6. Submission on Tenders
	1. Completed RFQ’s must be submitted using the e-Tendering Portal. Bidders should ensure that they allow plenty of time to upload the Tender, particularly where there are large documents.If Bidders have any problems with the electronic tendering portal, they should contact the helpdesk on 029 2279 0052 or email: info@atamis.co.uk. As noted above, any Tender received after the deadline may not be considered.
	2. The Authority does not guarantee that you will be able to upload files, particularly at busy times. For this reason it is recommended that Bidders should ensure files are well prepared and allow plenty of time to upload, so they have enough time to resolve any technical difficulties before the deadline.
	3. RFQ’s submitted outside of this above process will not be evaluated.
	4. RFQ’s will be evaluated on the basis of information submitted by the deadline. Where information or documentation submitted appears to be incomplete or erroneous or specific documents are missing, the Authority reserves the right to request the Bidder to submit, supplement, clarify or complete the information or documentation.
	5. Electronic signatures are not required where tenders are returned electronically. You should print the authorised director signatories name in the signature area.
	6. Bidders should ensure that the appropriate person is selected as the main point of contact on In-Tend. All correspondence will be sent electronically via Atamis to this person.
7. Contract award
	1. Contract award is subject to the formal approval process of the Authority. Until all necessary approvals are obtained and the standstill period completed, no contract(s) will be entered into.
	2. Once the Authority has reached a decision in respect of a contract award, it will notify all Bidders of that decision and provide for a standstill period in accordance with the Procurement Act 2023 before entering into any contract(s).
	3. Bidders must not undertake work until written notification that they have been awarded the Contract and are required to start work has been received.
	4. If a Bidder undertakes any work in direct breach of paragraph 7, then please be aware the Authority will not be liable for any costs incurred and this will be entirely at the Bidder’s risk.
	5. The Authority reserves the right in exceptional circumstances and after the opening of tenders to enter into discussions with any Bidder.
	6. The Authority reserves the right in exceptional circumstances should the intent to award to the most Economically Advantageous Tender be withdrawn to award to the next most Economically Advantageous Tender.
8. Quote Warranties
	1. In submitting its RFQ, your Organisation warrants, represents and undertakes to the Authority that:
		1. All information, representations and other matters of fact are communicated (whether in writing or otherwise) to the Authority by your Organisation, its staff or agents in connection with or arising out of the tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of submission of the tender.
		2. It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the tender and that it has not submitted the tender and will not be entering into the Contract (if the same be awarded to the Bidder by the Authority) in reliance upon any information, representation or assumption which may have been made by or on behalf of the Authority.
		3. It has the power and authority to enter into the Contract and perform the obligations specified in the Contract documents and will, if requested, produce evidence of such to the Authority.
		4. It is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to perform the obligations specified in the Contract documents.
		5. It will not at any time during its appointment under the Contract or at any time thereafter claim or seek to ensure for the purposes of this Contract any lien, charge or other encumbrance over property of whatever nature owned or controlled by the Authority and which is the time being in possession of the Bidder
9. GDPR
	1. The General Data Protection Regulation (“GDPR”) came into force on 25th May 2018.
	2. Data Protection Legislation (meaning the Data Protection Act 2018 (“DPA 2018”), the UK General Data Protection Regulation (“UK GDPR”), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner including any amending or replacement legislation in force from time to time.
	3. GDPR applies to any public or private Organisation processing “Personal Data”. Personal Data means any information that relates to an identified or identifiable living subject, i.e. staff member, member of the public, customer etc. The GDPR is applicable to “Controllers” (who say how and why Personal Data is processed) and “Processors” (who act on the Controller’s behalf).
	4. The Contract being procured as a part of this Invitation to Tender will not be subject to the GDPR.
	5. Bidders should note that:
		1. They will be expected to manage their own costs in relation to compliance with GDPR.
		2. Under the GDPR Processors now face direct legal obligations and they can be fined by the Information Commissioner’s office (“ICO”)
		3. Both Controllers and Processors may face claims for compensation where they have not complied with their obligations under GDPR.
		4. The Authority will not accept liability clauses, the aim of which is to indemnify Processors against fines or claims under GDPR, as this undermines the principle that Processors are directly responsible for protection of Personal Data.
		5. If GDPR is applicable to this Contract, the Contract documents to be entered into by the successful Tenderer will include specific obligations in relation to GDPR, which may include the requirement for the Organisation to enter into a Data Sharing Agreement where applicable.
		6. The Standard Selection Questionnaire requires Tenderers to confirm that they have implemented technical and organisational measures that are sufficient to ensure that data processing will meet the requirements of the GDPR.
	6. You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a RFQ response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Authority has given express written consent to the relevant communication.
	7. This RFQ and its accompanying documents shall remain the property of the Authority and must be returned on demand.
	8. The Authority reserves the right to disclose all documents relating to this Procurement Process, including without limitation your RFQ response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Authority. The Authority further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Trust in accordance with such rights reserved by it under this paragraph.
10. Freedom of Information Act 2000 and Environmental Information Regulations 2004
	1. As a public body, the Authority is subject to, and must comply with, the Freedom of Information Act 2000 ("**FOIA**") and the Environmental Information Regulations 2004 ("**EIR**"). The Authority may therefore be required to disclose information submitted by the Bidder.
	2. In respect of any information submitted by a Bidder that it considers to be confidential or commercially sensitive the Bidder should:
		1. clearly identify such information as confidential or commercially sensitive;
		2. explain its reasons why disclosure of such information would be likely to prejudice or would cause actual prejudice to its commercial interests; and
		3. provide a reasoned estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.
	3. This information must be listed in **Supplier Quotation Return**  (Confidential and Commercially Sensitive Information), with a statement of which exemptions are relevant under FOIA and/or the EIR.
	4. Where a Bidder identifies information as commercially sensitive, the Authority will take those views into account. Bidders should note, however, that, even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with FOIA or the EIR. Accordingly, the Authority cannot guarantee that it will withhold information marked ‘confidential’, 'commercially sensitive' or otherwise exempt.
11. Quotation Evaluation Strategy

This Section of the RFQ information Document sets out the criteria that the Authority will use to

evaluate Tenders.

An initial examination will be made to establish the completeness of submitted responses. The Authority reserves the right to disqualify any submissions which is incomplete.

Bidders should satisfy themselves of the accuracy of all fees, rates and prices quoted, since the Bidder will be required to hold these or withdraw their Tender in the event of errors being identified after the submission of Tenders.

If a Bidder fails to provide fully for the requirements of the Specification in the Tender it must either:

1. Absorb the costs of meeting the full requirements of the Specification within its tendered price; or
2. Withdraw its Tender.

Contract Award will be based on the most advantageous tender.

Tender evaluation carries out a one-stage evaluation based on the following criteria.

**Stage 1 -** Pricing Quotation

**Stage 1: Pricing Schedule (Scored)**

This stage of the evaluation is focused on the cost of the pricing scenario outlined in Appendix B Pricing and Quality Schedule. The maximum amount of marks available for the price will be 100%.

In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the Authority as part of the pricing approach, the Authority may reject the full tender response at this point.

The lowest supplier cost shall be awarded the highest weighting. Each supplier score will be calculated by dividing the lowest supplier cost by the supplier’s cost and multiplying this by the price weighting % (rounded to two decimal places).

For example:

Price is weighted at 60% and three bids are received:

Supplier 1 £30,182

Supplier 2 £34,465

Supplier 3 £31,564

The lowest score is £30,182. The score for each supplier:

Supplier 1 (30,182/30,182) x 60% = 60.00%

Supplier 2 (30,182/34,465) x 60% = 52.54%

Supplier 3 (30,182/31,564) x 60% = 57.37%

The final evaluation score will then be calculated for each tender by adding together social value and pricing totals and a final ranking position reached.

**Please be advised** that following the evaluation process an independent external credit report will be run to confirm the winning Bidders financial stability. If the report highlights areas for concern, or the Authority is unable to run a full report (because you are a newly formed business) you may be asked to supply additional information (i.e. company accounts, cash flow statements etc) to enable the Authority to undertake a more thorough in depth analysis. If the Authority deems that the winning Bidders financial position presents a high risk to the Authority and appropriate mitigating actions cannot be identified, the Authority reserves the right to eliminate the Bidder from the tender process and reconsider the other submissions received.

**Appendices**

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| **Appendix A** | Specification  | For Information |
| **Appendix B** | NHS Terms and Conditions | For Information |