



Ministry  
of Defence

[REDACTED]  
SO3 Commercial BFG Proc 4

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Germany

Tel: [REDACTED]  
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To Address Line 1  
To Address Line 2  
To Address Line 3  
To Address Line 4  
Postcode  
FAO

Your Reference:  
  
Our Reference:  
CB/BFG/0138  
  
Date:

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Dear Sir/Madam

**Invitation To Tender Reference No. CB/BFG/0138**

1. You are invited to tender for the Provision of Agency Fuel Cards by British Forces Germany (BFG) on behalf of the UK MOD in competition in accordance with the attached documentation.
2. The requirement is for the provision of fuel for service vehicles transiting through Europe, in accordance with the Statement of Requirements, Schedule 5 to the draft Contract.
3. Funding has been approved on 13 July 2017.
4. The anticipated date for the contract award decision is 2 October 2017, please note that this is an indicative date and may change.
5. You must submit your Tender to arrive **no later than 28 August 2017 11:00 CET**. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority.
6. **IMPORTANT NOTE** - prospective tenderers should be aware that as the Open procedure is being used the Authority will not necessarily know who the tenderers are prior to the Tender Return date. Therefore, any updates to the tender documentation will be posted to the Defence Contracts Online website ([www.contracts.mod.uk](http://www.contracts.mod.uk)), so prospective tenderers should keep this website under review throughout the tender period to ensure that they are referencing the correct and most up-to-date documentation.

Yours faithfully

**List of Suppliers Invited to Submit a Tender for ITT No.  
CB/BFG/0138**

<b>Supplier Name</b>	<b>Supplier Address and Phone No</b>	<b>Supplier Point of Contact</b>
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**Invitation To Tender  
for  
The Provision of Agency Fuel Cards  
by British Forces Germany (BFG)  
on behalf of the UK MOD**

## Contents

This invitation consists of the following documentation:

- DEFFORM 47 – Invitation To Tender. The DEFFORM 47 sets out the key requirements that Tenderers need to meet in submitting a valid Tender. It also sets out the conditions relating to this competition. For ease it is broken into:
  - Section A – Introduction Page 3
    - DEFFORM 47 Definitions
    - Purpose
    - ITT Documentation and ITT Material
    - Tender Expenses
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  - DEFFORM 47 Annex A – Tender Submission Document (Offer) Page A1
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- DEFFORM 28 – Tender Return Label
- Contract Provisions – Standardised Contracting Template 3 Core Plus (SC3 Core Plus)

## Section A – Introduction

### DEFFORM 47 Definitions

A1. “The Authority” means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as “the Authority”), acting as part of the Crown.

A2. “Tenderer” means the economic operator or group of operators in the form of a consortium, including sub-contractors, who have been invited to submit a response to this Invitation to Tender. Where “you” is used this means an action on you the Tenderer.

A3. “Invitation to Tender” (ITT) refers to the first document that the Authority sends out to potential Tenderers that initiates a tender response, competitive dialogue or negotiation.

A4. A “Tender” is the offer that you are making to the Authority.

A5. “Contractor Deliverables” means the works, goods and / or the services, including packaging (and Certificates(s) of Conformity supplied in accordance with any Quality Assurance (QA) requirements, if specified) and any associated technical data which the contractor is required to provide under the contract in accordance with the Schedule of Requirements, but excluding incidentals outside the Schedule of Requirements such as progress reports.

A6. “Schedule of Requirements” Standardised Contracting Template 3 (SC3 Core Plus) means that part of the contract which identifies, either directly or by reference, the Contractor Deliverables to be supplied or carried out, the quantities involved and the price or pricing terms in relation to each Contractor Deliverable.

A7. The “Statement of Requirement” Schedule 5 details the technical requirements and acceptance criteria in SC3 Schedule “Acceptance” of the Contractor Deliverables. The Statement of Requirement is at Schedule 5 of the Standardised Contracting Template (SC3 Core Plus) attached to this DEFFORM 47. This may include the System Requirements Document (SRD).

A8. “Conditions of Tendering” means the conditions set out in the DEFFORM 47 that govern the competition.

A9. “Contract Conditions” means the attached conditions that will govern any resultant contract.

A10. A “Third Party” is any person who is not an employee of the Authority or Tenderer, as defined at A2.

### Purpose

A11. The purpose of this ITT is to invite you to propose a solution / best price to meet the Authority’s requirement. This documentation explains and sets out the:

- a. tender process and timetable for the next stages of the procurement;
- b. instructions and conditions that govern this competition;
- c. information you must include in your Tender and the required format;
- d. administrative arrangements for the receipt and evaluation of Tenders; and
- e. Contract Conditions that shall apply in the event that the Authority awards a contract following this competition.

A12. The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.

A13. This ITT has been issued to all potential Tenderers that expressed an interest.

A14. The requirement was advertised by the Authority in the Official Journal of the European Union (OJEU) dated 21 July 2017 with reference to the requirement for the Provision of Agency Fuel Cards by British Forces Germany (BFG) on behalf of the UK MOD following the Open procedure, under the Public Contracts Regulations 2015.

### **ITT Documentation and ITT Material**

A15. ITT Documentation means any information in any medium or form (for example drawings, handbooks, manuals, instructions, specifications and notes of pre-tender clarification meetings), issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Material means any other material (including patterns and samples), equipment or software issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Documentation, ITT Material and any Intellectual Property Rights (IPR) in them shall remain the property of the Authority or other Third Party owners and is released solely for the purposes of enabling you to submit a Tender. You must:

- a. take responsibility for the safe custody of the ITT Documentation and ITT Material and for all loss and damage sustained to it while in your care;
- b. not copy or disclose the ITT Documentation or any part of it to anyone other than the bid team involved in preparing your Tender, and not use it except for the purpose of responding to this ITT;
- c. seek written approval from the Authority if you need to provide access to any ITT Documentation or ITT Material to any Third Party;
- d. abide by any reasonable conditions imposed by the Authority in giving its approval under sub-paragraph A15.c, which at a minimum will require you to ensure any disclosure to a Third Party is made by you in confidence. Alternatively, due to IPR issues for example, the disclosure may be made, in confidence, directly by the Authority;
- e. accept that any further disclosure of ITT Documentation or ITT Material (or use beyond the original purpose), or further use of ITT Documentation or ITT Material, without the Authority's written approval may make you liable for a claim for breach of confidence and / or infringement of IPR, a remedy which may involve a claim for compensation;
- f. inform the named Commercial Officer if you decide not to submit a Tender;
- g. immediately return all ITT Documentation, ITT Material and derived information of an unmarked nature, should you decide not to respond to this ITT, or you are notified by the Authority that your Tender has been unsuccessful; and
- h. consult the named Commercial Officer to agree the appropriate destruction process if you are in receipt of ITT Documentation and ITT Material marked 'OFFICIAL-SENSITIVE' or 'SECRET'.

A16. Some or all of the ITT Documentation and ITT Material may be subject to one or more confidentiality agreements made between you and either the Authority or a Third Party, for example a confidentiality agreement established in the form of DEFFORM 94. The obligations contained in any such agreement will be in addition to, and not derogate from, your obligations under paragraph A15 above.

### **Tender Expenses**

A17. You will bear all costs associated with preparing and submitting your Tender. If the Tender process is terminated or amended by the Authority, the Authority will not reimburse you.

### **Material Change of Control from Supplier Selection**

A18. You must inform the Authority in writing if there is any material change in control, composition or membership of your organisation and / or consortium members, including any sub-contractors at any time during the procurement process. This may affect your right to stay in the competition.

### **Contract Conditions**

A19. Standardised Contract 3 (SC3 Core Plus) conditions are attached.

**Consultation with Credit Reference Agencies**

A20. The Authority may consult with credit reference agencies to assess your creditworthiness. This information may be used to support and influence decisions to enter into a contract with you.

**Other Information**

**A21. Cyber Essentials**

This requirement has been assessed by the Cyber Security Tool as Not Applicable.

## Section B – Key Tendering Activities

The key dates for this procurement are currently anticipated to be as follows:

Stage	Date and Time	Initiated By	Submit to:
Final date for Clarification Questions / Requests for additional information	By 09:00 CET on 16 August 2017	Tenderers	[REDACTED]
Final Date for Requests for Extension to return date <sup>2</sup>	By 09:00 CET on 16 August 2017	Tenderers	[REDACTED]
The Authority issues Final Clarification Answers	17 August 2017	The Authority	All Tenderers <sup>3</sup>
Tender Return	28 August 2017 by 11:00 CET	Tenderers	The Tender Board, using DEFFORM 28
Tender Evaluation	28 August 2017-04 September 2017	The Authority	N/A
Negotiations <sup>4</sup>	N/A	The Authority	N/A

### Notes

- ~~1. A Bidders Conference is where the Authority presents the requirement to all Tenderers at the same time. A copy of the presentation will be issued to all Tenderers regardless of attendance. It gives you an opportunity to ask questions about the requirement. The Tenderer must provide the name(s) of those attending the Bidders Conference to the above named contact, by the date shown, so that access to the site can be arranged.~~
- The Tenderer must make requests for an extension in writing (email is sufficient) to the above named contact, by the date and time shown. Any extension is at the sole discretion of the Authority and if granted will be granted to all Tenderers.
- The Authority will automatically copy questions and answers to all Tenderers, removing the names of those who have raised the questions. If you do not want your question disclosed you must inform the Authority of this and the reason why when submitting the question. The Authority may choose to discuss with you whether it is appropriate to disclose the question or response, or both, to other Tenderers. If the Authority decides to disclose, you will be given the opportunity to withdraw your question. Where a question reveals a piece of information that could significantly impact the Tenderers responses this may result in an extension of the Tender return date. The Authority will endeavour to ensure that you have at least 10 working days to submit your Tender.
- Negotiations are not permitted under the Open or Restricted Procedures.

## **Section C - Instructions on Preparing Tenders**

### **Tenders for Selected Contractor Deliverables**

C1. You must Tender for all the Contractor Deliverables listed in the attached Schedule of Requirements. The Authority reserves the right to reject your Tender where you have not tendered for all of the Contractor Deliverables.

### **Construction of Tenders**

C2. Your Tender must be written in English, using Arial font size 11. Prices must be in € ex VAT. Prices must be Firm Prices.

C3. To assist the Authority's evaluation please set out your Tender response in accordance with Section D (Tender Evaluation).

### **Validity**

C4. In accordance with F3 your Tender must be valid / open for acceptance for 60 (sixty) calendar days from the Tender return date. If successful, your Tender must be open for acceptance for a further thirty (30) calendar days.

C5. Variant Bids. Any Tender made subject to additional or alternative Contract Conditions alone is not a variant bid. A variant bid is a Tender that offers an alternative approach to, or method of, meeting the Authority's requirements as set out in the ITT Documentation. Where the tender evaluation has a pass / fail for the Contract Conditions the Authority may reject the Tender on the grounds of such additional or alternative Contract Conditions.

C6. The Authority cannot evaluate any Variant Bids during this competition.

## Section D – Tender Evaluation

D.1 This section details how your Tender will be evaluated, including the evaluation criteria to be used.

**The Tender Evaluation will be on the basis of:**

Most Economically Advantageous Tender (MEAT)

MEAT ratio: 40% Technical, 60% Price

To give a total score the following calculation shall be used:

This Tender will be evaluated using the MEAT method. This is a comparative score and the scoring method is worked out using the ratio above. The optimum is the highest technical score and lowest price, this together would get the highest total score. If you had the highest technical score but your price was double that of the lowest compliant Tender, this would receive a lower total score. The score will be calculated to two decimal places. In the event of two or more Tenders being awarded the same total, the Tender with the lowest price will be selected.

### Evaluation Process

D2. The Tender evaluation process is split into a number of phases and shall be conducted separately for Commercial, Technical and Price aspects.

### Evaluation Overview

D3. An overview of the evaluation phases for this requirement is as follows:

Phase	Name	Evaluation	Result
1	SAQ Evaluation	Evaluation of the Suitability Assessment Questionnaire (SAQ) responses. Should the tenderer fail to pass the SAQ evaluation then the tenderer's tender will not be considered further.	Pass/Fail
2	Tender Board Compliance Check	Upon receipt of Tenders, they will be checked for completeness and compliance in accordance with the instructions issued in the Invitation to Tender. Should a bidder not provide a positive response to any of the requirements, or alternatively provide a detailed justification as to why a positive response cannot be given, the Authority reserves the right to either exclude the bidder from the evaluation process or, at its discretion, seek clarification. In the case of the latter, a failure by the bidder to provide a satisfactory response within the deadline specified in the request for clarification, <u>will</u> result in disqualification from the evaluation process.	Pass/Fail
3	Commercial Evaluation (Annex A to DEFFORM 47 and Section E)	The Commercial evaluation will check whether the tenderer has submitted all of the required information as described at paragraph D4.  These will be judged as a 'tender compliance' issue (i.e. Pass/Fail). Any suggested adjustments to the MOD Terms and Conditions by the tenderer will be subject to a 'risk assessment', to assess their acceptability, and may therefore be rejected if the associated risk is evaluated as	Pass/Fail

		being too high for the Authority to accept.  A bidder's tender will be deemed 'non-compliant' and therefore excluded from the remainder of the evaluation process if marked as a 'Fail' on the Commercial Evaluation.	
4	Technical Evaluation	The qualitative evaluation by the Authority's Subject Matter Experts will be undertaken independently without sight of pricing information. It will be conducted by scoring the tenderer's responses to the technical RORs at paragraph D.6.6.	A mark that comprises 40% of overall score.
5	Price Evaluation	Assessment conducted by the Authority to ensure a fair and reasonable overall price has been submitted by the Tenderer. The evaluation Methodology for the Price is detailed in paragraph D.7.	A mark that comprises 60% of overall score.
6	Evaluation Report	A full Evaluation Report will be produced for the procurement exercise. This report shall document the reasons why a Tender is deemed successful/unsuccessful. It shall also be of sufficient detail so as to support additional de-briefing where requested by an unsuccessful bidder.	

D.4 Tenderers should submit the following in order to comply with the Commercial requirements of this tender:

ROR No	Subject – Commercial	Scoring Criteria
1	A completed and signed copy of the DEFFORM 47 Annex A – Tender Submission Document.	All questions are Pass/Fail
2	A statement within the Tender submission that the Terms and Conditions of the Contract are accepted.	
3	A completed Schedule 7 of the SC3 Contract document with Firm Prices for administration and any other non-fuel charges and any rebate to be applied.	
4	Confirmation that their Tender is open for at least 60 calendar days from the Tender return date.	
5	The required amount of paper copies and CD Tenders (priced and unpriced) as indicated at Section E.	
6	The DEFFORM 28 Tender Return Label attached to the outer packaging.	
7	The Tenderer shall confirm that they have noted any clarification documents or revised documentation uploaded during the Tender process and confirm that they have used the latest version of the documentation.	

D5. Evaluation will be carried out in accordance with the Evaluation Criteria specified in the table above. Failure to meet the commercial criteria may result in your tender being declared non-compliant.

#### D.6 Technical Evaluation

D.6.1 Forty (40) 'points' will be allocated to the bidder who achieves the highest technical 'marks'. Subsequent points will then be awarded to the remaining bidders based on their technical marks as a percentage of the highest tendered technical mark. This calculation is subsequently converted to a technical score to reflect that this carries 40% of the total score.

D.6.2 Tenderers should note that a failure to achieve a minimum score of '6' (Satisfactory and acceptable response) against all Technical RORs will automatically render a tender non-compliant, to be excluded from the remainder of the evaluation process regardless of the total score attained.

D.6.3 The technical evaluation will assess the technical effectiveness of each bid. The evaluators will allocate a score against each of the Requirements of Response based upon the evaluator's individual assessment. Following the individual assessments, the Technical Evaluation Team will be convened for a single set of overall consensus scores to be agreed and allocated to each ROR response.

D. 6.4 The scoring guide characteristics applicable to all RORs are as follows:

Classification	Score	Definition
Outstanding response (fully compliant, with some areas exceeding requirements)	10	Submission sets out a robust solution (as for an 8 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the contracting authority; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described. Low/no risk solution for the contracting authority.
Fully satisfactory /very good response (fully compliant with requirements).	8	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/no risk solution for the contracting authority.
Satisfactory and acceptable response (compliant with no major concerns)	6	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Medium, acceptable risk solution to the contracting authority.
Partially acceptable response (one or more areas of major weakness)	4	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high risk solution for the contracting authority.
Unsatisfactory response (potential for some compliance but very major areas of weakness)	2	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a very high risk solution for the contracting authority.
No response (complete non-compliance)	0	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.

D 6.5 Scoring against each of the RORs shall be carried out in accordance with the following:

ROR Ser No.	Subject	Weighting	Score	Maximum Marks achievable
ROR 1	Geographical Coverage	30	10/8/6/4/2/0	300
ROR 2	Simplicity and Flexibility of Use	30	10/8/6/4/2/0	300
ROR 3	Data Capture	20	10/8/6/4/2/0	200
ROR 4	Electronic Ways of Working	20	10/8/6/4/2/0	200
ROR 5	Implementation Timetable	10	10/8/6/4/2/0	100
<b>MAXIMUM MARKS AVAILABLE</b>				<b>1100</b>

D.6.6 Details of the Technical RORs are as follows, tenderers must complete a full response against each of the requirements:

ROR Ser No	Description	Weighting
<b>1</b>	<p><b>GEOGRAPHICAL COVERAGE</b> The Authority is seeking a Supplier who will provide maximum geographical coverage of this service as detailed in the SOR (Schedule 5 to the Contract); therefore:</p> <p>a) Describe your solution to provide a transport fuel network across the countries as listed in the SOR, 24/7 and for 365 days of the year.</p> <p>b) Describe the standards you have in place to ensure that your organisation, partners and all employees, relevant to the requirement, adhere to all European or Country-specific legislation and regulations .</p>	<b>30</b>
<b>2</b>	<p><b>SIMPLICITY AND FLEXIBILITY OF USE</b> The Authority is seeking a Supplier who will be able to provide a simple system for the end users to be able to obtain fuel from roadside facilities; therefore:</p> <p>a) Describe your proposal to facilitate the procurement of fuel from roadside facilities, and throughout the countries as detailed in the SOR, via a single solution.</p> <p>b) Demonstrate the capabilities that you have in place or can draw upon to accommodate a changing volume of fuel and cards under this requirement.</p>	<b>30</b>
<b>3</b>	<p><b>DATA CAPTURE</b> The Authority is seeking a Supplier who will be able to provide a system where data capture on usage can occur; therefore:</p> <p>a) Describe your ability to capture transaction date, time, location, volume and price of fuel purchased across the European outlets, and to show Mineral Oil taxes deduction for fuel drawn when in Germany.</p>	<b>20</b>
<b>4</b>	<p><b>ELECTRONIC WAYS OF WORKING</b> The Authority is seeking a Supplier who will be able to provide a management information system which would facilitate electronic interoperability between the Supplier and the Authority; therefore:</p> <p>a) Describe how you would facilitate access by the Authority to a management information system so as to be able to identify users, record Points of Contacts as they change, terminate cards, set and change limits on cards, manage security and store transaction records. This is not an exhaustive list and the Authority would welcome further useful management information proposals with regard to this requirement.</p>	<b>20</b>

<b>5</b>	<p><b>IMPLEMENTATION TIMETABLE</b></p> <p>The Authority is seeking a Supplier who will provide a realistic implementation timetable, taking into account any necessary legislation as quickly as possible; therefore:</p> <p>a) Provide a detailed implementation plan with target timelines that would lead to full operability for both access to fuel and the management information solution.</p>	<b>10</b>
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**D.7 Evaluation of Price**

D.7.1 Following the Commercial and Technical Evaluations, those tenders considered compliant in accordance with the guidance provided in this section D will be scored in terms of their Price proposal . Sixty (60) 'points' will be allocated to the commercially and technically compliant bidder who has submitted the lowest tender price. Subsequent points will then be awarded to the remaining compliant bidders based on their total price as a percentage of the lowest tendered price. This calculation is subsequently converted to a price score to reflect that this carries 60% of the total score.

D.7.2 The price for evaluation purposes shall consist of

D.7.2.1 The Tenderer's average € price at the pumps in Nordrheinwestfalen for diesel fuel during the month of July 2017 (this will be multiplied by 500,000 to give a theoretical annual figure) LESS any € per litre rebate offered, plus

D.7.2.2 Any other annual administrative charge, or charge based on card usage.

**Non Competition Value for Money Analysis**

D.8 In the event that the Authority receives only one Tender, the Authority reserves the right to consult the MoD Cost Assurance and Analysis Team based in the UK in order to conduct an independent Value for Money Assessment.

## Section E – Instructions on Submitting Tenders

### Submission of your Tender

E1. Tenders must be sent to the Tender Board by the date and time stated in the covering letter to this DEFFORM 47. The Authority reserve the right to reject any Tender received after the stated date and time. You must provide two paper copies and one CD unpriced and one paper priced copy of your Tender. You must not email electronic copies until after the Tender Board has taken place. If you email your Tender before the Tender Board date, your Tender may be excluded from the competition.

E2. You must include the electronic copy of the unpriced Tender with the associated paper copies only. You must label CDs containing electronic copies of the Tender with "Includes Prices" or "Unpriced". The electronic copies of the Tenders must be compatible with Microsoft Office Word 2010 and other MS Office 2010 applications. If you password protect or encrypt any information on CDs containing prices you must supply the password / use compatible encryption methods so that the Authority can undertake a pricing evaluation.

E3. You must complete and include DEFFORM 47 Annex A (Offer) with your Tender. Where you select 'Yes' to any questions you must attach the relevant information.

E4. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.

E5. You must submit your paper and CD copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.

E6. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.

E7. If you intend to hand deliver your Tender you must inform the named Commercial Officer of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned.

E8. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

**E9. Please note that Tenders can only be signed for between the hours of 08:00-16:00 CET on week days and should not be delivered outside of this timeframe to avoid possible rejection.**

### Samples

E10. Samples are not required

## Section F – Conditions of Tendering

F1. The issue of ITT Documentation or ITT Material is not a commitment by the Authority to place a contract as a result of this competition or at a later stage. Any expenditure, work or effort undertaken prior to any offer and subsequent acceptance of contract, is a matter solely for your commercial judgement. The Authority reserves the right to:

- a. seek clarification or additional documents in respect of a Tenderer's submission;
- b. visit your site;
- c. disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT;
- d. disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest, the dynamic Pre-Qualification Questionnaire (PQQ) or the tender process;
- e. re-assess your suitability to remain in the competition, for example where there is a material change of control from supplier selection;
- f. withdraw this ITT at any time, or re-invite Tenders on the same or any alternative basis;
- g. re-issue this ITT on a single source basis, in the event that this procurement does not result in a 'competitive process' as defined in the Single Source Contract Regulations 2014, making such adjustments as would be required by the application of the Defence Reform Act 2014 and / or the Single Source Contract Regulations 2014;
- h. choose not to award any contract as a result of the current procurement process;
- i. award a contract for some of the Contractor Deliverables, unless you specifically oppose this in your Tender or state any minimum order quantities; and / or:
- j. ask for an explanation of the costs or price proposed in the tender where the tender appears to be abnormally low.

F2. The contract will be entered into when the Authority sends written notification of its entry into the contract, via a DEFFORM 159. Written notification will be issued, to the address you provide, on or before the end of the validity period specified in paragraph C4 and subject to paragraph F3.

F3. It is a Condition of Tendering that the winning Tenderer holds their Tender open for acceptance for the period stated in C4. This period starts on the day the Authority announces its decision to award the contract to the winning Tenderer in accordance with the Tender. In the event that legal proceedings are instigated, challenging the award of the contract, prior to entry into contract, it is a condition of this ITT that you hold your Tender open for acceptance during this period, and up to fourteen (14) days after the result of the legal proceedings. In the event of such legal challenge, the Authority agrees to use all reasonable measures to accelerate proceedings.

### Conforming to the Law

F4. You must comply with the UK Competition Act 1998, the UK Bribery Act 2010, applicable EU and UK legislation and any equivalent legislation in a third state.

F5. Your attention is drawn to legislation relating to the canvassing of a public official, collusive behaviour and bribery. If you act in breach of this legislation your Tender may be disqualified from this procurement. Disqualification will be without prejudice to any civil remedy available to the Authority or any criminal liability that your conduct may attract.

### Bid Rigging and Other Illegal Practices

F6. You must report any bid rigging, fraud, bribery, corruption, or any other dishonest irregularity in connection to this tendering exercise to:

Defence Regulatory Reporting Cell Hotline

0800 161 3665 (UK)

or

+44 1371 85 4881

(Overseas)

## Conflicts of Interest

F7. You must notify the Authority immediately of any Conflicts of Interest (COI) that have arisen or that arise at any point prior to contract award decision.

F8. Where there is an existing or potential Conflict of Interest (COI) you must include a proposed Compliance Regime in your Tender. As a minimum this must include:

- a. manner of operation and management;
- b. roles and responsibilities;
- c. standards for integrity and fair dealing;
- d. levels of access to and protection of competitors sensitive information and Government Furnished Information;
- e. confidentiality / non-disclosure agreements (e.g. DEFFORM 702);
- f. the Authority's rights of audit; and
- g. physical and managerial separation.

Should your Tender be accepted your proposed Compliance Regime will become part of the Contract Conditions and shall be legally binding.

## Government Furnished Assets

F9. Where the Authority provides Government Furnished Assets (GFA) in support of this competition, you must include details of the GFA in your Public Store Account and treat it in accordance with Def Stan 05-099. If unsuccessful in this competition, you must seek instructions for the GFA from the named Commercial Officer.

## Standstill Period

F10. The Authority is obliged under certain circumstances to allow a space of ten (10) calendar days between the date of dispatch of its notice to Tenderers before entering into a contract, known as the standstill period. This period is to give unsuccessful Tenderers an opportunity to make a legal challenge before the contract is entered into if there has been, or it is alleged that there has been, a breach of the Regulations. The standstill period ends at midnight at the end of the 10th day after the date the DEFFORM 158 is sent. Where this is not a working day, it extends to midnight at the end of the next working day.

## Publicity Announcement

F11. The Authority will publish notification of the contract and shall publish contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person, or might prejudice fair competition between suppliers. You should complete and return DEFFORM 539A as explained in the DEFFORM 47 Annex A and associated Appendix 1.

F12. If you wish to make a similar announcement, you must seek approval from the named Commercial Officer.

F13. Under no circumstances should you confirm to any Third Party the Authority's acceptance of an offer of contract prior to either informing the Authority of your acceptance or the Authority's announcement of the award of contract, whichever occurs first.

## Sensitive Information

F14. All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-governmental role delivering overall Government policy on public procurement, including ensuring value for money, related aspects of good procurement practice and answering Freedom Of Information requests.

F15. For these purposes, the Authority may share within Government any of the Contractor's documentation / information (including any that the Contractor considers to be confidential and / or

commercially sensitive such as specific bid information) submitted by the Contractor to the Authority during this procurement. Contractors taking part in this competition must identify any sensitive material in the DEFFORM 539A (or SC1B Schedule 4, SC2 Schedule 9, or SC3 Schedule 6) and consent to these terms as part of the competition process. This allows the MOD to share information with other Government Departments while complying with our obligations to maintain confidentiality.

F16. The Authority reserves the right to disclose on a confidential basis any information it receives from Tenderers during the procurement process (including information identified by the Tenderer as Commercially Sensitive Information in accordance with the provisions of this ITT/ITN) to any third party engaged by the Authority for the specific purpose of evaluating or assisting the Authority in the evaluation of the Tenderer's Tender. In providing such information the Tenderer consents to such disclosure.

### **Reportable Requirements**

F17. Listed in the DEFFORM 47 Annex A (Offer) are the Mandatory Declarations. It is a Condition of Tendering that you complete and attach the returns listed in the Annex and, where you select yes, you attach the relevant information.

F18. Failure to complete this part of the Annex in full makes your Tender non-compliant. Additional information provided in response to Appendix 1 may be used to support the Authority's evaluation of your tender, as detailed in Section D.

F19. If you are an overseas Contractor and your Tender is successful you will be required to provide the name and address of your bank and the relevant bank account number on contract award.

Ministry of Defence

Tender Ref No. CB/BFG/0138

Tender Submission Document (Offer)

To the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland (hereafter called "the Authority")

The undersigned Tenderer, having read the ITT Documentation, offers to supply the Contractor Deliverables at the stated price(s), in accordance with any referenced drawings and / or specifications, subject to the Conditions of Tendering. It is agreed that only the Contract Conditions or any amendments issued by the Authority shall apply.

<b>Applicable Law</b>				
I agree that any contract resulting from this competition shall be subject to German Law				Yes / No*
<b>Total Value of Tender (excluding VAT)</b>				
€ .....				
WORDS ..... <b>NOT APPLICABLE - ENABLING CONTRACT</b>				
<b>UK Value Added Tax</b>				
If registered for Value Added Tax purposes, please insert:				
a. Registration No .....				
b. Total amount of Value Added Tax payable on this Tender (at current rate(s)) £.....				
<b>Location of work (town / city) where contract will be performed by Prime:</b>				
Where items which are subject of your Tender are not supplied or provided by you, state location in town / city to be performed column (continue on another page if required)				
Tier 1 Sub-contractor Company Name	Town / city to be Performed	Contractor Deliverables	Estimated Value	SME Yes / No
<b>Mandatory Declarations</b> (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)):			<b>Tenderer's Declaration</b>	
Is the offer subject to the Authority contracting for all the Contractor Deliverables?			Yes* / No	
Is the offer made subject to a Minimum Order Quantity?			Yes* / No	
Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority-funding?			Yes* / No	
Are the Contractor Deliverables subject to Foreign Export Control and Security Restrictions? If the answer is Yes, please complete and attach DEFFORM 528			Yes* / No	
Have you obtained foreign export approval necessary to secure IP user rights for the Authority in Contract Deliverables, including technical data, as determined in the Contract Conditions?			Yes* / No	
Have you provided details of how you will comply with all regulations relating to the operation of the collection of custom import duties, including the proposed Customs-procedure to be used and an estimate of duties to be incurred or suspended?			Yes / No	
Have you completed Form 1686 for sub-contracts?			Yes / No	

Have you completed the compliance matrix/ matrices?	Not Required
Are you a Small Medium Sized Enterprise (SME)?	Yes / No
Have you and your sub-contractors registered with the Prompt Payment Code with regards to SMEs?	Yes / No
Have you completed and attached Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) Schedule 6 to SC3?	Yes / No
<del>If you have not previously submitted a Statement Relating to Good Standing, or circumstances have changed have you attached a revised version?</del>	N/A
<del>Do the Contractor Deliverables contain Asbestos, as defined by the control of Asbestos Regulations 2012?</del>	Yes* / No
<del>Have you completed and attached a DEFFORM 68 – Hazardous Articles, Deliverables materials or substances statement?</del>	Yes* / No
<del>Do the Contractor Deliverables (including Packaging) use Substances that deplete the Ozone Layer, as defined in Regulation (EC) 1005/2009 (as amended by EC 744/2010) of the European Parliament and of the Council.</del>	Yes* / No
Have you attached The Bank / Parent Company Guarantee?	Yes* / No / Not Required
Have you complied with the requirements of the Military Aviation Authority Regulatory Articles?	Yes / No / Not Required
Have you completed the additional Mandatory Requirements?	Yes / No / Not Required
*If selecting Yes to any of the above questions, please attach the information detailed in Appendix 1 to DEFFORM 47 Annex A (Offer).	
<b>Tenderer's Declaration of Compliance with Competition Law</b>	
<p>We certify that the offer made is intended to be genuinely competitive. No aspect of the price has been fixed or adjusted by any arrangement with any Third Party. Arrangement in this context includes any transaction, or agreement, private or open, or collusion, formal or informal, and whether or not legally binding. In particular:</p> <ul style="list-style-type: none"> <li>a. the offered price has not been divulged to any Third Party,</li> <li>b. no arrangement has been made with any Third Party that they should refrain from tendering,</li> <li>c. no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion,</li> <li>d. no discussion with any Third Party has taken place concerning the details of either's proposed price, and</li> <li>e. no arrangement has been made with any Third Party otherwise to limit genuine competition.</li> </ul> <p>We understand that any instances of illegal cartels or market sharing arrangements, or other anti-competitive practices, suspected by the Authority will be referred to the Competition and Markets Authority for investigation and may be subject to action under the Competition Act 1998 and the Enterprise Act 2002.</p> <p>We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.</p> <p>We agree that the Authority may share the Contractor's information / documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. We certify that we have identified any sensitive material in DEFFORM 539A.</p>	
Dated this..... day of ..... Year .....	
Signature:	In the capacity of
(Must be original)	..... (State official position e.g. Director, Manager, Secretary etc.)
Name: (in BLOCK CAPITALS)	Postal Address:
duly authorised to sign this Tender for and on behalf of:	Telephone No:
(Tenderer's Name)	Registered Company Number:
	Dunn And Bradstreet number:

## Information on Mandatory Declarations

### Part Tender

1. Under Condition of Tendering F1, the Authority reserves the right to order some or part of your Tender. If your offer is subject to the Authority contracting for all the Contractor Deliverables, select 'Yes' and provide further details in your Tender.

### Minimum Order Quantities

2. Where your offer is subject to minimum order quantities select 'Yes' and provide further details in your Tender.

### IPR Restrictions

3. Where the Contractor Deliverables are subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding you must select 'Yes' in Annex A (Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding) .

4. If you have answered 'Yes' in Annex A (Offer) as directed by paragraph 3 above, you must provide details in your Tender of any Contractor Deliverable which will be, or is likely to be, subject to any IPR restrictions or any other restriction on the Authority's ability to use or disclose the Contractor Deliverable, including export restrictions. In particular, you must identify:

- a. any restriction on the provision of information to the Authority; any restriction on disclosure or the use of information by the Authority; any obligations to make payments in respect of IPR, and any Patent or Registered Design (or application for either) or other IPR (including unregistered Design Right) owned or controlled by you or a Third Party;
- b. any allegation made against you, whether by claim or otherwise, of an infringement of Intellectual Property Rights (whether a Patent, Registered Design, unregistered Design Right, Copyright or otherwise) or of a breach of confidence, which relates to the performance of any resultant contract or subsequent use by or for the Authority of any Contractor Deliverables;
- c. the nature of any allegation referred to under sub-paragraph 4.b., including any obligation to make payments in respect of the Intellectual Property Right of any confidential information and / or;
- d. any action you need to take or the Authority is required to take to deal with the consequences of any allegation referred to under sub-paragraph 4.b.

5. You must, when requested, give the Authority details of every restriction and obligation referred to in paragraph 4. The Authority will not acknowledge any such restriction unless so notified under paragraph 4 or as otherwise agreed under any resultant Contract. You must also provide, on request, any information required for authorisation to be given under Section 2 of the Defence Contracts Act 1958.

6. If you have previously provided information under paragraphs 4 and 5 you can provide details of the previous notification, updated as necessary to confirm their validity.

### Notification of Foreign Export Control Restrictions

7. If, in the performance of the Contract, you need to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, you will be responsible for applying for the licence. The Authority will provide you with all reasonable assistance in obtaining any necessary UK import or export licence.

8. In respect of any Contractor Deliverables, likely to be required for the performance of any resultant contract, you must provide the following information in your Tender:

- a. Whether all or part of any Contractor Deliverables are or will be subject to:
  - (1) a non-UK export licence, authorisation or exemption; or
  - (2) any other related transfer control that restricts or will restrict end use, end user, re-transfer or disclosure.

You must complete DEFFORM 528 (or other mutually agreed alternative format) in respect of any Contractor Deliverables identified at paragraph 8 and return it as part of your Tender. If you have previously provided this information you can provide details of the previous notification and confirm the validity.

9. You must use reasonable endeavours to obtain sufficient information from your potential supply chain to enable a full response to paragraph 8. If you are unable to obtain adequate information, you must state this in your Tender. If you become aware at any time during the competition that all or part of any proposed Contractor Deliverable is likely to become subject to a non-UK Government Control through a Government-to-Government sale only, you must inform the Authority immediately by updating your previously submitted DEFFORM 528 or completing a new DEFFORM 528.

10. This does not include any Intellectual Property specific restrictions mentioned in paragraph 4.

11. You must notify the named Commercial Officer immediately if you are unable for whatever reason to abide by any restriction of the type referred to in paragraph 8.

12. Should you propose the supply of Contractor Deliverables of US origin the export of which from the USA is subject to control under the US International Traffic in Arms Regulations (ITAR), you must include details on the DEFFORM 528. This will allow the Authority to make a decision whether the export can or cannot be made under the US-UK Defense Trade Co-operation Treaty. The Authority shall then convey its decision to the Tenderer. If the Authority decides that use of the Treaty for the export is permissible, it is your responsibility to make a final decision whether you want to use that route for the export concerned if you are awarded the contract.

### **Import Duty**

13. European Union (EU) legislation permits the use of various procedures to suspend customs duties.

14. For the purpose of this competition, for any deliverables not yet imported into the EU, you are required to provide details of your plans to address customs compliance, including the Customs procedures to be applied (together with the procedure code) and the estimated Import Duty to be incurred and / or suspended.

15. You should note that it is your responsibility to ensure compliance with all regulations relating to the operation of the accounting for import duties. This includes but is not limited to obtaining the appropriate Her Majesty's Revenue & Customs (HMRC) authorisations.

### **Sub-contracts Form 1686**

16. Form 1686 (also known as Appendix 5) is to be used in all circumstances where contractors wish to place a sub-contract with a contractor where the release of OFFICIAL-SENSITIVE information is involved. The process will require submission of the single page document either directly to the MOD Project Team or, where specified, to the DE&S Security Advice Centre. You can find further information in the Security Policy Framework - Contractual Process.

### **Small and Medium Enterprises**

17. The Authority is committed to supporting the Government's small and medium-sized enterprise (SME) initiative; its ambitious target is that every £1 in every £3 that the Government spends should be with small businesses by 2020. Our goal is that 25% of MOD spending should be spent with SMEs by 2020; this applies to the money which the MOD spends directly with SMEs and through the supply chain. The Authority uses the European Commission definition of an SME.

18. A key aspect of the Government's SME Policy is ensuring that its suppliers throughout the supply chain are paid promptly. All suppliers to the Authority and their sub-contractors are encouraged to make their own commitment and register with the Prompt Payment Code.
19. Suppliers are also encouraged to work with the Authority to support the Authority's SME initiative. Information on the Authority's purchasing arrangements, our commercial policies and our SME policy can be found at Gov.UK.
20. The opportunity also exists for Tenderers to advertise any sub-contract valued at over £10,000 in the MOD Contracts Bulletin and further details can be obtained directly from:

BiP Solutions Ltd  
Web address: [www.contracts.mod.uk](http://www.contracts.mod.uk)  
Tel No: 0845 270 7099

## **Transparency, Freedom of Information and Environmental Information Regulations**

21. You should be aware that the contents of any resultant contract may be published in line with government policy set out in the Prime Minister's letter of May 2010 (Government Transparency and Accountability) and the information contained within SC3 Conditions of Contract Clause A14.
22. Before publishing the contract, the Authority will redact any information which is exempt from disclosure under the Freedom of Information Act 2000 ("the FOIA") or the Environmental Information Regulations 2002 ("the EIR").
23. You should complete the attached Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) explaining which parts of your Tender you consider to be commercially sensitive. This includes providing a named individual who can be contacted with regard to FOIA and EIR.
24. You should note that while your views will be taken into consideration, the ultimate decision whether to publish or disclose information lies with the Authority. You are advised to provide as much detail as possible on the form. It is highly unlikely that a Tender will be exempt from disclosure in its entirety. Should the Authority decide to publish or disclose information against your wishes, you will be given prior notification.

## **Electronic Purchasing**

25. Tenderers must note that use of the Contracting, Purchasing and Finance (CP&F) electronic procurement tool is a mandatory requirement for any resultant contract awarded following this Tender. By submitting this Tender you agree to electronic payment. Please feel free to consult the service provider on connectivity options. Failure to accept electronic payment will result in your Tender being non-compliant.

## **Change of Circumstances**

26. If you have not previously submitted a Statement Relating to Good Standing or circumstances have changed, please select 'Yes' and submit a Statement Relating to Good Standing with your Tender.

## **Asbestos, Hazardous Items and Depletion of the Ozone Layer**

27. The Authority is required to report any items that use asbestos, that are hazardous or where there is an impact on the Ozone. Where any Contractor Deliverables fall into one of these categories select 'Yes' and provide further details in your Tender.

## **Military Aviation Authority (MAA) Requirements**

28. There are no MAA Requirements.

## **Bank or Parent Company Guarantee**

29. A Bank or Parent Company Guarantee is not required.

## The Armed Forces Covenant

30. The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the Armed Forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

31. The Covenant's two principles are that:

- a. the Armed Forces community would not face disadvantages when compared to other citizens in the provision of public and commercial services; and
- b. special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

The Authority encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

32. The Armed Forces Covenant provides guidance on the various ways you can demonstrate your support through the Corporate Covenant.

33. If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: [covenant-mailbox@mod.uk](mailto:covenant-mailbox@mod.uk)

Address: Armed Forces Covenant Team

Zone D, 6<sup>th</sup> Floor, Ministry Of Defence

Main Building, Whitehall, London, SW1A 2HB

34. Paragraphs 30 - 33 above are not a condition of working with the Authority now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, the Authority very much hopes you will want to provide your support.

# Estimated Procurement Timescales

Department / organisation

BRITISH FORCES GERMANY (BFG)

Title of procurement

PROVISION OF AGENCY FUEL CARDS BY BRITISH FORCES GERMANY (BFG) ON BEHALF OF THE MOD.

Start date

21/07/2017

Planned date of contract award

02/10/2017

Not to be used for General  
Correspondence with the  
Ministry

Affix  
Stamp  
Here

THE TENDER BOARD

  
Army Commercial  
Bldg 5, Catterick Kaserne  
Detmolder Strasse 440  
33605 Bielefeld  
Germany

**Tender No: CB/BFG/0138**  
**Due: 11:00 CET**  
**28/08/2017**

DEFFORM 28  
Edn 6/09

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