



NHS EDUCATION FOR SCOTLAND

INVITATION TO TENDER

FOR

**Development and Delivery of a BSc Programme
leading to eligibility to apply for registration as a
paramedic with the Health and Care Professions
Council (HCPC)**

Reference: C001738

ITT PACK

This Invitation to Tender (ITT) Pack contains detailed instructions concerning the submission to be made by parties interested in tendering for this project, and details of the criteria that will be used in selecting the successful tenderer.

The following documents can be found in the General attachment area:

- Part 1: Instruction to Tenderers (*This document*)
- Part 2: Tender Specification (*Technical attachment area*)
- Part 3: Evaluation Criteria (*Technical attachment area*)
- Part 4: Terms and Conditions (*Technical attachment area*)

Tenders should be submitted in accordance with the instructions detailed within this document. NES will not consider any other form of tender bid. Any received tenders which do not contain all of the requested information or are not received in time in line with the terms of this ITT may be rejected at NES's discretion.

PART 1: INSTRUCTIONS TO TENDERERS

1. NHS EDUCATION FOR SCOTLAND (NES) OVERVIEW

The NHS Education for Scotland (NES) is a Special Health Board, responsible for supporting NHS services to the people of Scotland through the development and delivery of education and training for all NHSScotland staff.

Everything we do is based on eight fundamental principles:

- be open, listen and learn;
- work together with others to benefit patients;
- look ahead and be creative;
- always aim for quality and excellence;
- promote equality and value diversity;
- understand and respond quickly and confidently;
- work to a clear common cause; and
- give people power and lead by example

Our vision is “Quality Education for a Healthier Scotland”. Our mission is to provide educational solutions that support excellence in healthcare for the people of Scotland.

Headquartered in Edinburgh, NES is a national organisation with regional offices in Edinburgh, Glasgow, Aberdeen, Dundee and Inverness. We have a staff complement of around 700. Additional information on NES’s role is available from our website: www.nes.scot.nhs.uk

2. SUBMISSION INSTRUCTIONS

This Invitation to Tender (ITT) contains details of NES’s background, objectives, detailed instructions concerning the submission to be made by parties interested in tendering, and details of the criteria that will be used in selecting the successful tenderer. This ITT is accompanied by a detailed specification for the tender and by core information which must be included in the Tender Response.

2.1 Completion of Tender Documents

- It is the responsibility of Tenderers to ensure that they have read and understood all the documentation included in the package.
- Tenderers are responsible for ensuring that they have completed the tender fully and accurately and that prices quoted are arithmetically correct for the units stated. Any corrections/amendments made by the tenderer should be initialed by them. Amendments to the tender will not be permitted after submission, unless requested by NES.
- All costs, including travel and associated costs, incurred howsoever in relation to this tender are to be borne by the Tenderer. No reimbursement will be made by NES.
- Tenders must be submitted on the basis called for in the tender document. Additional alternative offers may be considered and should be submitted separately clearly stating which item(s) in the schedule they are offered against or in addition to.
- Full details or specification of any items of equipment included in the tender should be provided together with any appropriate brochures/product literature.
- Facsimile copies will not be accepted.
- A Lead Officer should be identified for the Tender and the details of which specified in the submission.
- All correspondence must be in English.

2.2 Process For Questions/Clarifications

This ITT process should be viewed as a confidential activity. As such, we ask that you treat NES's data and this ITT with full confidentiality. All questions regarding this material should be submitted through the messaging function on the PCS-T (Public Contracts Scotland – Tender) website.

In the interests of fairness, questions and answers will be shared with all Tenderers. NES will broadcast any questions and answers through the Public Contracts Scotland - Tender. In order to facilitate this process, please submit questions by the deadline shown in 2.4. NES shall endeavour to answer within 48 hours of receipt with all answers published on the PCS-T messaging function by the end of the deadline shown in 2.4.

Please do not provide any proprietary information in your questions. Any contact made directly with any other employee of NES regarding this ITT is a violation of the terms of the ITT response criteria and may be cause for disqualification.

2.3 Proposal Deadline

In order to allow appropriate time for analysis, selection, implementation, and communication of the selected Bidders, your cooperation is requested in meeting all of the specified deadlines. It is our intention to respond to all reasonable requests for additional information and to reasonably cooperate with Bidders in the development of their quotation.

Therefore, it is imperative to submit your quotation by the time and date in section 2.4. NES may reject any bid which is late and does not fully comply with the stipulated requirements unless the Bidder can prove that the bid was dispatched in sufficient time to meet the specified deadline.

2.4 Timetable

NES intends to follow the schedule below in performing the evaluation and vendor selection process. The timetable below identifies the indicative dates, however, please note that these are subject to change at NES's discretion:

Activity	Indicative Timescales
Invitation to Tender issued:	10 th May 2019
Tenders submitted via PCS-T by:	13:00 on 27th June 2019
Tender evaluation by NES Panel:	W/C 3 rd July 2019
Clarifications (if required):	W/C 17 th July 2019
Clarification Meetings in NES Westport Office	25 th and 26 th July 2019
Notification of Award:	17 th August 2019*
Contract Start Date:	1 st September 2019

*Subject to final confirmation of Funding agreement with Scottish Government.

NES will notify Tenderers as soon as possible at each stage as to whether or not they have been successful. Post tender clarification meetings may be required as per the above timetable.

2.5 Public Contract Scotland -Tender submission details

Tenderers shall submit all information through the relevant questions and attachment areas on the PCS-T website, further details can be found in PART 3 Evaluation Criteria (can be found in Technical Envelope attachments area). NES Documents can be downloaded from the relevant Attachment area details can be found on page 2. Some documents needing to be submitted for specific questions will also be available to download next to the question. For any technical issues with the PCS-T system please contact the PCS-T Help desk on 0800 368 4850 or help@bravosolution.co.uk.

2.6 Collusion

Tenderers must not submit an offer in collusion with another person, company or body, which may have the effect of distorting or increasing the cost of the goods or service provided under the contract.

If in the opinion of NES a tender is submitted on that basis, the tender may be rejected.

2.7 Marketing

All marketing or similar activities by the Tenderer associated with the Tender must cease upon submission of the Tender and only resume following notification from NES of the outcome of the tender competition. Please do not contact any NES member of staff directly involved with this tender for marketing purposes during the tender process.

2.8 Confidentiality

All material provided by NES in relation to this tender must be regarded as confidential and may only be used for the purposes of preparing and submitting a response to this tender. Any unauthorised use by any Tenderer of the information contained in this ITT may lead to disqualification of that Tenderer.

2.9 Inducements

NES has a strong belief in propriety and ethics. A Tenderer attempting to offer an inducement to any member of staff is likely to be excluded from the tendering process.

2.10 Offer

The offer must be open for acceptance for a period of 120 days, from the date for last receipt of tenders.

2.11 Prices

Prices and rates quoted within the Tender should be on a fixed basis for the contract period and must be in Pounds Sterling, exclusive of Value Added Tax (VAT). Prices should remain fixed for ninety days from the tender close date

2.12 Agreement Implementation

The successful Tenderer will be required to enter into a formal contract with NES, under NES's Terms & Conditions. The final contract will be subject to Scot's law. NES's Terms and Conditions are available in the General Attachment area labeled "Part 4: Terms and Conditions".

2.13 Delivery of Responses

An electronic copy of your submission and supporting information must be submitted in accordance with the timelines detailed in 2.4 through the Public Contracts Scotland - Tenders website.

Submission of electronic bids through the Public Contracts Scotland – Tender website is entirely at the Tenderer's risk and NES accepts no responsibility for bids that fail to upload. If you experience difficulties please contact the website administrators in the first instance. You may email a copy to tenders@nes.scot.nhs.uk when the website fails. However all submissions must be before the Proposal Deadline in 2.4.

In accordance with these tender Terms & Conditions, NES does not undertake to consider any tenders received after this date unless the tenderer can demonstrate reasonable mitigating circumstances.

NES recommend keeping attachments below 50mb. NESs preference is for files that can be read by Microsoft Office or in PDF. Please convert MS Project documents (mpp and mpt) into PDF.

3. WITHDRAWAL OF TENDERS

- 3.1** Tenders may be withdrawn by the submitting organisation at any time before the award of Contract, providing such intention is expressed in writing to the relevant Officer within NES.

- 3.2 NES reserves the right to:
- (a) withdraw from and/or abandon and/or defer this tender process at any time; and/or
 - (b) not to award any contract as a result of this tender process.

NES shall not be liable for any costs incurred howsoever in the event that the tender process is abandoned altogether before the tender process is complete.

4. TENDER OPENING

Tenders will be stored within the Public Contract Scotland – Tender website and remain unopened until after the closing date specified within this document

5. ACCEPTANCE

NES does not undertake to accept the lowest or any offer. Each item in the schedule will be treated separately except as indicated and NES may decide to share awards for any item between several suppliers.

Neither submission of a tender nor any communication between NES and a Tenderer shall constitute a contract or an offer which may be accepted nor a representation that any contract will be awarded.

6. DISCLAIMER

The information in this ITT is provided for information only. No representation, warranty or undertaking, express or implied, is or will be made and NES shall have no responsibility or liability as to or in relation to the accuracy or completeness of this ITT or any other written or oral information made available to any party responding to this ITT. No information contained in this ITT will form the basis of any warranty or representation made by or on behalf of NES to any Tenderer.

7. FREEDOM OF INFORMATION

All information submitted to NES may need to be disclosed and/or published by NES. Without prejudice to the foregoing generality, NES may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, (the decision of NES in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.

Accordingly, if you consider that any of the information included in your submission in response to this CWQ is commercially confidential please identify it as such and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that even where you have indicated that information is commercially confidential, NES may disclose this information where we see fit. Receipt by NES of any material marked “confidential” or equivalent should not be taken to mean that NES accepts any duty of confidence by virtue of that marking.

NES may reject any ITT that includes a blanket claim for confidentiality.

NES may publish on the NES website and/or PCS the names and contact details of the companies who have been issued with this document. NES will publish a Contract Award Notice on the PCS and/or OJEU and/or NES website, inter-alia the Supplier name(s), Supplier(s) contact details, value(s) and duration of the contract(s) awarded.

8. Data Protection

All personal data submitted as part of the tender will be processed as necessary in accordance with Data Protection legislation. All personal data will be held securely, and NES will only share personal data where appropriate within the tender evaluation process. Our corporate Privacy Notice can be found [here](#).