

# Invitation to Tender

## *Specification & Full Scope of Works*

For The Provision Of

*Occupational Health*

*B. Braun All Sites*

<b>Tender Issue Date:</b>	<b>14<sup>th</sup> April 2025</b>
<b>Tender Closing Date:</b>	<b>28<sup>th</sup> April 2025</b>
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<b>Tender Reference:</b>	<b>ABOH14042025</b>

<b>List of Revisions and Date</b>			
<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b>

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## 1. Introduction & Overview

B. Braun Medical Ltd is a member of the B. Braun Group, one of the world's leading health-care companies. B. Braun manufactures and distributes on a global basis, employing more than 50,000 people worldwide.

Our global message – Sharing Expertise – clearly identifies our philosophy of the transfer of knowledge. In 175 years of development, we have acquired a wealth of knowledge that we can share with those who bear the responsibility for healthcare associated service.

We offer a comprehensive range of products and services that enable our customers to obtain all of their healthcare needs from one source. Our specialized trading divisions work as part of one, customer focused organisation.

Careers at B. Braun are as varied as our portfolio and we currently employ 580 staff across our Head Office Buildings in North Sheffield in a variety of environments including office based, warehouse and production. In addition, there are over 320 staff working remotely. This includes nurses in areas including Continence Care and Nutrition Therapy, Clinical Specialists and Sales Specialists to list just a few and we are looking for an Occupational Health Partner that can support the range of services we require to operate successfully. This includes health surveillance, management referrals and access to a range of vaccination services nationwide.

We are proud of our reputation for delivering outstanding products to the health-care community and we back that up with equally effective services, B. Braun Avitum Ltd and B. Braun Sterilog Ltd are both members of the B. Braun Group.

### 1.2 B. Braun Sterilog Ltd – Company Overview

Working from world class facilities, B. Braun Sterilog both manages the safe, stringent, centralised cleansing and decontamination of medical instruments and allows for those instruments to be tracked, right to the moment of disposal, to ensure the ultimate patient protection.

The services and facilities provided by B. Braun Sterilog Ltd have been designed to specifically meet and surpass the challenges faced by today's hospitals and health-care professionals.

With the cleaning and sterilisation of surgical instruments never having been more closely scrutinised, B. Braun Sterilog Ltd, through investment and careful planning, is able to offer decontamination and sterile services to support the needs of modern health-care providers.

As well as Occupational Health services such as management referrals, B. Braun Sterilog Employees require the full course of Hepatitis B vaccinations to be able to carry out the full range of roles available. With over 185 staff covering shifts that include nights and weekends, we require onsite vaccination clinics to ensure this need is met.

### 1.3 B. Braun Avitum Ltd – Company Overview

B. Braun Avitum delivers high quality, cost-effective dialysis and extracorporeal blood treatment systems and solutions to a growing number of patients. Our patients can rely on a long-term approach and healthy organic growth.

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As a market leader in dialysis technology, we have new product innovations to improve dialysis efficiency and enhance patient care. The combination of our expertise delivering both products and services to the home haemodialysis (HHD) market. Our HHD programme is individualised for each patient's specific requirements for home installation, training and support.

B. Braun Avitum are a partner to the NHS and there are currently six dialysis units based in South Wales and Basingstoke. Patients must attend their local Avitum Unit three times per week for four hours at a time and units operate six days per week every week. With a team of around 125 staff across all six units, treating around 275 patients per week it is imperative that the right Occupational Health Services can be delivered. This includes Fit to Work certificates and all required vaccinations and blood tests which includes Hep B Surface Antigen, HIV and TB.

## **1.4 Overview & Objectives**

B. Braun currently employ around 1,220 staff across our different therapy areas who have a range of roles from office and operational staff that are primarily based at our Head Office Sites in Sheffield, to field-based sales staff and nurses in renal, IV therapy and continence care. We are looking to appointment an Occupational Health provider/s who can service staff across the UK including Wales and Scotland.

The contract will involve development and the provision of services, achieving key performance indicators as an effective, efficient, and proactive Occupational Health Service to support B. Braun to on-board new starters, manage attendance, health issues, risks and to demonstrate a reduction in sickness absence levels year on year.

We are looking for a provider to work with us to guide us to the right vaccination and Occupational Health solutions with the main key objectives being as follows:

### **1. Assess Fitness for Work**

- Using pre-employment questionnaires and assessments for employees prior to their contract start to determine their fitness to work.
- Processing Management Referrals to evaluate an employee's ability to perform their job duties safely, recommending reasonable adjustments or accommodations to support employees in their role.
- Providing guidance on rehabilitation and return-to-work plans for employees recovering from illness or injury.

### **2. Compliance with Vaccination Regulations and Best Practice**

- Identifying and advising what vaccinations each role requires and delivering these in a timely manner to ensure employees are appropriately protected and regulations and guidelines are adhered to.

### **3. Maintenance and Promotion of Health**

- Ensuring that employees maintain their health and working capacity through appropriate preventative measures and health promotion activities

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## 2. Tender Timeline

Activity	Completion Date
Tender Issued	14 <sup>th</sup> April 2025
Contractual Partner Confirmation	18 <sup>th</sup> April 2025
End Date for Clarifications	22 <sup>nd</sup> April 2025
Tender Closing Date	28 <sup>th</sup> April 2025
Shortlist of Contractual Partner's	30 <sup>th</sup> April 2025
Contractual Partner Meetings at B. Braun Medical Head Office, Sheffield	6 <sup>th</sup> and 7 <sup>th</sup> May 2025
Contractual Partner Award	15 <sup>th</sup> May 2025
Contract Commence	10 <sup>th</sup> June 2025

## 3. Invitation To Tender Procedural Requirements

This document is a formal Invitation to Tender for the provision of either part one, part two or both (part one and two) of this service.

This is a closed bid tender. All tenders will be reviewed by the Category Specialist and relevant Internal Stakeholders including representatives from HR and Health and Safety.

To ensure that all Invitations to Tender are managed fairly, we ask you that you adhere to all procedural requirements as detailed below.

- If a Contractual Partner has any questions or needs clarification with regards to any aspect of the Tender, this must be sent via email to Amanda Barclay. B Braun Medical Ltd will endeavour to answer any questions in writing within 3 working days.
- All offers must be in English in a clear and unambiguous format in accordance with the documentation provided without amendment.
- All offers must be signed by an authorised signatory with the name of the individual printed and position detailed.
- The Tender and any supporting documentation must be sent electronically to the email address below no later than the return date stipulated above.

**B Braun Medical Ltd**  
Thorncliffe Park  
Brookdale Road  
Sheffield  
**S35 2PW**  
**C/o Amanda Barclay**  
**T: 0114 225 9000**

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E: [amanda.barclay@bbraun.com](mailto:amanda.barclay@bbraun.com)

FAILURE TO COMPLY WITH THE PROCEDURAL REQUIREMENTS MAY INVALIDATE YOUR TENDER. B BRAUN MEDICAL RESERVES THE RIGHT TO DISREGARD ANY RESPONSE AFTER THE TIMETABLED DEADLINE.

#### 4. Contract Period

The Contract shall commence on 10<sup>th</sup> June 2025 ("Effective Date") for a period of 24 months. Thereafter the contract will be reviewed, and we may, at our sole discretion, extend the contract for up to a further 36 months.

#### 5. Scope / Specification

This Tender has been listed in two parts: Part 1- Occupational Health Services and Part 2- Clinical Services. You can choose whether to tender for Part 1 alone, Part 2 alone, or both Part 1 and Part 2. There will be no discrimination against potential suppliers applying for one part of the tender and no preference given to those who apply for both.

Appendix G Occupational Health Tender Questions document contains three tabs. We ask that all Contractual Partners complete the first tab 'General Questions' along with

In addition to Appendix G, you will need to complete all other Appendices relevant to the sections of the tender you are applying for as instructed.

Please see below for a summary of what Appendices require completion.

Appendix	Part 1 – Occupational Health	Part 2 – Clinical Services	Both Part 1 and Part 2
C Additional Services	Requires completion	Requires completion	Requires completion
D Occupational Health Services Pricing	Requires completion		Requires completion
E Clinical Services Pricing		Requires completion	Requires completion
F Service Level Agreements	Requires completion	Requires completion	Requires completion
G Occupational Health Questions	Requires completion of tabs 1 and 2	Requires completion of tabs 1 and 3	Requires competition of tabs 1, 2 and 3

## 6. Sites Locations

### B. Braun Medical

Site	Postcode
B. Braun Medical – Head Office	S35 2PW
B. Braun Medical – Distribution Centre	S35 2PW
B. Braun Medical – Aseptic Unit	S35 2PW
B. Braun Medical - Unit 2	S35 2PW
B. Braun Medical - Technical Services	S35 2PH

### B. Braun Avitum

Site	Postcode
B. Braun Avitum – Head Office	S35 2PW
B. Braun Avitum (UK) - Basingstoke	RG21 6YH
B. Braun Avitum (UK) – Cardiff North	CF23 8HE
B. Braun Avitum (UK) - Cardiff South	CF11 8TT
B. Braun Avitum (UK) - Llantrisant	CF72 8LF
B. Braun Avitum (UK) - Newport	NP10 8UG
B. Braun Avitum (UK) - Pontypool	NP4 0HZ

### B. Braun Sterilog

Site	Postcode
B. Braun Sterilog (Yorkshire) - Pudsey	LS28 6QW

## 7. Pricing Structure

All prices must be shown with a full clear breakdown for each service per visit per site using Appendix D and/or Appendix E as appropriate to record this. We will not accept the total price for all services at each site, only a full clear breakdown will be accepted.

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The prices proposed will be fixed ie not subject to rise for the contract period subject to agreed Service Level Agreements being adhered to.

For contracts of 12 months or more, B Braun Medical Limited reserve the right to review prices. Contractual Partners are expected to remain consistently competitive to benchmark prices in the marketplace.

## **8. Contract Management / Reporting**

Please provide specific names and details of a dedicated and appropriately qualified team, including a Contract Manager, to ensure all works are carried out efficiently.

Review of the contract will take place weekly for the first month. Moving to monthly after this providing implementation is successful. Please provide specific details regarding the location of the office from where the terms of the contract will be operated from.

## **9. KPI / SLA's**

Please review and complete Appendix F. The Nominated Contractual Partner is responsible for managing the agreed Service Level Agreements. A report will be sent monthly to B Braun's nominated Category Specialist for review.

If the Service Level Agreements detailed in Appendix F are not achieved for three consecutive months, then B. Braun reserve the right to apply appropriate penalties and / or terminate the contract with immediate effect without penalty.

B. Braun reserves the right to review the service at regular intervals and if necessary, propose changes in order to improve the level of service.

## **10. Health and Safety**

All staff must comply with The Health & Safety At Work Act 1974 at all times as well as other Health and Safety Regulations. If staff / contractors do not comply with the requirements of the legislation they may be asked to leave the site immediately.

Site Rules must be adhered to avoid disruption at all costs.

## **11. Sub Contractors & Specialist Subcontractors**

In every instance all contractors and subcontractors must announce their visit in advance of attending site, report to the site manager and sign in & out of the unit visitors book.

Please provide details of any complex services where subcontractors will be used.

It is preferred that all in house engineers are appointed as a first point of contact and specialist sub contractors are only to be used if absolutely essential, such as complex emergency situations.

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## 12. Implementation

We ask you to provide your standard implementation plan as part of this process (Appendix G question 8)

If invited to a Contractual Partner meeting with B. Braun, you will be expected to provide your full action plan which should include any proposed site visits and dates.

## 13. Tender Condition

In issuing this Invitation to Tender, there is no obligation for B Braun Medical Limited to select and procure all, or some, of the services offered.

B Braun Medical Limited shall not be liable for or required to pay any costs, expenses or losses which may be incurred by the Contractual Partner in the preparation of the Tender response.

Limitations in responsibility by the Contractual Partner shall be clearly stated in the Tender response. Undeclared limitations will not be accepted by B Braun Medical Limited.

None of the documents may be altered by the Contractual Partner.

The Contractual Partners are to submit a fully qualifying bid. Any alterations which the Contractual Partner believes to be beneficial, should be detailed in a separate letter accompanying the Tender response. B Braun Medical Limited reserves the right to change any aspect of this document.

**Tender responses must be valid for minimum of 90 days.**

B Braun Medical Limited is not bound to accept the lowest of or any offer of any Tender and reserves the right to accept an offer either in whole or in part of any Tender unless the Contractual Partner expressly stipulates otherwise.

**All prices must be quoted on the basis indicated in the specification and should be fully inclusive of all charges relating to the provision and performance of the Service VAT should be shown separately.**

All information provided to the Contractual Partner by B Braun Medical Limited relating to the Invitation to Tender or incidental to it shall be regarded as confidential and should not be disclosed to any third party without the prior written consent of B Braun Medical Limited save that this clause shall not apply to any information required to be disclosed by law.

Any information that B Braun Medical Limited receives that may materially affect the Invitation to Tender specification, will be escalated to all Contractual Partners in the form of an amendment.

B Braun Medical Ltd reserves the right to modify the provisions of this Invitation to Tender at any time prior to the scheduled date for written responses as well as inclusion of additional scope and requirements. Notification of such changes will be provided to all Contractual Partners.

This Invitation to Tender and any contract arising from it shall be subject to the Standard Terms and Conditions appended to this document.

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The Contract to be awarded will incorporate the following:-

- This Invitation to Tender
- The Contractual Partner's response
- The Terms and Conditions appended to this Invitation to Tender
- Any other documents agreed in writing by the parties

#### **14. Confidentiality**

All information provided by the Contractual Partner will remain confidential and will not be disclosed to any other party except where required for official audit or review purposes. When receiving responses, B Braun Medical Ltd agrees to keep confidential the information contained in the documentation or made available in connection with further enquiries. Such information may be made available to employees and professional advisers of B Braun Medical Ltd who are directly involved in the appraisal of such information.

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