



Rehabilitation and  
Retraining Trust

### **Instructions to Tenderers**

#### Stage 1

1. Download the application pack
2. Email [tenders@prrt.org](mailto:tenders@prrt.org) to register your application. This will enable us to forward the answers to any clarification queries to all applicants. If you do not do this we will be unable to update you throughout the process
3. Clarification queries can be sent to [tenders@prrt.org](mailto:tenders@prrt.org). These should be sent to PRRT by 1pm on 28<sup>th</sup> March 2018. We will endeavour to respond to any query sent within three working days of receipt. Responses to any clarification request will be sent to all registered applicants.
4. Complete the Premises application
5. Complete the Physiotherapist application/applications
6. Email the completed forms along with any requested evidence to [tenders@prrt.org](mailto:tenders@prrt.org)

The closing date for submissions is 12 noon Friday 13<sup>th</sup> April.

Following appraisal of the submitted documents you will be advised as to whether your application will proceed to the next stage of the process

#### Stage 2

Practise visits will be arranged to verify the details in your submission. It is anticipated these will be conducted in May/June and will be agreed in advance with each practice.

#### Stage 3

Successful applicants will proceed to security vetting as per the Specification

Following successful vetting the Conditions of Contract Agreement can be signed and practices will be added to our approved list from the 1<sup>st</sup> September 2018 or as and when the vetting process is completed

Note: Under this system of application all practices that meet the requirement will be added to the list. There will be annual opportunities for practices to reapply if they are unsuccessful on this occasion.