

September 21st 2018**BY EMAIL**
[REDACTED]Tel: 028 9536 3863
Email: FOI.BSO@hscni.net**Our Ref: FOI 942**

Dear [REDACTED]

Your request for information was received on September 4th 2018 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to Tender 1086201.

This extract relates to the Table Top Assessment of Products. The BSO Procurement and Logistics Service (PaLS) did not retain any of the evidence provided by companies. This is in accordance with the SS20b Tender Evaluation Methodology and Marking Scheme. Pages 11-12 of the Tender Evaluation Methodology and Marking Scheme (attached) refer to the removal of samples by the supplier.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,
2 Franklin Street,
Belfast,
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

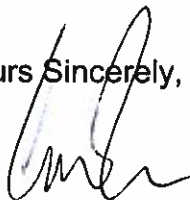
You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113

Email: casework@ico.org.uk
Post: Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Liam McIvor', written over the closing 'Yours Sincerely,'.

Liam McIvor
Chief Executive

Reference	Award Criteria	Evaluation Methodology
	evidence may be requested at a later date.	
Q.14.5 Scoping & Specification SS20a – Section 6 – Training Requirements	Please confirm that your company will adhere to the Training Requirements detailed within Section 6 in the SS20a Scoping & Specification document. A copy of the relevant documentary evidence may be requested at a later date.	Pass or Fail. To achieve a pass you must complete this question responding with a Yes response otherwise fail.

Table 7 – Award Criteria – Quality- Mandatory Requirements

Only Tenderers who have achieved a full pass rate in all of the Mandatory Requirements Questions will progress to the Table Top Assessment.

Table Top Assessment

At this stage all Tenderers who have successfully progressed through all steps detailed above will be invited to participate in the table top assessment. These Tenderers will be required to supply a range of samples complete with the accessories, product information and product operation instructions manual for the items they are offering in Section 1 Core List for each lot bid for. The samples to be assessed are detailed in Appendix A Schedule of Samples of this document and Scoping and Specification document, SS20a.

The samples provided must meet a range of compliance checks which includes all samples being delivered to a nominated HSC venue, on the requested date and time. The samples will then be assessed in terms of meeting the relevant product specification.

It is envisaged that the request for product samples will be issued to the invited Tenderers on 6th April 2018. It is envisaged the table top assessment will take place on the 10th and 11th May 2018 and the location will be;



**ICT Suite
BSO Procurement and Logistics Headquarters
77 Boucher Crescent
Belfast
BT12 6HU**

The table top assessment will be carried out over the period of two working days and a representative of the Tenderer will be required to be present. The invited Tenderers must provide the samples and product information free of charge and pay all costs associated with the provision of the product assessment, including delivery and collection. The Tenderer will be required to take away the samples after the product assessment has been completed.

Step 4B Award Criteria – Quality – Table Top Assessment Compliance Checks (Eligibility Envelope)

The Eligibility Envelope contains a number of compliance checks. These checks will be evaluated as detailed in **Table 8 – Award Criteria – Quality – Table Top Assessment Compliance Checks** below.

Compliance Checks	Mark PASS / FAIL	Comments
Samples delivered by requested date / time to the correct location.		
Samples provided are as detailed in Tender submission and as described in Appendix A - Schedule of Samples.		
All Vital Signs Monitors submitted for the Table top Assessment supplied on a roll stand.		

Table 8 – Award Criteria – Quality – Table Top Assessment Compliance Checks