

Dear Sir/Madam,

**Notification of Luton & Dunstable University Hospital NHS Foundation Trust and Bedford Hospital NHS Trust merging**

You are receiving this letter as you have been identified through our payments system as an organisation that has been paid for provision of a product or service to us in the last twelve months, this letter has also been published on our website for general availability.

We are pleased to confirm that Luton and Dunstable University Hospital NHS Foundation Trust (“**L&D**”) has merged with Bedford Hospital NHS Trust (“**Bedford**”) through a technical acquisition of Bedford by L&D in accordance with section 56A of the NHS Act 2006 (as amended).

This statutory process means that, legally, the statutory body that was Bedford no longer exists and all its assets and liabilities have transferred by operation of law to L&D. The enlarged L&D has been renamed Bedfordshire Hospitals NHS Foundation Trust.

The statutory process provides that Bedfordshire Hospitals NHS Foundation Trust has become the counterparty (in place of Bedford) to all contracts held by Bedford. These novations took place automatically on 1st April 2020. Other than a change of the contracting party from Bedford to Bedfordshire Hospitals NHS Foundation Trust the contracts are unchanged.

For your reassurance all Bedford supplier invoices will continue to be paid from the previous Bedford accounts. This means that there is no immediate need to change any of the current invoice and payment processes.

In accordance with the relevant contract terms and applicable law (including, for the avoidance of doubt, procurement law) Bedfordshire Hospitals NHS Foundation Trust will undertake a program of review and harmonisation of its various suppliers. This process is expected to take some time and if your contract is affected then we will contact you with further details in due course.

**In the meantime** please update your records to reflect the change in name of the Bedfordshire Hospitals NHS Foundation Trust former entities. We recognise that this may result in your company potentially having two contracts with Bedfordshire Hospitals NHS Foundation Trust for the provision of the ‘same’ service (although on different sites/locations) and we will work with you to amalgamate those contracts into a ‘single’ contract at the earliest opportunity.

For the time-being please continue to send invoices for:-

- Luton & Dunstable related services  
Email: [accountspayable@ldh.nhs.uk](mailto:accountspayable@ldh.nhs.uk)  
Post: Finance Department, 1<sup>st</sup> Floor Comyns Berkley House, Luton & Dunstable Hospital, Lewsey Road, Luton, LU4 0DZ

- Bedford Hospital related services  
Email: [accountspayable@bedfordhospital.nhs.uk](mailto:accountspayable@bedfordhospital.nhs.uk)  
Post: Bedfordshire Hospital NHS Foundation Trust, Bedford Hospital, South Wing,  
Finance Department, Kempston Road, Bedford, MK42 9DJ

If you anticipate the reconfiguration of customer accounts to incorporate both Luton & Dunstable University Hospital and Bedford Hospital in your finance system to reflect the new organisational name will cause potential delays in your ability to deliver goods or services to the current delivery points please notify [Procurement-Admin@ldh.nhs.uk](mailto:Procurement-Admin@ldh.nhs.uk) at the earliest opportunity.

### **Delivery details**

Please note, that both Luton & Dunstable and Bedford Hospitals will be continuing to provide healthcare services in a similar fashion to currently and unless specified there will be no change to delivery addresses for the provision of good and services.

### **Bank details:**

Please note, that there is no change currently to our existing bank accounts.

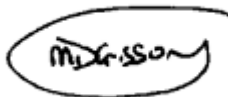
### **Purchase Orders**

As per national guidelines the merged Trust requires all invoices to quote a valid official Purchase Order number – this will facilitate prompt payment of invoices. For the time being the individual hospitals will continue to issue site specific order numbers.

Thank you again for your continued support and please could we request that the organisational details that you hold for ourselves are updated. We hope that this update and these changes will ensure a continued and consistent arrangement for our supply chain with yourself.

If you have any queries please let us know.

Yours Faithfully

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature appears to read 'M. Gibbons'.

### **Matthew Gibbons**

Director of Finance

Bedfordshire Hospitals NHS Foundation Trust