

LSBU15/0016 - SUPPLY OF HVAC SPARES

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- 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.

1.1.7- 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.

1.1.8- 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 Annexes IX A-C of Directive 2004/18/EC) 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, 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 - In some circumstances the Authority is required by law to exclude you from participating further in this procurement. If you answer ‘yes’ to any question in this section it is very unlikely that your application will be accepted. If you answer “yes”, please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

☐ Please state ‘Yes’ or ‘No’ to each 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) 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*, where the offence relates to active corruption.

Scoring and Weighting Criteria - In some circumstances the Authority is required by law to exclude you from participating further in this procurement. If you answer ‘yes’ to any question in this section it is very unlikely that your application will be accepted. If you answer “yes”, please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

☐ Please state ‘Yes’ or ‘No’ to each 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) The offence of bribery, where the offence relates to active corruption; the offence of bribery within the meaning of section 1 or 6 of the Bribery Act 2010;

Scoring and Weighting Criteria - In some circumstances the Authority is required by law to exclude you from participating further in this procurement. If you answer ‘yes’ to any question in this section it is very unlikely

that your application will be accepted. If you answer “yes”, please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

☐ Please state ‘Yes’ or ‘No’ to each 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) 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 - Please only tick the box IF you have committed any of the activities listed - if you have not please simply do not click any of the tick boxes and proceed to the next 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) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006
5. (v) defrauding the Customs within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994
6. (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993
7. (vii) destroying, defacing or concealing of documents or procuring the extension 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
8. (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006
9. (ix) making, adapting, supplying, or offering to supply articles for use in frauds within the meaning of Section 7 of the Fraud Act 2006

2.1.5- e) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002

Scoring and Weighting Criteria - In some circumstances the Authority is required by law to exclude you from participating further in this procurement. If you answer ‘yes’ to any question in this section it is very unlikely that your application will be accepted. If you answer “yes”, please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

☐ Please state ‘Yes’ or ‘No’ to each 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) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46, or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

Scoring and Weighting Criteria - In some circumstances the Authority is required by law to exclude you from participating further in this procurement. If you answer ‘yes’ to any question in this section it is very unlikely that your application will be accepted. If you answer “yes”, please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

☐ Please state ‘Yes’ or ‘No’ to each 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) 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 - In some circumstances the Authority is required by law to exclude you from

participating further in this procurement. If you answer 'yes' to any question in this section it is very unlikely that your application will be accepted. If you answer "yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

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

2.1.8- h) Any other offence within the meaning of Article 45(1) of the Directive 2004/18/EC as defined by the national law of any relevant State.

Scoring and Weighting Criteria - In some circumstances the Authority is required by law to exclude you from participating further in this procurement. If you answer 'yes' to any question in this section it is very unlikely that your application will be accepted. If you answer "yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

☑ Please state 'Yes' or 'No' to each 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 - The Authority is entitled to exclude you from consideration 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 - The Authority is entitled to exclude you from consideration 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 - The Authority is entitled to exclude you from consideration 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

Scoring and Weighting Criteria - The Authority is entitled to exclude you from consideration 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

Scoring and Weighting Criteria - The Authority is entitled to exclude you from consideration 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) 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 - The Authority is entitled to exclude you from consideration 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.

3.2.4- d) 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 - The Authority is entitled to exclude you from consideration 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) Been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?

Scoring and Weighting Criteria - The Authority is entitled to exclude you from consideration 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- 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 - Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

☐ Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate by the Authority.

☐ 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. A Supplier only has to provide one of the documents listed at 4.1.1 - 4.1.4.

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

Scoring and Weighting Criteria - Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

☐ Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate by the Authority.

☐ 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. A Supplier only has to provide one of the documents listed at 4.1.1 - 4.1.4.

4.1.3- 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 - Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

☐ Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate by the Authority.

☐ 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. A Supplier only has to provide one of the documents listed at 4.1.1 - 4.1.4.

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

Scoring and Weighting Criteria - Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

☑Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate by the Authority.

☑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. A Supplier only has to provide one of the documents listed at 4.1.1 - 4.1.4.

4.2- Insurance

4.2.1- 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 - Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

☑Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate by the Authority.

☑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- Staffing

5.3.1- How many staff does your organisation (including consortia members or named sub-contractors where appropriate) employ relevant to the carrying out of services and/or delivery of goods similar to those required under this contract?

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- Electronic Trading

5.4.1- Do you possess the technical equipment and know-how to conduct electronic trading with the Authority by being already connected to the P2P 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.

5.4.2- If you answered "No" to 5.4.1 above, please confirm that you possess the technical ability to take all necessary measures to connect to the P2P 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.

6. PART 2: FORM F: Defence Sector and Project Specific Questions

6.1- Accreditation

6.1.1- Please provide evidence of your ISO 9001:2008 (or equivalent) accreditation in a scope relevant to this requirement. Should this requirement fall outside your scope of activities but you intend to establish a supply chain who hold relevant accreditation then please supply evidence of such. Failure to provide the necessary evidence shall exclude your company from further participation in this requirement.

Scoring and Weighting Criteria - Pass/Fail

6.2- Organisation Structure

6.2.1- Please provide your organisation and management hierarchy in the form of an organisation chart, identifying key personnel who would be involved in delivering any resultant Contract and their level of experience/competence relevant to this requirement.

?

Scoring Criteria to be applied:

0= No Answer – No chart provided

1= Poor- The Potential Provider has not provided an adequate organisation chart, no key staff are identified or levels of competence given.

2= Satisfactory – The Potential Provider has provided a basic organisation chart that identifies key staff and basic information regarding levels of competence/experience.

3= Good - The Potential Provider has provided a clear chart that identifies key staff and their level of competence/experience is considered adequate.

4= Very Good – The chart provided is detailed and gives full information regarding key staff and all have good levels of experience/competence.

5= Excellent – The Potential Provider has provided a very detailed organisation chart clearly identifying key members of staff who would be involved in any resultant contract and who have high levels of experience or competence.

Scoring and Weighting Criteria - 5%

6.3- Technical Capability

6.3.1- Please describe the relevant principal areas of business activity of your organisation and the number of years you have been involved in this activity.

?

Scoring Criteria to be applied:

0= No Answer.

1= Poor – The Potential Provider has provided very little information, or the core business demonstrated cannot be linked to this requirement.

2= Satisfactory – The Potential Provider has demonstrated a core business in an area which is similar to this requirement.

3= Good - The Potential Provider has provided evidence of its core business elements of which can easily be linked to this requirement.

4= Very Good – The Potential Provider has clearly demonstrated a core business all of which can be linked to this requirement.

5= Excellent – The Potential Provider has clearly demonstrated a well established core business which is closely linked to this requirement.

Scoring and Weighting Criteria - 20%

6.4- Sourcing Requirements

6.4.1- Demonstrate your ability to source MOD requirements by NATO Stock Number using ISIS and your capacity to undertake sourcing and support of additional Contract items of a similar nature.

0

Scoring Criteria to be applied:

0= No Answer.

1= Poor – The Potential Provider has provided little or no evidence of their ability to source MOD requirements.

2= Satisfactory – The Potential Provider has made reference to ISIS and provided basic detail in their ability to source MOD requirements.

3= Good - The Potential Provider has made stated a commitment to ISIS and has confirmed the intention to obtain access to ISIS.

4= Very Good – The Potential Provider has demonstrated a sound approach to sourcing items by NATO Stock Number. Has applied for access to ISIS and confirmed a willingness to support additional Contract items as and when required.

5= Excellent – The Potential Provider has provided evidence to indicate experience of sourcing MOD requirements by NATO Stock Number. Has full access to ISIS and understands how to identify approved sources of supply. Described clearly defined processes and resources for sourcing and supporting additional requirements during the lifetime of the Contract.

Scoring and Weighting Criteria - 25%

6.5- Quality

6.5.1- Please describe what internal procedures are in place for identifying and recording non-compliant work (in terms of quality) and for subsequently implementing corrective and preventative actions.

0

In case of a Consortium/Partnership proposal, provide details of quality assurance arrangements to be implemented.

0

Scoring Criteria to be applied:

0= No information provided.

1= Poor – The Potential Provider has provided little information and no evidence of procedures in place for identifying non-compliances.

2= Satisfactory – The Potential Provider has provided evidence of identifying and recording non-compliant work. There is limited detail regarding implementing corrective and preventative actions.

3= Good – The Potential Provider has provided evidence of identifying and recording non-compliant work. Some detail regarding implementing corrective and preventative actions has been provided with examples of current procedures.

4= Very Good – The Potential Provider has provided well established procedures for the recording of non

compliances and evidence of where implementing corrective and preventative has proven successful.

25= Excellent – The Potential Provider has provided well established procedures for the recording of non compliances and evidence of corrective and preventative measures also provided with examples of how these can be used for this requirement.

Scoring and Weighting Criteria - 20%

6.6- Supplier Selection

6.6.1- Please outline your process for qualifying approved or preferred suppliers, including whether SMEs are encouraged within the supply chain.

2

2Scoring Criteria to be applied:

20= No Answer.

21= Poor – The Potential Provider has provided little or no evidence of an effective supplier selection process.

22= Satisfactory – The Potential Provider has provided detail of a basic process to select suppliers.

23= Good - The Potential Provider has provided evidence of current processes to establish approved suppliers.

24= Very Good – The Potential Provider has demonstrated a current and effective process for identifying and approving suppliers.

25= Excellent – The Potential Provider has clearly demonstrated a well established and on going process for identifying and approving suppliers and given details of how SMEs are encouraged within their tendering process.

Scoring and Weighting Criteria - 15%

6.7- Supply Chain Management

6.7.1- Please describe your process for monitoring the performance of your supply chain and for recovering situations where a supplier's performance falls below the expected standard.

2

2Scoring Criteria to be applied:

20= No Answer.

21= Poor – The Potential Provider has provided little or no evidence of any monitoring of their supply chain.

22= Satisfactory – The Potential Provider has provided some information detailing a basic process in place to monitor their supply chain.

23= Good - The Potential Provider has demonstrated current processes in place to monitor the performance of their suppliers.

24= Very Good – The Potential Provider has clearly demonstrated an effective process for monitoring the performance of their suppliers.

25= Excellent – The Potential Provider has clearly demonstrated a well established and regularly reviewed process for monitoring their supply chain and included details of how dips in performance are managed.

Scoring and Weighting Criteria - 15%

7. Signature

7.1- Form Completed By

7.1.1- Name

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

7.1.2- Date

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

7.1.3- Signature on behalf of the Potential Provider

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