

**CONTRACT FOR PHARMACY PRIMARY CARE SERVICES**

**PERIOD: CURRENT FINANCIAL YEAR  
WITH ANNUAL EXTENSION PROVISIONS**

**INVITATION TO TENDER (ITT) DOCUMENT**

## A. SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Council	The Borough Council of Gateshead
Contract Description	Contract for Pharmacy Primary Care Services
Term of Contract	12 months from the start of the current financial year (i.e. 1 <sup>st</sup> April) with annual options to extend for 12 month periods
Relevant Council Officer	The Officer responsible for this procurement is Colleen Briton Tel no. 0191 433 2127 email <a href="mailto:colleenbriton@gateshead.gov.uk">colleenbriton@gateshead.gov.uk</a>
Submission of Tender instructions	To be electronically completed via the Pharmoutcomes system. Providers must answer all mandatory selection questions, award questions within chosen Services, provide information required in the Contract Particulars and complete the Form Of Tender electronically on the system ( <a href="https://pharmoutcomes.org">https://pharmoutcomes.org</a> )
Tenders to be submitted via	<a href="https://pharmoutcomes.org">https://pharmoutcomes.org</a> Tenders must be completed and submitted using the link above. Tenders must not be submitted via postal or email methods. If you require assistance on submitting your Tender please contact the Colleen Briton.

## **B. INFORMATION AND INSTRUCTION TO PROVIDERS**

### **1. GENERAL**

This is an overarching contract for the provision of Primary Care Services to Service Users within the community.

The intention is to have a series of Services within this Contract. The first Services are as follows:

- Emergency Hormonal Contraception (EHC)
- Health Checks
- Stop Smoking Service
- NRT Supply
- Supervised Consumption
- Alcohol Identification and Brief Advice (IBA)

The Council reserves the right to include further services maybe added during the Contract duration. All Providers are welcome to apply to be on any additional services as and when they become available. Should further services be made available it is expected that they will operate in line with the duration of the overarching Contract.

Details of the requirements and pricing of each Service will be included within the individual Specification for that Service.

Under the Contract the Council will require compliance with its policies. Providers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.

### **2. CONTRACT DOCUMENTS**

In submitting a Tender, a provider is agreeing to the Council's terms and conditions as set out at Schedule One to this ITT. Any amendments to the Council's terms and conditions or alternative terms and conditions to the Council's terms and conditions submitted by a provider shall not be acceptable or considered by the Council. To the extent that any part of a Tender is inconsistent with the Council's terms and conditions then the terms and conditions shall prevail. The Terms and Conditions apply to all Services under the Contract.

Any resulting Contract will consist of:

- Schedule Two Contract Particulars (to be completed by the Provider via the Pharmoutcomes system);
- Schedule One Standard Terms and Conditions (link included on the Pharmoutcomes system);
- This Invitation to Tender;
- The applicable Service Specifications (links found in the Pharmoutcomes system);
- The successful Tender Submission (explained below at point 3);
- Form of Tender (to be completed by the Provider via the Pharmoutcomes system); and
- Award Letter (to follow from the Council following your submission on Pharmoutcomes).

The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.

### **3. TENDER SUBMISSION REQUIREMENTS**

A Tender Submission consists of a provider's completion of the Mandatory Selection Questions, the Service specific Award Questions the Contract Particulars and the Form of Tender (all to be completed and submitted via the Pharmoutcomes system).

Tender Submissions must be written in the English language. The Invitation to Tender can be made available in other languages or formats that are appropriate for the Provider upon request.

Providers are required to complete:-

- Mandatory Selection Questions (electronically via the Pharmoutcomes system)
- Award Questions for selected Services (electronically via the Pharmoutcomes system)
- Schedule 2 Contract Particulars (electronically via the Pharmoutcomes system)
- Schedule 3 Form of Tender (to be completed electronically via the Pharmoutcomes system and signed by two persons authorised to enter the organisation into contracts, by way of example; two partners of a partnership, two directors or one director and company secretary of a company etc.)

Please note the Mandatory Selection Questions are marked on a pass/fail basis and are asked so the Council can check whether potential providers are excluded from participation in this tender by Regulation 57 of the Public Contracts Regulations 2015.

Following completion of the Mandatory Selection Questions you will be invited to select the Services that you wish to deliver under the Contract, the following Services are available:

- Emergency Hormonal Contraception (EHC)
- Health Checks
- Stop Smoking Service
- NRT Supply
- Supervised Consumption
- Alcohol Identification and Brief Advice (IBA)

Your organisation will be asked Award Questions in relation to each Service selected. All Award Questions will be marked by the Council on receipt of your submission on a pass/fail basis.

The Council reserves the right to request any information at any time throughout this process relating to the answers provided to the Mandatory Selection and Award Questions.

Your Tender Submission must not be qualified in any way.

Any signatures must be made by persons who are authorised to commit the Provider to the

Contract.

The Council reserves the right to reject any Tender Submission which is not submitted in accordance with the instructions given.

The Tender should be received in accordance with the relevant instructions no later than the date specified.

#### **4. INSURANCE REQUIREMENTS**

The Provider must hold the following insurances to deliver the Primary Care Contract:

- Employer's (Compulsory) Liability Insurance of £5 million pounds for each and every claim
- Public Liability Insurance of £5 million pounds for each and every claim
- Professional Indemnity Insurance of £5 million pounds for each and every claim

## **C. SCHEDULES TO CONTRACT**

### **ITT SCHEDULE 1 - CONTRACT FOR PRIMARY CARE SERVICES TERMS AND CONDITIONS**

Standard Terms and Conditions (link on the Pharmoutcomes module)

### **ITT SCHEDULE 2 - CONTRACT FOR PRIMARY CARE SERVICES CONTRACT PARTICULARS**

Contract Particulars (included on and to be completed via the Pharmoutcomes System)

### **ITT SCHEDULE 3 - CONTRACT FOR PRIMARY CARE SERVICES FORM OF TENDER**

Form of Tender (included on and to be completed via the Pharmoutcomes System)

**SERVICE SPECIFICATIONS** – Linked to Pharmoutcomes System