

**Compliance Team – Health Records**

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## FOI REQUEST NUMBER 110 2015

**Request:**

I would like to request a copy of all available documents as part of this Tender. This would include;

All documents submitted by all companies as part of the tender submission – I understand that some of this will be confidential and that appropriate omissions will be made

**Response:**

I apologise for the delay in providing this information to you. Please find attached information we are prepared to release relating to your request. The Trust has reviewed and sought advice regarding your request and parts of the request were felt to fall within the Exemptions relating to Commercially Sensitive Information (Section 43).

The Trust provides a complaints procedure to deal with complaints about the Trust's handling of requests for information. If you feel you need to make a complaint, in the first instance, you should contact a Non-Executive Director via the Chair of the Trust. If you feel you have exhausted our internal complaints procedure, you also have the right and may feel you wish to write to the Information Commissioner who can be contacted on telephone number 01625 545740 or at [www.ico.gov.uk](http://www.ico.gov.uk).

Purchasing Department

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Endeavour House  
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IP1 2BX

Tel: 01473 329423  
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9<sup>th</sup> April 2015

Dear Sirs,

**XXXX**

**Re: Pharmacy Dispensing System - OJEU ref 2015/S 028-046645 (the "Proposed Contract")**

This is an award decision notice pursuant to Regulation 32 of the Public Contracts Regulations 2006 (the "Regulations").

I regret to inform you that, following the evaluation process, your offer in relation to the proposed contract above dated 2<sup>nd</sup> March 2015 (your "Offer") was unsuccessful.

Following a standstill period in accordance with Regulation 32A of the Regulations, the proposed contract will be awarded to **HD Medi Limited**.

The evaluation criteria were as follows:  
50% Technical Specification – score 42.50%  
45% Cost – score 33.20%  
5% Policies (Environmental) – score 5%

Your total score against those criteria was 80.7%. The score the winning tender obtained was 99.02%. The reasons for the decision, including the characteristics and relative advantages of the winning tender were cost.

A mandatory "standstill" period is now in force pursuant to Regulation 32A of the Regulations; this period will end at midnight on 20<sup>th</sup> April 2015. Norfolk and Suffolk NHS Foundation Trust will not enter into the Proposed Contract before 21<sup>st</sup> April 2015.

We would like to take this opportunity to thank you for your time and effort in submitting your bid.

Yours sincerely

Paul A Smith  
Procurement Lead  
Norfolk and Suffolk NHS Foundation Trust



Chair: Gary E Page  
Chief Executive: Michael C Scott  
Trust Headquarters: Hellesdon Hospital,  
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## Freedom of Information (NSFT)

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**From:** Freedom of Information (NSFT)  
**Subject:** FW: Norfolk and Suffolk NHS Foundation Trust - Tender Result Clarification  
**Importance:** High

Good Afternoon,  
Following on from our conversation on Friday, I am happy to provide you with clarification on how the tender result and scorings were reached.

### Technical Specification (50%)

Tenderers were asked to state if they were compliant on sections 1-11.  
3 points were awarded for fully compliance, 1 point for partially compliant and 0 points for non-compliance. After submission, each tenderer was also asked to revise any question that they had stated 'partially compliant' and non-compliant'.

We expect our tenderers to answer each question with accuracy as the trust scores the submission against the answers that are provided.

### Cost (45%)

This weighting of cost played a significant part within the evaluation process.

The cost was based on a 5 year Whole Life Costings of the machine which is the standard amount of years the NHS Bases its purchases on. The costings included:

Initial cost of machine

Consumable Costs – based on approximately 35,000 pouches produced per annum

Maintenance / Service Costs over the 5 year period

The score was worked out on a percentage basis – for example: **(these are example costs only)**

Supplier 1 £50,000 – scored 45% as they were top scoring

Supplier 2 £70,000 – scored 32.1%

Supplier 3 £90,000 – scored 25%

Overall, this difference in your costs from the lowest costs received was between 25-35%.

### Environmental (5%)

Marks were awarded to each tenderer that submitted their Environmental Policy.

### Tender Submissions

You expressed concern regarding HD Medi's answer to certain questions.

The NHS has a standard terms and conditions that have recently be revised by our lawyers. Our specification, along with the winning tender submission is attached to the NHS Terms and Conditions and signed by both parties., If the party does not perform / comply with what has been agreed then they will be in breach of contract.

If you have any other questions, please do not hesitate to contact me.

Kind regards  
Paul



**AUTOMATICALLY GENERATED BY THE SYSTEM**

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