

## Clarification Questions

<b>Tender:</b>	LGM35811 Portable Appliance and Emergency Light Testing
<b>Date:</b>	20/01/2025
<b>Client:</b>	Worcestershire Acute Hospitals NHS Trust

No.	Question
1.	Emergency Lighting Testing is required February and March 2024. However, the contract does not start until April 2025. Are the dates a typing error or are they overdue? If the latter, is there a requirement for the ELT to be completed as soon as possible after the Contract Start date?
	<b>Response</b>
	Both Emergency Light Testing and Portable Appliance Testing will be required in April 2025.

No.	Question						
2.	<p>Could you possibly provide addresses for the following:</p> <table border="1"> <tr> <td>Sunshine Childrens Centre</td> </tr> <tr> <td>Breast Screening Van 1 - Molly Mobile</td> </tr> <tr> <td>Breast Screening Van 2 - Alex Mobile</td> </tr> <tr> <td>Breast Screening Van 3 - Pinnin Mobile</td> </tr> <tr> <td>Breast Screening Van 4 - Mobile 1</td> </tr> <tr> <td>Breast Screening Van 5 - Mobile 2</td> </tr> </table>	Sunshine Childrens Centre	Breast Screening Van 1 - Molly Mobile	Breast Screening Van 2 - Alex Mobile	Breast Screening Van 3 - Pinnin Mobile	Breast Screening Van 4 - Mobile 1	Breast Screening Van 5 - Mobile 2
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Breast Screening Van 5 - Mobile 2							
	<b>Response</b>						
	The address for the sunshine children's centre is 14, Bluebell Close, Malvern WR14 3SW						

No.	Question
3.	Question B.1 – is this a YES / NO response? If Yes is not a suitable response, then please elaborate on what bidders need to cover here to satisfying your expectations.
	<b>Response</b>

Please refer to the scoring methodology for this question, set out in the ITT information document.	
B.1:	
<b>Score</b>	<b>Standard</b>
Pass	You have answered yes to this question with no variance to the Technical Specification.
Fail	You have answered no to this question or offered a variant bid.

No.	Question
4.	Question B.2 – is the Implementation plan to be provided as a separate attachment in response to this question?
	<p><b>Response</b></p> <p>The implementation plan can be drafted either in the Response document, or in a separate document. If you choose to use a separate document, please ensure you save the document in a way which clearly shows the content of the document, for example ‘Question B.2, implementation plan response’ and add a comment in the Response document so the evaluation team can easily find the answer to the question.</p>

No.	Question
5.	Question B.3 – Can we provide appropriate method statements as separate attachments in response to this question?
	<p><b>Response</b></p> <p>Yes, please ensure you save the document in a way which clearly shows the content of the document, as mentioned in clarification question 4.</p>

No.	Question
6.	Question B.4 - Can we provide appropriate Risk Assessment as separate attachments in response to this question?
	<b>Response</b>

	Yes, please ensure you save the document in a way which clearly shows the content of the document, as mentioned in clarification question 4.
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No.	Question
	Section D – References – Please confirm if it is acceptable to use the same 3 examples here as in Technical and Professional Ability part of the SQ?
7.	<b>Response</b>
	Yes, you can use the same three examples. Please make sure the information requested in each section is answered in full and is clear.

No.	Question
	What word limits would you recommend for questions that are (weighted scores 1-5) to ensure the Trust can efficiently evaluate bidders' response?
8.	<b>Response</b>
	We suggest you review each question, regardless of its weighting and answer in full. Keep your response clear and concise, bearing in the mind the scoring methodology set out in the ITT information document, as this will be used by the evaluation team when reviewing and scoring the answers to the questions asked.

No.	Question
	Does the Trust consider that TUPE will / will not apply to this service?
9.	<b>Response</b>
	It is believed TUPE will not apply to this contract.

No.	Question
10.	Under Contractor Responses in the Technical Specification, it mentions 'out of hours call outs'. Just to be clear, we would expect to provide such a server on a contract like this, and in any case the Pricing document does not ask bidders for rates for such a level of service. Can you please confirm your understanding?

	<b>Response</b>
	Out of hours call outs are not required under this contract. This statement is standard wording, but does not apply to this contract.

<b>No.</b>	<b>Question</b>
	Within the specification there is a reference to an excel spreadsheet. May we please have access to this as it is mentioned we are required to update this.
11.	<b>Response</b>
	This spreadsheet will be created after award and will be used when reporting the service back to the Trust.

<b>No.</b>	<b>Question</b>
	Can you please confirm the contract award and start dates.
12.	<b>Response</b>
	Planned contract award date: 21/02/2025  Contract start date: 01/04/2025

<b>No.</b>	<b>Question</b>
	We have noticed a discrepancy in the tender documents regarding the Emergency Lighting assets at Kidderminster Hospital. The specification document states there are 138 Emergency Lighting systems, whilst the pricing document states there are 39 Emergency Lighting Systems. Could you please confirm?
13.	<b>Response</b>
	The correct number of emergency lights, based on last years' service reports is 39 at Kidderminster Hospital. This quantity is subject to change, so we ask for a price per test in the accompanying pricing schedule, which has the correct number of lights for each site.

No.	Question
	Due to time restraints could I please clarify if the spreadsheet will be necessary as this will hold up the testing, also will our engineer be contracted to look for the missing appliances that are on the spreadsheet but not in the area were they should be or just note that the appliance is missing
	<b>Response</b>
14.	The spreadsheet which is referenced in the Technical Specification is a method by which the winning contractor will present the findings of the testing carried out back to the Client. If appliances are not tested, reasons for this must be presented back to the client, i.e., not found/can't access, with a supporting explanation. The spreadsheet will act as a way to collate all the information following testing so the Client knows what has been seen. This is for compliance purposes. If appliances have not been tested, this must be made clear with supporting justification.

No.	Question
	A request for a site visit has been received. The purpose of the visit will be to identify if there are emergency lighting key switches at designated points (locations, zones).
	Emergency lighting key switch testing can be done by a PAT tester. If the Emergency lighting asset is connected to a distribution board this will require safe isolation procedures, which will require an qualified Electrician and may affect pricing.
15.	<b>Response</b>
	The Trust can accommodate site visits on Thursday 9 <sup>th</sup> January. Bidders will get the opportunity to attend both Kidderminster and Redditch sites on this day. Please confirm if you plan to attend before 2pm Friday 20 <sup>th</sup> December. Requests after this time may not be accommodated.

No.	Question
	A request for an additional site visit has been received. The purpose of the visit will be to get a better understanding of distribution board locations and a level of clarity of markings on the switch board, including access and positioning of the switchboard.
16.	Gaining a better understanding of accessibility will allow for better and more effective planning and allow pricing to be provided accordingly.

<b>Response</b>	
	<p>The Trust can accommodate site visits on Friday 17<sup>th</sup> January. Bidders will get the opportunity to attend both Kidderminster and Redditch sites on this day. Please confirm if you plan to attend before 2pm Wednesday 15<sup>th</sup> January. Requests after this time may not be accommodated.</p> <p>Please note, the vast majority of emergency lights are switched via key-switches.</p>

<b>No.</b>	<b>Question</b>
17.	<p>In relation to Emergency light testing - is the quantity detailed in the pricing schedule for lights or systems</p>
	<p><b>Response</b></p> <p>The Trust has confirmed the quantity provided is for lights, not systems.</p>