

The New Papworth Hospital

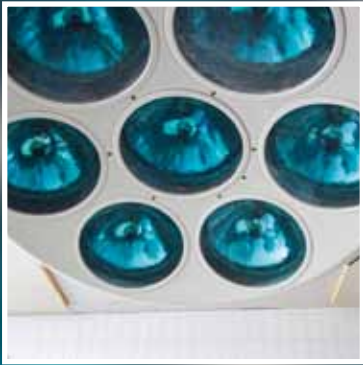




The New
Papworth
Hospital

Contents

Foreword.....	2
Trust profile.....	3
Strategic context.....	5
Overview.....	6
Scope of the project.....	8
Opportunities for the private sector.....	10
Procurement process.....	12
Investment appraisal.....	14
Outline timetables.....	18
Project management.....	19
Approach to risk.....	20
Other relevant information.....	21
Confidentiality statement and disclaimer.....	24
Enquiries.....	25



The New Papworth Hospital

Foreword

Papworth Hospital NHS Foundation Trust is the largest heart and lung centre in the UK and has an international reputation for the high quality of its services to patients.

However, these achievements have occurred despite the variable quality of our buildings. We are committed to changing this by developing a new hospital of excellent design of which the local community, patients and staff can be proud.

The new hospital is a very exciting development and we look forward to providing high quality, patient-centred services from new premises on the Cambridge Biomedical Campus (CBC).

In collaboration with the University of Cambridge we are also committed to the development of a Cardiothoracic Research and Education Institute adjacent to the new hospital.

The design, construction, financing and operation of the hospital will be delivered using the Government's Private Finance Initiative (PFI) as will the master planning and primary infrastructure for both the hospital and the Institute. The construction of the Institute

will be delivered under separate contractual arrangements.

Our project team has assembled a broad range of information within this document, and as part of the procurement process for the new hospital, a bidders' open day is being held on 7th September at the Cancer Research Institute (CRUK), Cambridge. This will provide an opportunity to learn more about the project and meet the project team and members of our Executive team.

The new hospital project is supported by the Board of Governors and the entire regional health community.

We very much look forward to welcoming you to the event.



Robert Burgin, Chairman
Papworth Hospital NHS
Foundation Trust
July 2010

Trust profile

Papworth Hospital is an internationally recognised heart and lung hospital and one of the leading cardiothoracic hospitals in the United Kingdom.

The Trust provides adult services in cardiology, cardiac surgery, thoracic surgery, respiratory medicine and heart and lung transplantation. The Trust serves a population of more than three million people in the East of England; however the specialist nature of much of its work means that patients from all over the UK come to Papworth for their treatment.

Services are provided from a wide range of facilities including 210 inpatient beds, 32 critical care beds, 30 day beds, five theatres, five catheter laboratories, outpatient consulting rooms and a range of pathology, radiology and other diagnostic facilities.

The Trust became a Foundation Trust on a shadow basis from April 2004, with full status from 1st July 2004.

Papworth is also a founding member of the Cambridge University Health Partners (CUHP).

Organisation of clinical services

Directorates	
Cardiac	Cardiac Surgery, Electrophysiology, Interventional Cardiology, Non-invasive Cardiology, Structural Cardiology
Thoracic	Interstitial Lung Disease, Thoracic Surgery, Thoracic Oncology, Respiratory, Inflammation and Immunology (RIII) Service, Cystic Fibrosis, Pulmonary Vascular Disease Unit, Respiratory Support and Sleep Centre (RSSC)
Theatres, Critical Care and Anaesthetics	Theatres, Recovery, Intensive Care and Anaesthetics
Transplant	Cardiothoracic Transplant Service, Inpatient and Outpatient Services, Advanced Heart & Lung Failure Service including Grown Up Congenital Heart (GUCH) Service
Radiology	Bone Densitometry, CT, Fluoroscopy, MRI, Nuclear Medicine, Ultrasound, and X-ray services
Pathology*	Diagnostic support to inpatients and outpatients from all directorates

* This service will be transferring to Addenbrooke's and will not require accommodation in the new hospital.

Annual report and accounts

Finance

Papworth Hospital NHS Foundation Trust reported a surplus of £4.05m for the 2009/10 year on a total income of £118.83m and a strong balance sheet position was achieved with £18.9m cash balance.

In 2009/10 the Trust achieved a Financial Risk Rating (FRR) of Four from Monitor. Further information regarding Monitor and the FRR can be found at www.monitor-nhsft.gov.uk.

Activity

In 2009/10 the Trust delivered;

- 22,400 inpatient/day case spells.
- 48,400 outpatient attendances.

Workforce

As at 31st March 2010 the Trust employed 1385 whole time equivalent (WTE) staff, which represents a total head count of 1589 across a wide range of disciplines. The table below gives a breakdown across professional groups.

Staff Group	Actual Whole Time Equivalent	Staff in post
Professional Scientific & Technical	49	57
Clinical Services	175	210
Admin and Clerical	249	285
Allied Health Professionals	60	69
Estates and Ancillary	88	97
Healthcare Scientists	76	84
Management	60	64
Medical	160	193
Nursing	468	530
Totals	1385	1589



The New
Papworth
Hospital

■ Strategic context

Stakeholder support

In 2005 the Trust carried out formal public consultation on the redevelopment of the hospital and also led the consultation on behalf of the Primary Care Trusts (PCTs).

Two options were consulted on:

1. Redeveloping on the existing Papworth Everard hospital site.
2. Moving to the CBC, adjacent to Addenbrooke's Hospital and the University of Cambridge Clinical School.

Over 1,000 questionnaires were received in response to the consultation document and the majority of respondents supported the relocation to the CBC.

The Papworth Joint Overview and Scrutiny Committee (OSC) was set up with Cambridgeshire County Council acting as lead authority. The Joint OSC supports the proposed relocation of Papworth Hospital to the CBC.

In October 2005, following the public consultation, the Board of Directors of Papworth Hospital and the Joint PCT group representing PCTs in Norfolk, Suffolk, Cambridge and Bedfordshire approved the selection of the option of relocating the hospital to the CBC.

As part of the OBC process the Trust's Commissioners approved the activity projections for the new hospital.

Letters of support for the project have been received from the lead PCTs, the National Commissioning Group, the East of England Strategic Health Authority, the University of Cambridge, Cambridge University Hospitals NHS Foundation Trust (CUHFT) and Monitor.



The New Papworth Hospital

Overview

Papworth Hospital NHS Foundation Trust is the UK's largest centre for specialist heart and lung services, principally cardiology, respiratory medicine, cardiothoracic surgery and heart and lung transplantation. The hospital carried out the UK's first heart transplant in 1979 and pioneered the first transplant of a 'beating heart' in 2006. Papworth Hospital has established a global reputation as a clinical and research centre of excellence.

The Trust has a strong commitment to delivering the highest levels of clinical quality and providing the best standards of personalised care to its patients.

The Trust's services are, however, currently provided from an isolated site in the village of Papworth Everard (approximately 15 miles from Cambridge). The cramped site comprises many pre-war buildings not designed for the delivery of modern healthcare.

To meet the increasing needs of modern healthcare and growing demands for its services, the Trust wishes to build a new 290 bed purpose-built hospital and Research and Education Institute on a serviced plot of 3.123 hectares on the CBC.

This will mean Papworth Hospital, its patients, clinicians and its researchers are adjacent to Addenbrooke's Hospital (run by CUHFT); the University of Cambridge School of Clinical Medicine (University) and major research and teaching organisations on the campus.

The new facility will enable the Trust to implement its clinical vision for the delivery of cardiothoracic services and to continue as a centre of excellence in specialist heart and lung services. Modern purpose-built facilities will provide a high quality patient focused environment and will facilitate research and development through the co-location of academic departments and clinical services. The clinical vision is available on the Papworth Hospital website: www.papworthhospital.nhs.uk.

The project has the support of the local population and agencies (see page 5 - Stakeholder support). Cambridge City Council granted outline planning permission for the CBC (including the new Papworth Hospital) in October 2009.



The New Papworth Hospital

The Trust is now in a position to seek a private sector partner to design, build, finance and operate a new Papworth Hospital on the CBC. This Memorandum of Information (MOI) provides outline details of the project and the procurement process.

The Trust has now invited, by means of a notice in the Official Journal of the European Union, applications from candidates who can fulfil the requirements of designing, building, financing and operating the new hospital. The contract will be awarded through the use of the competitive dialogue procedure under the Public Contracts Regulations 2006.

A pre-qualification questionnaire (PQQ) must be completed by all organisations wishing to be considered for the procurement.

An Invitation to Participate in Dialogue (ITPD) will be issued to bidders short-listed following the pre-qualification stage of the process. The ITPD will comprise the following:

- Volume one: project scope.
- Volume two: design specification.
- Volume three: commercial proposal.
- Volume four: bid deliverables and evaluation.

Bidders' attention is drawn to the confidentiality and disclaimer statements of this MOI (see page 24).

The Institute (a joint venture between Papworth Hospital and the University of Cambridge) is to be procured separately but in parallel with the hospital. Although the Institute is a separate procurement the bidding consortia will have overall responsibility for master planning the whole site.



The New Papworth Hospital

Scope of the project

The Trust aims to continue to provide world class services to patients and undertake leading edge research and development in a new purpose-built cardiothoracic hospital and Institute for the Papworth Hospital NHS Foundation Trust.

The hospital will be developed as a PFI procurement. The Institute will be procured separately by the Trust in conjunction with the University. With the exception of site disposition where the requirement is for both buildings to share a master planning approach and primary services, the Institute is not included as part of the PFI development.

All of the Trust's clinical services currently located at Papworth Hospital are included in the scope of the planned investment with the exception of pathology and sterile services which will be provided as part of a shared services agreement with Addenbrooke's Hospital. The scope of the new hospital project is summarised below:

- Development of a 290 bed cardiothoracic facility on the CBC. Outline planning consent has been obtained.
- Installation and commissioning of

Information and Communications Technology (ICT) network infrastructure.

- Supply, installation, maintenance and replacement by Project Co of items of equipment which are defined by an equipment responsibility matrix. Where practical, the Trust is planning to transfer equipment for which it has responsibility from the existing hospital to the new hospital premises.
- Maintenance, repair and replacement of all primary infrastructure.
- Provision of a range of hard and soft facilities management (FM) services.
- Opportunities for the provision and operation of PFI retail facilities under a 30-year retail lease.
- There are no interim FM services.
- Bidders are not invited to provide a managed equipment service.
- The term of the project agreement will be for 30 years in addition to the anticipated construction period.



The New
Papworth
Hospital

Key Outcomes

The broad objectives of the Trust are to:

- Deliver the highest possible quality specialist cardiothoracic services for patients in the best possible environment.
- Support research and development and training excellence.
- Maximise the quality of overall healthcare provision.
- Ensure a long-term sustainable service.
- Support the retention and recruitment of excellent staff.
- Promote the social and economic wellbeing of the local and sub-regional community.
- Ensure integration with the Institute and the Addenbrooke's Hospital estate.





The New Papworth Hospital

■ Opportunities for the private sector

The Trust is offering an exciting opportunity for the private sector to design, build, finance and operate the UK's largest centre for specialist heart and lung services.

Landscape, building design and construction

The project provides an opportunity for the private sector to develop modern facilities of an innovative design where visitors, patients and staff feel welcomed, safe and able to find their way around with ease. The scale of this development will also provide an opportunity to make a clear architectural statement that recognises the importance of the facilities to the local community. The design should reinforce a strong positive image for the Trust and represent the standards of excellence the Trust and the NHS as a whole are working to achieve.

FM and other support services

FM services


The hard FM services to be provided include;

- Estate maintenance
- Energy and utilities management
- Grounds and gardens maintenance
- Help-desk service

The PFI contractor will be required to provide a range of soft FM services, including;

- On site car parking and traffic management
- Cleaning
- Portering (including postal services)
- Security
- Catering
- Pest control
- Materials management

Laundry and waste disposal are to be provided outside the PFI procurement.



The New Papworth Hospital

ICT

The Information Technology (IT) service in the new hospital will be provided by the Trust. This Trust-delivered service will include the provision of full IT help-desk and end user support services and network infrastructure management services. The private sector partner will be required to design, supply and install all data network cables and passive components, wireless networks and all voice networks including all hardware.

Telephonist and related staff will be employed by the Trust and are excluded from the project.

Retail opportunities

The private sector partner will be required to run all concession units in the hospital with the exception of a small outlet for the Trust's charitable body.

Equipment

The supply, installation, maintenance and replacement of all equipment is defined in an equipment responsibility matrix.

The private sector partner will be required to:

- Provide all fixed (including hard wired) non-medical equipment associated with the operation of the facility and the building services.

- Provide, install, maintain and replace all equipment required for delivery of the hard and soft FM services included in the PFI contract.
- Provide, install, maintain and replace certain items of fixed medical equipment such as anaesthetic pendants and operating lights which will be specified and selected by the Trust.

The provision, installation, maintenance and replacement of all other equipment will be the responsibility of the Trust.

Excluded services

Services other than those services described above are excluded from the scope of the PFI procurement and will remain under the control and responsibility of the Trust.



The New Papworth Hospital

■ Procurement process

Papworth Hospital NHS Foundation Trust has now invited, by means of a notice in the Official Journal of the European Union placed on 29th July 2010, applications from bidders who can fulfil the requirements of designing, building, financing and operating (DBFO) the hospital facility.

The Institute will be procured separately by the Trust in conjunction with the University. With the exception of the site disposition where the requirement is for both buildings to share a master planning approach and primary services, the Institute is not included as part of the PFI development.

A bidders day has been arranged by the Trust on 7th September 2010 which bidders are invited to attend. This will provide an opportunity for bidders to meet representatives from Papworth and to gain a good understanding of the nature and scope of the project.

The contract will be awarded under the Public Contracts Regulations 2006, adopting the competitive dialogue procedure.

The procurement process will follow Department of Health (DH) guidance and use the standard

documentation, payment mechanism and output specifications throughout, adjusted to take into account scheme specific issues.

The hospital will be procured through the PFI route using the competitive dialogue procedure and will be based on the DH standard form contract version three with such updates as may be required by DH during the life of the procurement.

The Trust intends that the procurement process will be conducted as a 3:2:1 process over a period of approximately two years. The Trust wishes to enter into binding agreement with the preferred bidder and achieve financial close by November 2012.

Pre-qualification questionnaire (PQQ) evaluation process

The process for PQQ evaluation is as follows:

- The project team and advisers will undertake a two-stage evaluation process which includes a preliminary and then a more detailed assessment of the PQQ.
- Following evaluation of the PQQs the evaluation team will identify three bidders to be selected to proceed to the next stage of the procurement. The Board of Directors will be asked to ratify the decision of the evaluation team and approve the shortlist to whom the ITPD documentation will be issued.



The New Papworth Hospital

Preliminary evaluation

The preliminary evaluation is designed to determine whether or not bidders' responses comply with the PQQ's basic requirements. The following will be taken into account:

- Completeness of information.
- Ability to undertake the project including financial hurdles; and
- Eligibility.

Detailed evaluation

The detailed evaluation involves evaluating and scoring bidder responses to the PQQ according to pre-defined criteria. Questions are weighted and the weighted scores feed

through to an overall quantitative assessment of:

- Technical capability (in terms of experience, working practices and structure).
- Capacity (in terms of expertise and availability) and
- Financial and economic standing.

The weightings to be applied between the evaluation areas and sections of the PQQ are set out below. The 'General evaluation' allows the Trust to assess the overall response, such as the overall structure of the consortium and the overall quality of the submission.

PQQ Section	Capability Weighting	Capacity Weighting	Financial Weighting	Total (%)
Section A - the consortium	10.0	4.0	22.0	36.0
Section B - construction contractor	21.0	4.0	1.0	26.0
Section C - facilities management	21.0	9.0	1.0	31.0
Section D - advisers	7.0	0.0	0.0	7.0
Sub totals	59.0	17.0	24.0	100.0
Weighted to 90%	53.1	15.3	21.6	90.0
General evaluation	-	-	-	10.0
Grand total				100.0

The scoring system that will be used to evaluate the PQQ is detailed in the table below.

Assessment	Score
Very poor - completely fails to demonstrate required capacity and capability	0
Poor - limited evidence of required capacity and capability	1-4
Satisfactory - provides sufficient evidence of required capability and capacity to undertake the project	5-6
Good - shows considerable evidence of capacity and capability that meet the project requirements and in some areas shows innovation in excess of the project requirements	7-8
Very good - shows considerable evidence of capacity and capability in all areas and shows and exhibits innovation in excess of the project requirements in most areas	9-10



The New Papworth Hospital

Investment appraisal

Public Sector Comparator (PSC)

The Preferred Option in the OBC has been developed in accordance with NHS guidance and the specifications that will be used for the PFI procurement process. This will ensure that the PSC is fully comparable to any private sector bid. The PSC represents the minimum requirement for the project and will be used as the starting point for bid evaluation.

The site

CUHFT with its site partners, the University and the Medical Research Council, published in 1999 a strategy for the long-term future development of the campus, proposing an extension of the Addenbrooke's site into adjacent land to create a Biomedical Campus of international importance.

This strategy is known as the 2020 Vision and is available at www.cuh.org.uk.

The CBC refers to the entire campus which includes the existing Addenbrooke's site. The addition to the existing site (the 2020 expansion land) covers a surface area of 28.8 hectares and is largely flat, rising slightly to the southeast.

The new Papworth Hospital site is located within the CBC, immediately adjacent to Addenbrooke's Treatment Centre. The 3.123 hectare site is fully serviced in terms of infrastructure, roads, external access links and services/utility connections.

Outline Planning Permission for the development of the CBC (including Papworth Hospital) was granted by Cambridge City Council in October 2009.



Aerial view of the whole site, outlining in red the future expansion land of the CBC area that is currently a green field site between the railway and Addenbrooke's Hospital.



The New Papworth Hospital

PSC design proposals

The PSC solution has been developed based on the CBC master plan design guidelines. The outline planning application documents included a design statement and a design and access statement and these guidelines have informed the design of the PSC. These documents are available at www.papworthhospital.nhs.uk

The design solution is conceived as a single building for the hospital and a separate building for the Institute. The hospital development totals approximately 39,000 m² and the Institute totals approximately 7,500 m².

Although the Institute is shown as part of the PSC design (for the purpose of master planning) the OBC has not costed the design, build or operation of the Institute and the only requirement relating to the Institute for the purposes of the PFI is master planning and primary service provision.

There is a total provision in the PSC of 600 car parking spaces on the Papworth site serving both the Hospital and the Institute. (Bidders are required to provide 30 drop off/short stay spaces on site. The remainder of the spaces will be provided in a multi storey car park to the south of the site. It is intended that this will be a joint venture with Cambridge University

Hospitals NHS Foundation Trust and does not form part of the PFI procurement).

Overall the PSC design performs well on:

- Delivery of the clinical adjacencies required by the Trust.
- Having separate buildings for the hospital and for the Institute.
- Linking to Addenbrooke's Hospital with appropriate segregation of functions for each level.
- Defining arrival spaces and achieving segregation of different flows/traffic to the site.
- Providing an identifiable image for Papworth Hospital and for the Institute within the CBC.

The Trust does not, however, regard the PSC as an exemplar design and is looking to bidders to propose innovative design solutions.

The Trust's programme assumes the construction of the new hospital would be completed in a single phase estimated at 33 months. The Trust is also keen to receive proposals that minimise the duration of the works programme.

Investment appraisal



The PSC design for the new hospital and co-located Institute (above and right).





The plan shows the entire CBC including the master plan for the 2020 expansion land.

The Papworth Hospital site is hatched in black.



Ken Brewer, Project Director

The New Papworth Hospital

Outline timetable

The following outline timetable has been developed taking into account the requirements of the competitive dialogue procedure.

Milestone	Date
Submission of OJEU notice	29 th July 2010
Open day for bidders	7 th September 2010
Pre-qualification questionnaires received	22 nd September 2010
Three bidders identified and ITPD issued	1 st November 2010
Selection of two bidders	May 2011
Issue invitation to submit final bids	November 2011
ABC approved and preferred bidder announced	May 2012
Full business case approved	September 2012
Financial close	November 2012

The Trust reserves the right to alter the outline timetable.

Project management

The Board of Directors of the Trust has ultimate responsibility for the successful delivery of the project.

The Project Director is accountable to the Chief Executive of the Trust and has overall responsibility for the planning and delivery of all stages of the project and manages the project team which comprises in-house staff and external advisers. The structure and composition of the Trust's project team is shown below.



The Project Sponsor and Senior Responsible Owner is Stephen Bridge, Chief Executive of Papworth Hospital NHS Foundation Trust.

Project Director Deputy Project Director		
Internal	External	
Project Office	Commercial	Technical
General project manager Clinical project manager Technical project manager Project accountant Project administrator	Legal adviser Financial adviser Insurance adviser	Healthcare planning adviser Architect M&E engineer Civil/structural engineer Fire adviser Acoustic adviser Energy adviser Cost adviser FM adviser CDM co-ordinator Sustainability adviser Town planning adviser



The New Papworth Hospital

■ Approach to risk

Introduction

In line with HM Treasury requirements and the need to secure maximum value for money, the Trust aims to achieve and demonstrate optimal transfer of risk within the project.

The Trust's initial approach to risk transfer is underpinned by the following principles:

- In general, each risk should be carried by the party best able to manage it. This will depend on each party's ability to accurately predict and control the issues representing the risk;
- The Trust will carry the risks associated with the performance of its core clinical and clinical support services;
- The preferred bidder will carry the risks associated with the availability of facilities and for the performance of the non-core services that are provided to the Trust;
- The Trust will have full responsibility for its patients' admission and discharge and hence risks associated with occupancy and usage of the facilities will be carried by the Trust;
- The Trust will embrace the standard form NHS PFI contract in allocating risk between it and the preferred bidder subject only to project specific amendments.

Other relevant information

Staff transfer issues and fair treatment of staff

The following staffing assumptions have been made:

- Clinical services will be provided by Trust employed staff.
- Hard FM services will be included in the PFI contract.
- Soft FM services will be offered for inclusion in the PFI contract subject to the bidder's demonstration of value for money (see page 10 for list of soft FM services offered for inclusion).
- All Trust employees who transfer to another employer will be covered by The Transfer of Undertakings (Protection of Employment) Regulations (TUPE). Retention of Employment (ROE) does not apply to the services to be transferred to Project Co.

Staff transfer issues will be dealt with in accordance with the Cabinet Office Statement of practice on Staff Transfers in the Public Sector, incorporating Treasury Guidance on the treatment of staff pensions, ('A Fair Deal for Staff Pensions') and a Statement of practice by the Government Actuary (which is available on the following web site www.gad.gov.uk/services.

Among other issues, this guidance requires that:

- Transferring staff should be offered a broadly comparable pension by the new employer, both on initial transfer and at

second and subsequent contracting periods;

- The new employer's pension scheme should allow transferring staff the option of moving their accrued credits into that scheme on a fully protected basis;
- Instructions for the involvement of the Government Actuary's Department in assessing broad comparability and bulk transfer agreements should be followed.

The procurement will also follow the NHS Code of Practice on Fair Treatment of Staff (which forms part of the NHS Guidance on the Private Finance Initiative) and which incorporates the principles of Treasury Taskforce Policy Statement No. 4 - Disclosure of Information and Consultation with Staff and other Interested Parties. (The detailed guidance can be seen on the Treasury's website www.hm-treasury.gov.uk).

In line with the NHS Guidelines referred to above, bidders will also be expected to acknowledge in the contract that existing Trades Union recognition agreements will transfer to the new employer.

Contract debtor

The PFU requires all bidders to consider the impact of the contract debtor accounting approach. When a bidder chooses to adopt this approach, the following will apply.

- Under the contract debtor approach, the project vehicle treats construction and

Other relevant information

development costs as a debtor, rather than a fixed asset. The debtor is written off over the life of the contract. This approach is more tax efficient than fixed asset accounting, where capital allowances are only allowed against a proportion of expenditure.

- The standard form project agreement reflects this approach and a licence arrangement will replace the lease and lease-back provisions used in some previous PFI hospital projects before contract debtor accounting was commonly used.
- Where a contract debtor accounting approach is adopted, the tax impact noted above can only be achieved where the PFI contract is viewed by the Inland Revenue as a Composite Trader agreement, in which the project vehicle is not the sole provider of services from the property. Bidders must also agree to 100% of the tax saving being passed to the Trust through a reduction in the service payment.

Project management

The project will be managed and all project documentation and data provided and controlled through use of an extranet data room facility. This will be utilised throughout the project and will be fully available at the ITPD stage.

The project is the subject of regular Gateway reviews which ensure the readiness of the project to proceed and the project documentation is audited at key stages in the project. Details of the Gateway review process can be found at the Office of Government Commerce website at www.ogc.gov.uk.

Eligibility of bidders

The Trust may treat any bidder as ineligible to qualify if:

- The bidder submits a PQQ that is incomplete or not in the specified format, although the

Trust reserves the right, at its discretion, to request further relevant information from any bidder by way of clarification.

- The bidder or any of its relevant organisations may be treated as ineligible under the terms of Regulation 14 (Criteria for rejection of services providers) of the Public Contracts Regulations 2006. These include (but are not limited to) the fact that the bidder or relevant organisation:
 1. Has passed a resolution or is the subject of an order by the court for its winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of its business or any part thereof or is the subject of similar proceedings under the law of any other state;
 2. Has been convicted of a criminal offence relating to the conduct of its business or profession;
 3. Has not fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the member state in which the bidder, or any relevant company, is established;
 4. Has not fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom;
 5. Is not registered on the professional or trade register of the member state in which the bidder, or, as the case may be, the Relevant Company, is established, under the conditions laid down by that state;
 6. Is guilty of serious misrepresentation in providing the information required under the said regulations.

The bidder, where it is an established entity, and, in all cases each Relevant Organisation, shall provide

its enrolment in the professional or trade register under the conditions laid down by the laws of the EU member state in which it is established. In the UK each bidder and each relevant organisation which is a company shall provide a certificate from the Register of Companies or a certificate as having declared on oath that it is carrying on business in the trade in question in the UK at a specific place of business under a specific trading name. In all other cases the bidder and each relevant organisation shall satisfy the relevant requirements of Regulation 14 of SI 1993 No. 3228.

Any change, which shall be considered material by the Trust, in the identity or control of a bidder, or of any relevant organisation, or in the eligibility of a bidder, or of any relevant organisation, happening after the bidder shall have submitted its PQQ, may lead to its disqualification unless the change is approved by the Trust.

Changes in principal relationships

Any change in the principal relationships between members of the bidder must be notified to the Trust immediately.

The Trust reserves the right to review the selection of bidders in the light of such change. Bidders comprising two or more parties may, if selected to carry out the Project, be required to form themselves into a project company.

Responses

1. Bidders who wish to be considered for stage 1 of the procurement process should submit a completed PQQ.
2. Bidders will be required to use the Trust's eTendering portal for access and submission of all tender documents, including the PQQ. The eTendering portal will be used for all communication with the Trust.

3. The PQQ must be submitted via the eTendering portal no later than 12.00 noon on 22nd September 2010.
4. All documentation and communication shall be in English and A4 portrait format.
5. In the event of difficulties accessing the portal, bidders should use the following email address to make contact with the Trust: newpapworth@papworth.nhs.uk.

This document is being provided on the same basis to all prospective bidders. No further information, other than that explicitly stated in this Memorandum of Information shall be provided by the Trust until the issue of the ITPD.

The Trust reserves the right to require some or all the bidders to clarify their submissions in writing. Any such request for clarification shall be made to the bidder or its nominated representative via the eTendering portal. Failure to respond adequately may result in that bidder not qualifying.

The Trust reserves the right to reject any bidder that fails to comply fully with the requirements of the selection process set out in this document or which is guilty of a serious misrepresentation in supplying any information requested in the document.

The Trust reserves the right to amend the terms and conditions of the tender process or to cancel the process at any stage without explanation. Under no circumstances will the Trust or any of its advisers be liable for any costs or expenses borne by the bidders in this process.

Qualifying bidders and their relevant organisations will be required to confirm that they will not collaborate or collude with other bidders. In future stages bidders and their relevant organisations will be required to sign a non-collusion certificate(s).

■ Confidentiality statement and disclaimer

The purpose of this MOI is to outline the scope of the project to enable suitably qualified bidders to formally express interest in delivering the project. It is not intended to provide the basis of any investment decision and should not be considered as an investment recommendation by the Trust or by any of its advisers. Each person to whom this MOI is made available must make his own independent assessment of the project after making such investigation and taking such professional advice as he deems necessary. The completed PQQ must be received by the Trust as specified (see page 23, Responses).

Disclaimer and Confidentiality

The information contained in this document is presented in good faith and does not purport to be comprehensive or to have been independently verified. Neither the Trust nor any of its advisers accept any responsibility or liability in relation to its accuracy or completeness or any other information which has been, or which is subsequently, made available to any bidder or

Relevant Organisation (as defined in the PQQ) or any of their advisers, orally or in writing or by whatever media. Interested parties and their advisers must therefore take their own steps to verify the accuracy of any information which they consider relevant but are not entitled to rely on any statement or representation made by the Trust or any of its advisers.

This MOI and any related documents have been made available on the basis that each bidder is a person of the kind described in article 49 of the Financial Services and Markets Act (Financial Promotion) Order 2001; without prejudice to the obligations of the Authority under European Directives relating to procurement by public sector organisations. Bidders should not distribute or pass on the MOI or any such related documents without first informing themselves about and observing any restrictions imposed by applicable law.

Without prejudice to the generality of the foregoing, the information requirements in relation to later stages of the process are to be treated as indicative only and the Trust reserves the right to modify or refine these proposals or requirements at each stage of the procurement process.

Bidders, individual relevant organisations and their advisers must return or destroy all confidential information provided by or on behalf of the Trust, including copies, as and when required, in writing, by the Trust.

All bidders, relevant organisations and their advisers are responsible for all costs incurred by them in connection with their responses to this document and all future stages of this procurement.

■ Enquiries

The e-Tendering portal will be used for all communication with the Trust. In the event of difficulties accessing the portal, bidders should use the following email address to make contact with the Trust: newpapworth@papworth.nhs.uk

Papworth Hospital NHS Foundation Trust

Papworth Everard
Cambridge
CB23 3RE

Telephone: 01480 830541
Fax: 01480 831315

www.papworthhospital.nhs.uk

A member of Cambridge University Health Partners

NP-MOI-001-r0

July 2010