

## Enabling Support Contract for Aircraft Covers

### 1. Part 1: Form A: Organisation and Contact Details

#### 1.1- Organisation Details

1.1.1- Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.2- Address line 1

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.3- Address Line 2

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.4- Address Line 3

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.5- Town

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.6- County

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.7- Post Code

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.8- Company or Charity Registration Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.9- Please provide your Data Universal Numbering System (DUNS) number. If your organisation does not have a DUNS number, please obtain a DUNS number from Dun & Bradstreet (which is free of charge) and provide the Duns number to the Authority no later than 15 working days after the closing date for return of this PQQ.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.10- VAT Registration Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.11- Name of immediate parent company

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.12- Name of ultimate parent company

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.1.13- Type of organisation

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

Options:

1. (i) a public limited company.
2. (ii) a limited company.

3. (iii) a limited liability partnership.
4. (iv) other partnership.
5. (v) sole trader.
6. (vi) other (please specify).

1.1.14- If other, please specify.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2- Contact Details

1.2.1- Name

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.2- Address Line 1

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.3- Address Line 2

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.4- Address Line 3

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.5- Town

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.6- County

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.7- Post Code

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.8- Country

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.9- Telephone Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.10- Mobile Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.11- Email

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.3- Consortia and Sub-Contracting

1.3.1- Please confirm the following:

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

Options:

1. a) Your organisation is bidding to provide the services required itself.
2. b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services.

3. c) The Potential Provider is a consortium.

1.3.2- If your answer is (b) or (c) please indicate by confirming the relevant company/organisation name, the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4- For completion by non-UK businesses only

1.4.1- Registration with professional body - Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Schedule 3 of the DSPCR) under the conditions laid down by that member state).

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.2- If "yes", please provide a copy of the certificate of registration or similar record.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.3- Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.4- If yes, please provide details of what is required and confirm that you have complied with this.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

2. Part 1: Form B - Grounds for Mandatory Rejection

2.1- Please state 'Yes' or 'No' to each question.

2.1.1- a) Conspiracy within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.2- b) Involvement in serious organised crime or directing serious organised crime within the meaning of section 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.3- c) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906\*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.4- d) The offence of bribery.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.5- e) Bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.6- f) Bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.7- g) Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union\*, within the meaning of:

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to

prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

Options:

1. (i) the offence of cheating the Revenue;
2. (ii) the offence of conspiracy to defraud;
3. (iii) fraud or theft within the meaning of the Theft Act 1968\* the Theft Act (Northern Ireland) 1969\*, the Theft Act 1978\* or the Theft (Northern Ireland) Order 1978\*;
4. (iv) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
5. (v) in Scotland, the offence of fraud;
6. (vi) in Scotland, the offence of theft;
7. (vii) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies Act (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
8. (viii) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994\*;
9. (ix) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
10. (x) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968\* or section 19 of the Theft Act (Northern Ireland) 1969\* or making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
11. (xi) in Scotland the offence of uttering; or
12. (xii) in Scotland, the criminal offence of attempting to pervert the course of justice.
13. (xiii) Not applicable, none of the offences apply

2.1.8- h) Money laundering within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988, section 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 or the Money Laundering Regulations 2003 or money laundering or terrorist financing within the meaning of the Money Laundering Regulations 2007\*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.9- i) Terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Framework Decision 2002/475/JHA\*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B,

you will automatically be deemed unsuccessful.

2.1.10- j) An offence in connection with proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.11- k) In Scotland, the offence of incitement to commit any of the crimes described in Regulation 23(1).

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.12- l) Any other offence within the meaning of Article 39(1) of the Defence and Security Procurement Directive 2009/81/EC as defined by the national law of any member State.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

### 3. Part 1: Form C - Grounds for discretionary rejection

3.1- Please state 'Yes' or 'No' to each question.

3.1.1- a) Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this

procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.1.2- b) Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.1.3- c) Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part of the company's business or is the subject of similar procedures under the law of any other State?

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2- Please state 'Yes' or 'No' to each question

3.2.1- a) Been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.2- b) Committed an act of grave misconduct in the course of its business or profession, including a breach of obligations regarding security of information or security of supply required by the contracting authority in accordance with Regulation 38 or 39 of the DSPCR during a previous contract.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from

participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.3- c) Been told by a contracting authority, that the Potential Provider does not to possess the reliability necessary to exclude risks to the security of the United Kingdom\*.

Scoring and Weighting Criteria - \* Please note that under the DSPCR the Authority may, on the basis of any evidence, including protected data sources, not select Potential Providers that do not to possess the reliability necessary to exclude risks to the security of the United Kingdom.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.4- d) Failed to fulfil 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 it is established.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.5- e) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which it is established.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

#### 4. PART 1: FORM D - Economic and Financial Standing

##### 4.1- Financial Information

##### 4.1.1- What was your overall turnover in each of the last two financial years?

Scoring and Weighting Criteria - Please enter the information in the following format for each year required: £..... for year ended --/--/----

All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

##### 4.2- Please provide the information indicated below



4.2.1- A copy of your audited accounts for the most recent two years or for the period that is available if trading for less than two years.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2.2- A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2.3- A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2.4- Alternative means of demonstrating financial status if trading for less than a year.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

#### 4.3- Insurance

4.3.1- Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

### 5. PART 1: FORM E - Technical and Professional Ability

#### 5.1- Experience and Contract Examples

##### 5.1.1- Customer Organisation (name)

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

##### 5.1.2- Contact Name

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

##### 5.1.3- Contact Telephone Number

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

##### 5.1.4- Contact Email Address

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

##### 5.1.5- Contract Start Date

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

##### 5.1.6- Contract Completion Date

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E,

you will automatically be deemed unsuccessful.

#### 5.1.7- Contract Value

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.8- Brief description of contract (max 150 words) including evidence as to your technical capability in this market.

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.2- Experience and Contract Examples

5.2.1- If you cannot provide at least one example, please briefly explain why (100 words max)

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.3- Electronic Trading

5.3.1- Do you possess the technical equipment and know-how to conduct electronic trading with the Authority by being already connected to the CP&F system?

Scoring and Weighting Criteria - All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.3.2- If you answered "No" to the above question, please confirm that you possess the technical ability to take all necessary measures to connect to the CP&F system if the Authority decides to award the Contract to you?

Scoring and Weighting Criteria - All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.4- Mandatory Selection Criterion for the Government's Cyber Essentials Scheme

5.4.1- Your organisation currently has a current and valid Cyber Essentials certificate, which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months

5.4.2- Your organisation does not currently have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies BUT you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the Commencement Date of the Contract.

5.4.3- Your organisation does not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or will be able to demonstrate by the Commencement Date of the Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme, as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

and that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the last 12 months) that your organisation demonstrates current compliance with Cyber Essentials technical requirements.

5.4.4- Please confirm you are working with your proposed supply chain to ensure where appropriate that

they either have a Cyber Essentials certificate, are working towards obtaining one or that they can demonstrate and provide evidence that they have the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the link above, and that you will have this in place by the Commencement Date of each of your supplier Contracts. (Answer 'No' if this does not apply, i.e. there is no supply chain).

5.4.5- If you have any comments you wish to offer in support of your answers, for example if you want to explain why not every member of your supply chain holds the appropriate level of certification, you can provide them here. The Authority may, at its discretion, consider your comments when determining whether it will pass or fail your answers. Note: You are not obliged to provide any comments; the option to provide them is to allow you to offer the rationale for your answers where you feel it necessary to do so.

## 6. PART 2: FORM F: Project Questions

### 6.1- Project Related Questions

6.1.1- Please provide details of the Potential Provider's ability to supply equipment in contracts where time is of the essence. Please provide details of time frames that were worked to and examples of how these were achieved or improved upon.

If time frames were not met please explain why and describe what action has been taken to improve upon this.

Scoring and Weighting Criteria - The marking scheme set out below:

- 0 – No Answer
- 1 – Poor
- 2 – Satisfactory
- 3 – Good
- 4 – Very good
- 5 – Excellent

### 6.2- Project Related Questions 2

6.2.1- Please provide evidence of the Potential Provider's experience in manufacturing Aircraft Covers. Evidence can include successfully managing a requirement of this size and nature.

Scoring and Weighting Criteria - The marking scheme set out below:

- 0 – No Answer
- 1 – Poor
- 2 – Satisfactory
- 3 – Good
- 4 – Very good
- 5 – Excellent

### 6.3- Quality Questions

6.3.1- The Potential Provider will be required to hold Appropriate Certification (ISO 9001-2015 or equivalent) issued by an independent 3rd Party Certification Body and with a Scope that is relevant to the product to be delivered. The 3rd Party Certification Body will have been accredited by a National Accreditation Body (UKAS or equivalent) which is a signatory to the IAF Multi-Lateral Agreement or IAF Accredited Regional Accreditation Group. If held, please upload the Appropriate Certification.

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

6.3.2- Please provide details of the Potential Provider's measures for ensuring quality in relation to the goods to be sold or the services provided under the contract.

Scoring and Weighting Criteria - Details of the Potential Provider's measures to ensure quality such as any recognised quality management certification or quality management systems. If the Potential Provider does not have quality certification or a quality management system, please explain why.

This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

6.3.3- If available, upload a Certificate of Satisfactory Completion (works) or Certificate of completion from a

customer confirming that the supplies or services were satisfactorily delivered to the correct quality standard.

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

#### 6.4- Additional Questions for Technical or Professional Capability

6.4.1- Please provide details of the Potential Provider's, tools, material, technical equipment, know-how and sources of supply available to perform the contract.

Scoring and Weighting Criteria - Statement of available tools, material, technical equipment, know-how and sources of supply within the EU.

The marking scheme set out below:

0 – No Answer

1 – Poor

2 – Satisfactory

3 – Good

4 – Very good

5 – Excellent

6.4.2- Please provide details of the Potential Provider's technical ability to perform the contract, including details of skills, efficiency, experience and reliability relevant to the contract.

Scoring and Weighting Criteria - The marking scheme set out below:

0 – No Answer

1 – Poor

2 – Satisfactory

3 – Good

4 – Very good

5 – Excellent

#### 6.5- Health & Safety

6.5.1- Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirement

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

6.5.2- Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

6.5.3- If you use sub-contractors, for all key sub-contractors (including sub-contractors that deliver any steel that will be used in performing the contract), then:

(i) do you have the processes in place to check whether any of the circumstances outlined at **6.5.1** and **6.5.2** apply to these other organisations; and

(ii) are you able to confirm the subcontractors are compliant with the relevant health and safety and employment legislation that applies to their work under the subcontract.

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

6.5.4- If you have any comments you wish to offer in support of your answers to Question **6.5.3**, for example if you want to explain why you cannot confirm every member of your supply chain is compliant with the appropriate legislation, you can provide them here. The Authority may, at its discretion, consider your comments when determining whether it will pass or fail your answers. Note: You are not obliged to provide any comments; the option to provide them is to allow you to offer the rationale for your answers where you feel it necessary to do so.

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

## 7. PART 2: FORM G: Defence and Security Questions

### ~~7.1 Security Information (1)~~

#### ~~7.1.1 Company name~~

~~Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.~~

#### ~~7.1.2 Facility Security Clearances~~

~~Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.~~

### ~~7.2 Security of Information (2)~~

~~7.2.1 If a Potential Provider or subcontractors do not possess the required FSC, it is to state whether:~~

~~Options:~~

~~1. a) the Company has applied for and waiting for a FSC; or has previously applied unsuccessfully for a FSC; or has not applied for FSC but is willing to apply for FSC; and~~

~~2. b) the Company is also prepared to take all necessary security measures to obtain an FSC under their relevant national rules.~~

~~7.2.2 The time limit for acquiring FSC is 01/10/18. Please confirm your understanding that FSC or provisional status must be in place before this date.~~

~~Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.~~

### 7.3- Security of Supply (1)

7.3.1- Further to the response at question 6.4.1 above in Form F, the Potential Provider is to describe the sources of supply that are outside the European Union which the Potential Provider has as its disposal or on which it will significantly rely to perform the contract, and cope with any additional needs the Authority may have as a result of crisis.

Scoring and Weighting Criteria - Confirm the following: (i) name of resource, (ii) location of resources outside the EU, (iii) types of Goods, Works or Services, (iv) criticality to meeting the requirement

#### 7.3.2- Location of Resources Outside the EU

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

#### 7.3.3- Type of Goods, Works or Services

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

#### 7.3.4- Criticality to meeting the requirement

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

### 7.4- Security of Supply (2)

7.4.1- The Potential Provider is to describe how it will manage the supply chain to mitigate any risks to the performance of the contract and satisfy any additional needs the Authority may have as a result of crisis arising from identified sources of supply (in particular those that are outside the European Union) which the Potential Provider has as its disposal or on which it will significantly rely.

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

7.4.2- The Potential Provider is required to have a minimum of a Baseline Personnel Security Standard (BPSS). Please confirm whether the Potential Provider holds a BPSS.

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

7.4.3- If a Potential Provider does not possess the required BPSS the time limit for acquiring BPSS is

01/10/18. Please confirm your understanding that a BPSS must be in place before this date.

Scoring and Weighting Criteria - This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

#### 7.5- Intellectual Property Rights

7.5.1- The Potential Provider is to state its internal rules with regard to Intellectual Property (IP), in particular with regard to its business approach to dealing with intellectual property necessary to meet the Authority's requirements, to include its ability to:

- Protect and maintain the confidentiality of IP both provided by the Authority and generated by the Potential Provider to meet the Authority's requirements;
- Acquire and maintain access to the IP necessary to meet the Authority's requirements. This includes technology transfer to or from a parent company or a subsidiary company or a subcontractor or third party located outside the UK or EU on which the Potential Provider will significantly rely to meet the Authority's requirements;
- Grant licence rights or assign IP to the Authority as necessary to meet the Authority's requirements; and
- Demonstrate compliance with these internal rules to the Authority.

Scoring and Weighting Criteria - Please provide a statement of Internal Rules for Intellectual Property Rights. This question is PASS/FAIL. If you fail this question you will automatically be deemed unsuccessful.

### 8. Signature

#### 8.1- Confirmation

##### 8.1.1- Part 1

Options:

1. Form A
2. Form B
3. Form C
4. Form D

##### 8.1.2- Part 2

Options:

1. Form E
2. Form F
3. Form G

#### 8.2- Form Completed By

##### 8.2.1- Name

##### 8.2.2- Date

##### 8.2.3- Signature on behalf of the Potential Provider