

United Kingdom-Birmingham: Training services

OJ S 50/2014 12/03/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: University Hospitals Coventry and Warwickshire NHS Trust (UHCW)

Postal address: 1 Hagley Road, Edgbaston

Town: Birmingham

Postal code: B16 8TG

Country: United Kingdom

Contact person: <https://healthtrusteurope.bravosolution.co.uk>

For the attention of: Rebecca Phillips

E-mail: rebecca.phillips@healthtrusteurope.com

Telephone: +44 7827309479

Fax: +44 1216871345

Internet address(es):General address of the contracting authority: <https://healthtrusteurope.bravosolution.co.uk>Address of the buyer profile: <https://healthtrusteurope.bravosolution.co.uk>**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

I.3. Main activity

Health

Other: Please refer to Section II.1.5.

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Please refer to Section II.1.5.

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Framework Agreement for the supply of Learning and Talent Development services

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 24: Education and vocational education services

Main site or place of performance: Please refer to Section II.1.5.
NUTS code UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement
The notice involves a public contract

II.1.4. Information about framework agreement

Framework agreement with several operators

Duration of the framework agreement

Duration in years: 2

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 1 and 100 000 000 GBP

II.1.5. Short description of the contract or purchase(s)

This Tender is to establish a framework agreement for the supply of Learning and Talent Development and the scope of this framework agreement has been divided into five lots. Learning and Talent Development can be defined as the field that is concerned with organisational activity; aimed at bettering the performance of individuals and groups in organisational settings. It articulates the workforce capabilities, skills or competencies required to ensure a sustainable and successful organisation. Full specification details will be available to view at 'Invitation to Tender' Stage.

Lot 1 – Leadership and Executive Development

These programmes will be suitable for managers with some experience who are looking to enhance their understanding of a range of leadership and management styles and techniques.

There are four sub-lots:

- 1a) Accredited Professional Qualifications
- 1b) Open (Short) Courses
- 1c) Customised Learning Packages
- 1d) Neuro-Linguistic Programming (NLP)

Lot 2 – Human Resources

These programmes will be suitable for HR Directors, General Directors, HR Managers, HR Policy Advisors, Employee Relations Managers, Communications Managers, Organisational Development Specialists and any other associated delegates. There are three sub-lots:

- 2a) Accredited Professional Qualifications
- 2b) Open (Short) Courses
- 2c) Customised Learning Packages

Lot 3 – Mandatory Training

This lot will cover all training programmes that are required by legislation. It will be suitable for all delegates regardless of grade or seniority. This lot will be divided into three sub-lots:

- 3a) Accredited Professional Qualifications
- 3b) Open (Short) Courses
- 3c) Customised Learning Packages

Lot 4 – Personal Development

These programmes will be suitable for those who wish to improve their personal impact in the workplace. This lot will cover a range of topics and will be aimed at all employees, regardless of grade or seniority. It has been split into two sub-lots:

- 4a) Open (Short) Courses
- 4b) Customised Learning Packages

Lot 5 - Information Technology

These programmes will be suitable for those who wish to improve their Information Technology skills in the workplace. This lot will cover a range of topics and will be aimed at all employees, regardless of grade or seniority. It has been split into four sub-lots:

5a) Accredited Professional Qualifications

5b) Open (Short) Courses

5c) Customised Learning Packages

5d) Project Management

This tender exercise is for the benefit of all the public and voluntary bodies listed further below in this Section II.1.5.

+++ For the avoidance of doubt, UHCW is NOT carrying out this tender – your contact point is HTE using the details given in Section I.1 +++

The public and voluntary sector bodies to whom the use of this framework agreement will be open include all contracting authorities in the United Kingdom as defined in Regulation 3 of the Public Contracts Regulations 2006 as well as all contracting authorities and entities in the European Union as defined in the Annexes to Commission Decision 2008/963/EC as may be updated from time to time. In particular, it is envisaged that this framework agreement will be used by the following entities in the United Kingdom as described below (particularly where such entities are of a health and/or social care nature):

(1) All National Health Service (NHS) bodies in England, including but not limited to

(i) acute trusts (a list of which can be found at <http://www.nhs.uk/servicedirectories/pages/acute-trust-listing.aspx>);

(ii) health and care trusts (a list of which can be found at <http://www.nhs.uk/ServiceDirectories/Pages/CareTrustListing.aspx>);

(iii) mental health trusts (a list of which can be found at <http://www.nhs.uk/ServiceDirectories/Pages/MentalHealthTrustListing.aspx>);

(iv) clinical commissioning groups (a list of which can be found at <http://www.nhs.uk/ServiceDirectories/Pages/CCGListing.aspx>);

(v) ambulance trusts (a list of which can be found at <http://www.nhs.uk/ServiceDirectories/Pages/AmbulanceTrustListing.aspx>);

(vi) area teams (a list of which can be found at <http://www.nhs.uk/ServiceDirectories/Pages/AreaTeamListing.aspx>);

(vii) special health authorities (<http://www.nhs.uk/ServiceDirectories/Pages/SpecialHealthAuthorityListing.aspx>);

(viii) NHS England (formerly the NHS Commissioning Board); and (ix) clinical senates and strategic clinical networks.

(2) All NHS bodies in Wales, including but not limited to all

(i) health boards;

(ii) NHS trusts;

(iii) the national delivery group;

(iv) community health councils; and

(v) NHS Wales shared services partnership (a list of which can be found at <http://www.wales.nhs.uk/nhswalesaboutus/structure>).

(3) All NHS bodies in Scotland, including but not limited to

(i) NHS trusts;

(ii) Special NHS Boards; and

(iii) national and support organisations (a list of which can be found at http://www.scot.nhs.uk/organisations/nat_orgs.aspx).

(4) All NHS bodies in Northern Ireland (known as Health and Social Care), including but not limited to

- (i) health and social care trusts (a list of which can be found at <http://www.hscni.net/index.php?link=trusts>);
- (ii) health agencies (a list of which can be found at <http://www.hscni.net/index.php?link=agencies>);
- (iii) hospitals (a list of which can be found at <http://www.hscni.net/index.php?link=hospitals>) and
- (iv) the Health and Social Care Board.
- (5) All social enterprises undertaking some or all of what were previously the service provider functions of contracting authorities in relation to health and/or social care services (including charitable incorporated organisations, cooperatives, industrial and provident societies and community interest companies as listed on the Companies House WebCheck service).
- (6) Ministerial departments and non-ministerial departments of central government, non-departmental agencies and other public bodies, and public corporations (a list of which can be found at <https://www.gov.uk/government/organisations>).
- (7) Devolved governmental and parliamentary organisations within the United Kingdom, including but not limited to the Scottish Government, Scottish Parliament, and Scottish public bodies (a list of which can be found at <http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>), as well as the Welsh Government, Welsh Assembly and Welsh unitary authorities (a list of which can be found at <http://wales.gov.uk/topics/localgovernment/localauthorities/?lang=en>).
- (8) All local authorities (a list of which can be found at <http://local.direct.gov.uk/LDGRRedirect/Start.do?mode=1>).
- (9) All emergency services including police (<http://www.police.uk/forces.htm>), fire and rescue services (a list of which can be found at <http://www.fireservice.co.uk/information/ukfrs>), the maritime and coastguard agency and other rescue authorities.
- (10) All educational establishments (a list of which can be found at <http://www.education.gov.uk/edubase>).
- (11) Registered providers of social housing on a not for profit basis (a list of which can be found at <http://www.homesandcommunities.co.uk/ourwork/registered-provider-information>).
- (12) Registered charities (a list of which can be found at <http://www.charitycommission.gov.uk/find-charities>).
- (13) Her Majesty's Prison Service (as detailed at www.justice.gov.uk/about/hmps)
- (14) The Ministry of Defence (as detailed at <https://www.gov.uk/government/organisations/ministry-of-defence>).

The above list includes each organisation's successors and assigns, any equivalent organisations and any associated organisations created as a result of any organisational changes. In addition, the use of this framework agreement will be open to any bodies or organisations operating in the United Kingdom and/or any country in the European Union which are of a health and/or social care nature or which have a similar procurement need in respect of any services to any of the above listed organisations. In purchasing services or awarding contracts under the framework agreement, HTE is:

- (a) acting in its capacity as agent for UHCW in relation to the public and voluntary sector bodies listed above only; and
- (b) acting in its capacity as principal in relation to the private sector bodies (and not as agent of UHCW).

+++ Please note additional information is given about this tender exercise at Section VI.3) +++
Furthermore, HTE is undertaking a parallel procurement for the private sector with respect to each of the Lots set out in this contract notice. Separate evaluation and terms and conditions will apply to this exercise and further details will be provided in the contract documents regarding the same.

II.1.6. CPV code(s)

80500000 Training services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Lot 1 – Executive and Leadership programmes

These programmes will be suitable for managers with some experience who are looking to enhance their understanding of a range of leadership and management styles and techniques.

There are four sub-lots:

1a) Accredited Professional Qualifications

1b) Open (Short) Courses

1c) Customised Learning Packages

1d) Neuro-Linguistic Programming (NLP)

Lot 2 – Human Resources

These programmes will be suitable for HR Directors, General Directors, HR Managers, HR Policy Advisors, Employee Relations Managers, Communications Managers, Organisational Development Specialists and any other associated delegates. There are three sub-lots:

2a) Accredited Professional Qualifications

2b) Open (Short) Courses

2c) Customised Learning Packages

Lot 3 – Mandatory Training

This lot will cover all training programmes that are required by legislation. It will be suitable for all delegates regardless of grade or seniority. This lot will be divided into three sub-lots:

3a) Accredited Professional Qualifications

3b) Open (Short) Courses

3c) Customised Learning Packages

Lot 4 – Personal Development

These programmes will be suitable for those who wish to improve their personal impact in the workplace. This lot will cover a range of topics and will be aimed at all employees, regardless of grade or seniority. It has been split into two sub-lots:

4a) Open (Short) Courses

4b) Customised Learning Packages

Lot 5 - Information Technology

These programmes will be suitable for those who wish to improve their Information

Technology skills in the workplace. This lot will cover a range of topics and will be aimed at all employees, regardless of grade or seniority. It has been split into four sub-lots:

5a) Accredited Professional Qualifications

5b) Open (Short) Courses

5c) Customised Learning Packages

5d) Project Management

Estimated value excluding VAT:
Range: between 1 and 100 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The Framework Agreement shall be for a 2 (two) year duration with the option to extend by 2 (two) periods of up to 1 (one) year thereafter.

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Start 1.9.2014.

Information about lots

Lot No: 1

Lot title: Lot 1 – Leadership and Executive Development

1) Short description

This lot consists of programmes that are suitable for managers with some experience who are looking to enhance their understanding of a range of leadership and management styles and techniques. There are five categories within this lot:

- 1a) Accredited Professional Qualifications,
- 1b) Open (Short) Courses,
- 1c) Customised Learning Packages,
- 1d) Neuro – Linguistic Programming (NLP).

2) CPV code(s)

80500000 Training services

3) Quantity or scope

Please refer to the Short Description for this Lot and Section II.1.5 for details of the quantity and scope.

Estimated value excluding VAT:

Range: between 1 and 1 000 000 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Terms And Conditions / Activity Based Income (ABI) The full terms and conditions of this framework agreement and any resulting call-off contract will be appended to the Invitation to Tender. These terms and conditions include provisions requiring the payment by the supplier of an activity based income management charge in consideration of the award of this framework agreement and the management and administration by HTE of the overall contractual structure and associated documentation, as well as the requirement to submit regular management information to HTE.

Submission of expressions of interest and procurement specific information

+++ Bravo Portal +++

This exercise will be conducted on the HTE Bravo portal. Candidates wishing to be considered must register their expression of interest as follows: Register on the HTE portal at <https://healthtrusteurope.bravosolution.co.uk>. Login to the portal with the username /password. Click the PQQs/ITTs Open to All Suppliers link. These are the PQQs/ITTs open to any registered supplier. Click on the relevant PQQ/ ITT to access the content. Click the Express Interest button at the top of the page. This will move the PQQ/ITT into your My

PQQs/My ITTS page. You can access any attachments by clicking Buyer Attachments (if required in III.2.1.1.ii) in the PQQ/ITT Details box. Follow the onscreen instructions to complete the PQQ/ITT. Submit your reply using the Submit Response button at the top of the page. If you require any further advice, contact the Bravo e-Tendering Help Desk at help@bravosolution.co.uk.

+++ Sid4Gov +++

HTE utilises the sid4gov supplier information database. Candidates are requested to register on sid4gov at <https://sid4gov.cabinetoffice.gov.uk/organisation/register> and submit their sid4gov company profile for publication on the database. Candidates already registered on sid4gov must ensure that information is up to date. Where access to sid4gov is unavailable, please contact the sid4gov helpdesk at sid4gov@gps.gsi.gov.uk. Please note that, at present, sid4gov does not prepopulate any fields of the PQQ on HTE's Bravo portal, and therefore candidates must complete the Qualification and Technical Envelopes of the PQQ in Bravo in full.

Lot No: 2

Lot title: Lot 2 – Human Resources

1) Short description

This lot relates to courses suitable for Directors, HR Managers, HR Policy Advisors, Employee Relations Managers, Communications Managers, Organisational Development Specialists and any other associated delegates.

Sub-Lots:

2a) Accredited Professional Qualifications,

2b) Open (Short) Courses,

2c) Customised Learning Packages.

2) CPV code(s)

80500000 Training services

3) Quantity or scope

Please refer to the Short Description for this Lot and Section II.1.5 for details of the quantity and scope.

Estimated value excluding VAT:

Range: between 1 and 1 000 000 000 GBP

4) Indication about different time frame or duration

Duration in days: 1 (from the award of the contract)

5) Additional information about lots

Terms And Conditions / Activity Based Income (ABI) The full terms and conditions of this framework agreement and any resulting call-off contract will be appended to the Invitation to Tender. These terms and conditions include provisions requiring the payment by the supplier of an activity based income management charge in consideration of the award of this framework agreement and the management and administration by HTE of the overall contractual structure and associated documentation, as well as the requirement to submit regular management information to HTE.

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Lot No: 3

Lot title: Lot 3 – Mandatory Training

1) Short description

This lot will cover all training programmes that are required by legislation. It will be suitable for all delegates regardless of grade or seniority.

Sub-Lots

3a) Accredited Professional Qualifications,

3b) Open (Short) Courses,

3c) Customised Learning Packages.

2) CPV code(s)

80500000 Training services

3) Quantity or scope

Please refer to the Short Description for this Lot and Section II.1.5 for details of the quantity and scope.

Estimated value excluding VAT:

Range: between 1 and 1 000 000 000 GBP

4) Indication about different time frame or duration

Duration in days: 1 (from the award of the contract)

5) Additional information about lots

Terms And Conditions / Activity Based Income (ABI) The full terms and conditions of this framework agreement and any resulting call-off contract will be appended to the Invitation to Tender. These terms and conditions include provisions requiring the payment by the supplier of an activity based income management charge in consideration of the award of this framework agreement and the management and administration by HTE of the overall contractual structure and associated documentation, as well as the requirement to submit regular management information to HTE.

Submission of expressions of interest and procurement specific information

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Lot No: 4

Lot title: Lot 4 – Personal Development

1) Short description

This lot consists of courses that are suitable for all those who wish to improve their personal impact in the workplace. This lot will cover a range of topics and will be aimed at all employees, regardless of grade or seniority.

Sub-Lots:

- 4a) Open (Short) Courses,
- 4b) Customised Learning Packages.

2) CPV code(s)

80500000 Training services

3) Quantity or scope

Please refer to the Short Description for this Lot and Section II.1.5 for details of the quantity and scope.

Estimated value excluding VAT:

Range: between 1 and 1 000 000 000 GBP

4) Indication about different time frame or duration

Duration in days: 1 (from the award of the contract)

5) Additional information about lots

Terms And Conditions / Activity Based Income (ABI) The full terms and conditions of this framework agreement and any resulting call-off contract will be appended to the Invitation to Tender. These terms and conditions include provisions requiring the payment by the supplier of an activity based income management charge in consideration of the award of this framework agreement and the management and administration by HTE of the overall contractual structure and associated documentation, as well as the requirement to submit regular management information to HTE.

Submission of expressions of interest and procurement specific information

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Lot No: 5

Lot title: Lot 5 – Information Technology

1) Short description

This lot will consist of programmes that are suitable for those who wish to improve their IT skills in the workplace. This lot will cover a range of topics and will be aimed at all employees, regardless of grade or seniority. It has been split into five category areas:

- 5a) Accredited Professional Qualifications,
- 5b) Open (Short) Courses,
- 5c) Customised Learning Packages,
- 5d) Project Management.

2) CPV code(s)

80500000 Training services

3) Quantity or scope

Please refer to the Short Description for this Lot and Section II.1.5 for details of the quantity and scope.

Estimated value excluding VAT:

Range: between 1 and 100 000 000 GBP

4) Indication about different time frame or duration

Duration in days: 1 (from the award of the contract)

5) Additional information about lots

Terms And Conditions / Activity Based Income (ABI) The full terms and conditions of this framework agreement and any resulting call-off contract will be appended to the Invitation to Tender. These terms and conditions include provisions requiring the payment by the supplier of an activity based income management charge in consideration of the award of this framework agreement and the management and administration by HTE of the overall contractual structure and associated documentation, as well as the requirement to submit regular management information to HTE.

Submission of expressions of interest and procurement specific information

+++ Bravo Portal +++

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Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

A parent company guarantee may be required in certain circumstances. See the Pre-Qualification Questionnaire and Invitation to Tender for further information.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Any legal form which results in joint and several liability amongst its constituent economic operators.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: A supplier may be disqualified in accordance with Regulation 23 of the Public Contracts Regulations 2006. Details are provided in the Pre-Qualification Questionnaire.

III.2.2. Economic and financial ability

List and brief description of conditions: HTE may request such information as may be requested pursuant to Regulation 24 of the Public Contracts Regulations 2006. Details are provided in the Pre-Qualification Questionnaire.

III.2.3. Technical and professional ability

List and brief description of conditions:

HTE may request such information as may be requested pursuant to Regulation 25 of the Public Contracts Regulations 2006. Details are provided in the Pre-Qualification Questionnaire.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

7.4.2014 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

1.5.2014

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

Terms And Conditions / Activity Based Income (ABI) The full terms and conditions of this framework agreement and any resulting call-off contract will be appended to the Invitation to Tender. These terms and conditions include provisions requiring the payment by the supplier of an activity based income management charge in consideration of the award of this framework agreement and the management and administration by HTE of the overall contractual structure and associated documentation, as well as the requirement to submit regular management information to HTE.

Submission of expressions of interest and procurement specific information

+++ Bravo Portal +++

This exercise will be conducted on the HTE Bravo portal. Candidates wishing to be considered must register their expression of interest as follows: Register on the HTE portal at <https://healthtrusteurope.bravosolution.co.uk>. Login to the portal with the username /password. Click the PQQs/ITTs Open to All Suppliers link. These are the PQQs/ITTs open to any registered supplier. Click on the relevant PQQ/ ITT to access the content. Click the Express Interest button at the top of the page. This will move the PQQ/ITT into your My PQQs/My ITTS page. You can access any attachments by clicking Buyer Attachments (if required in III.2.1.1.ii) in the PQQ/ITT Details box. Follow the onscreen instructions to complete the PQQ/ITT. Submit your reply using the Submit Response button at the top of the page. If you require any further advice, contact the Bravo e-Tendering Help Desk at help@bravosolution.co.uk.

+++ Sid4Gov +++

HTE utilises the sid4gov supplier information database. Candidates are requested to register on sid4gov at <https://sid4gov.cabinetoffice.gov.uk/organisation/register> and submit their sid4gov company profile for publication on the database. Candidates already registered on sid4gov must ensure that information is up to date. Where access to sid4gov is unavailable, please contact the sid4gov helpdesk at sid4gov@gps.gsi.gov.uk. Please note that, at present, sid4gov does not prepopulate any fields of the PQQ on HTE's Bravo portal, and therefore candidates must complete the Qualification and Technical Envelopes of the PQQ in Bravo in full.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: HTE will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will

be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

7.3.2014