|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| MOD_CMYK_AW | |  | | |  |
| Theo Tonkin | |  |
| DES C17CSAE-Commercial15 | |  |
|  | |  |
| MoD Abbey Wood  NH1 Atrium #1027  Bristol, BS34 8JH | |  |
| Email: Theo.Tonkin100@mod.gov.uk | |
|  | |  | |  |  |
|  | |  | |  |  |
| Reference: 708920451  Date: 30/05/2025 | | |  |  |  |
|  |
|  |  |
|  |
|  |  |
|  |  |
|  |  | |  |  |  |

Dear Sir/Madam

**Invitation To Negotiate (ITN) Reference No. 708920451 – Provision of Aircraft Document Reader and Associated Support for A400M and C-17**

1. You are invited to tender for Provision of Aircraft Document Reader and Associated Support for A400M and C-17 in competition in accordance with the attached documentation.
2. The requirement is for a security accredited single platform system for the document handling, processing, assuring content, editing, publishing, distribution, viewing and hosting of Air Document Set (ADS) and Technical Information Document (TID) in digital format up to Official-Sensitive classification.
3. The anticipated date for the Contract award decision is 08/09/2025, please note that this is an indicative date and may change.
4. You must submit your Tender to the Defence Sourcing Portal by 16:00 (GMT) on 30/06/2025.

Yours faithfully

**[Redacted]**

# Invitation To Negotiate

# for

## Provision of Aircraft Document Reader and Associated Support for A400M and C-17 Reference No. 708920451Contents

This Invitation to Tender sets out the requirements that Tenderers must meet to submit a valid Tender. It also contains the draft Contract, further related documents and forms and sets out the Authority’s position with respect to the competition.

This invitation consists of the following documentation:

DEFFORM 47 – Invitation ToNegotiate. The DEFFORM 47 sets out the key requirements that Tenderers must meet to submit a valid Tender. It also sets out the conditions relating to this competition. For ease it is broken into:

* + Section A – Introduction Page 3
  + Section B – Key Tendering Activities Page 8
  + Section C – Instructions on Preparing Tenders Page 9
  + Section D – Tender Evaluation Page 10
  + Section E – Instructions on Submitting Tenders Page 15
  + Section F – Conditions of Tendering Page 16
  + DEFFORM 47 Annex A – Tender Submission Document (Offer) Page A1
    - Appendix 1 to DEFFORM 47 Annex A (Offer) – Information on Mandatory Declarations

## Section A – Introduction

**DEFFORM 47 Definitions**

In this ITN the following words and expressions shall have the meanings given to them below:

1. “The Authority” means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, acting as part of the Crown.
2. “Compliance Regime” is a legally enforceable set of rules, procedures, physical barriers and controls that, together, act to prevent the flow of sensitive or protected information to parties to whom it may give an unfair advantage.
3. “Conditions of Tendering” means the conditions set out in this DEFFORM 47 that govern the competition.
4. A “Consortium Arrangement” means two or more economic operators who have come together specifically for the purpose of bidding for this Contract and who establish a consortium agreement or special purpose vehicle to contract with the Authority.
5. “Contract” means a Contract entered into between the successful Tenderer or consortium members and the Authority, should the Authority award a Contract as a result of this competition.
6. “Contract Terms & Conditions” means the attached conditions including any schedules, annexes and appendices that will govern the Contract entered into between the successful Tenderer and the Authority, should the Authority award a Contract as a result of this competition.
7. “Contractor Deliverables” means the works, goods and/or the services, including packaging (and Certificate(s) of Conformity and supplied in accordance with any Quality Assurance (QA) requirements if specified) which the Contractor is required to provide under the Contract.
8. “Cyber Security Model” means the model defined in DEFCON 658.
9. “Defence Sourcing Portal” means the electronic platform in which Tenders are Submitted to the Authority.
10. “Government Furnished Information” means information or data issued or made available to the Tenderer in connection with the Contract by or on behalf of the Authority.
11. “ITN Documentation” means this ITN and 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 ITN.
12. “ITN Material” means any other material (including patterns and samples), equipment or software, in any medium or form issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITN.
13. “Schedule of Requirements” (Schedule 2 in Standardised Contracting Template 2 (SC2)) 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.
14. The “Statement of Requirement” [Special Condition 46.1] means that part of the Contract which details the technical requirements and acceptance criteria of the Contractor Deliverables.
15. A ‘Sub-Contractor’ means any party engaged or intended to be engaged by the Contractor at any level of sub-contracting to provide Contractor Deliverables for the purpose of performing this Contract.
16. A “Sub-Contracting Arrangement” means a group of economic operators who have come together specifically for the purpose of bidding for this Contract, where one of their number will be the party to the Contract with the Authority, the remaining members of that group being Sub-Contractors to the lead economic operator.
17. A “Tender” is the offer that you are making to the Authority.
18. “Tenderer” means the economic operator Submitting a response to this Invitation to Tender. Where “you” is used this means an action on you the Tenderer.
19. A “Third Party” is any person (including a natural person, corporate or unincorporated body (whether or not having separate legal personality)), other than the Authority, the Tenderer or their respective employees.

**Purpose**

1. The purpose of this ITN is to invite you to submit a Tender, in accordance with the instructions set out in this ITN, to propose a solution and best price to meet the Authority’s requirement. This documentation explains and sets out the:
   1. timetable for the next stages of the procurement;
   2. instructions, conditions and processes that governs this competition;
   3. information you must include in your Tender and the required format;
   4. arrangements for the receipt and evaluation of Tenders;
   5. criteria and methodology for the evaluation of Tenders; and
   6. Contract Terms & Conditions;
2. The sections in this ITN and associated documents are structured in line with a generic tendering process and do not indicate importance and/or precedence.

A22. This requirement was advertised by the Authority in Find a Tender dated 11/01/2025 under the following references 2024/S 000-000926 & 2024/S 000-000929.

A23. This ITN is subject to the Defence and Security Public Contracts Regulations 2011 / Concession Contracts Regulations 2016. Tenderers established outside the UK and Gibraltar are no longer economic operators as defined in the Defence and Security Public Contracts Regulations (DSPCR) 2011.  Please note that should the Authority open this procurement to tenderers established outside the UK and Gibraltar the rights and remedies under the DSPCR afforded to UK and Gibraltar established tenderers are under no circumstances, whether expressly or impliedly, being extended to those tenderers established outside the UK or Gibraltar.

A24. This ITN has been issued to all potential Tenderers chosen during the supplier selection stage under the Competitive Negotiated procedure.

1. Potential Tenderers can be found on the Contract Bidders Notice as advertised on the DSP.
2. Funding has been approved for this requirement.

### ITN Documentation and ITN Material

1. ITN Documentation, ITN 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:
   1. take responsibility for the safe custody of the ITN Documentation and ITN Material and for all loss and damage sustained to it while in your care;
   2. not copy or disclose the ITN Documentation or ITN Material to anyone other than the bid team involved in preparing your Tender, and not use it except for the purpose of responding to this ITN;
   3. seek written approval from the Authority if you need to provide access to any ITN Documentation or ITN Material to any Third Party;
   4. abide by any reasonable conditions imposed by the Authority in giving its approval under sub-paragraph A27.c, which as 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;
   5. accept that any further disclosure of ITN Documentation or ITN Material (or use beyond the original purpose), or further use of ITN Documentation or ITN 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;
   6. inform the named Commercial Officer if you decide not to submit a Tender;
   7. immediately confirm destruction of (or in the case of software, that it is beyond use) all ITN Documentation, ITN Material and derived information of an unmarked nature, should you decide not to respond to this ITN, or you are notified by the Authority that your Tender has been unsuccessful; and
   8. consult the named Commercial Officerto agree the appropriate destruction process if you are in receipt of ITN Documentation and ITN Material marked ‘OFFICIAL-SENSITIVE’ or ‘SECRET’.
2. Some or all the ITN Documentation and ITN 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 are in addition to, and do not derogate from, your obligations under paragraph A27 above.

### Tender Expenses

1. You will bear all costs associated with preparing and Submitting your Tender. The Authority will not be liable for the costs of any Tender, work or effort incurred by you participating in this tender process, including where the tender process is terminated or amended by the Authority, where the Authority decides not to award a Contract or where you withdraw from the tender process either directly or indirectly as costs under any other Contract with the Authority.

### Consortia and Sub-Contracting Arrangements

1. The Authority requires all Tenderers to identify whether any and/or which Consortium Arrangements or Sub-Contracting Arrangements will apply in the case of their Tender, and in particular specify the Consortium Arrangement or Sub-Contracting Arrangement entity or both and their workshare. In the case of a Sub-Contracting Arrangement, the Authority requires all Tenderers to identify the entity that will be the party to the Contract with the Authority.

### Material Change of Control

1. You must inform the Authority in writing as soon as you become aware of:
   1. any material changes to any of the information, representations or other matters of fact communicated to the Authority as part of your PQQ response or in connection with the submission of your PQQ response;
   2. any material adverse change in your circumstances which may affect the truth, completeness or accuracy of any information provided as part of your PQQ response or in connection with the submission of your PQQ response or in your financial health or that of any Consortium Arrangement member or Sub-Contracting Arrangement member; or
   3. any material changes to your financial health or that of a party to the Consortium Arrangement or Sub-Contracting Arrangement; and
   4. any material changes to the makeup of the Consortium Arrangement or Sub-Contracting Arrangement, including:
      1. the form of legal arrangement by which the Consortium Arrangement or Sub-Contracting Arrangement will be structured;
      2. the identity of Consortium Arrangement or Sub-Contracting Arrangement;
      3. the intended division or allocation of work or responsibilities within or between the Consortium Arrangement or Sub-Contracting Arrangement; and
      4. any change of control of any Consortium Arrangement or Sub-Contracting Arrangement.
2. If a change described in paragraph A31 occurs, the Authority may reassess you against the PQQ selection criteria. The Authority reserves the right to require you to submit an updated/amended PQQ response (or parts thereof) to reflect the revised circumstances so that the Authority can make a further assessment by applying the published selection criteria to the new information provided. The outcome of this further assessment may affect your suitability to proceed with the procurement.
3. In relation to a change described in paragraph A31, as far as is reasonably practicable, you must discuss any such proposed changes with the Authority before they occur and you must additionally highlight any changes from your PQQ response relating to any change in the Consortium Arrangement or Sub-Contracting Arrangement or any change relating to conflicts of interest following a change, directly or indirectly in your ownership or control or of any Consortium Arrangement or Sub-Contracting Arrangement
4. The Authority reserves the right, at its sole discretion to disqualify any Tenderer who makes any material change to any aspects of their responses to the PQQ if:
   1. they fail to re-submit to the Authority the updated relevant section of their PQQ response providing details of such change in accordance with paragraph A33 as soon as is reasonably practicable and in any event no later than Ten [10] business days following request from the Authority; or
   2. having notified the Authority of such change, the Authority considers that the effect of the change is such that on the basis of the evaluation undertaken by the Authority for the purpose of selecting potential providers to participate in the procurement, the Tenderer would not have pre-qualified.

### Contract Terms & Conditions

1. The full text of Defence Conditions (DEFCONs) and Defence Forms (DEFFORMS) are available electronically via the [Knowledge in Defence (KiD)](https://www.gov.uk/guidance/knowledge-in-defence-kid) website.

### Other Information

1. **The Armed Forces Covenant**
   1. The Armed Forces Covenant is a promise from the nation to those who serve, or who have served, and their families, to ensure that they are treated fairly and are not disadvantaged in their day to day lives, as a result of their service.
   2. The Covenant is based on two principles:
      1. That the Armed Forces community would not face disadvantages when compared to other citizens in the provision of public and commercial services; and
      2. That 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 Armed Forces Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

* 1. [The Armed Forces Covenant](https://www.gov.uk/defence-and-armed-forces/armed-forces-covenant) provides guidance on the various ways you can demonstrate your support through your Covenant pledges and how by engaging with the Covenant and Armed Forces, such as employing Reservists, a company or organisation can also see real benefits in their business.
  2. 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 Authority 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: [employerrelations@rfca.mod.uk](mailto:employerrelations@rfca.mod.uk)

* 1. Paragraph A37 a to d 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.

## Section B – Key Tendering Activities

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

*Table 1: Key Tendering Activity Dates*

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Date and Time** | **Responsibility** | **Submit to:** |
| Final date for Clarification Questions/Requests for additional information | 16/06/2025 | Tenderers | Defence Sourcing Portal |
| The Authority issues Final Clarification Answers | 23/06/2025 | The Authority | All Tenderers |
| Tender Return | 30/06/2025 | Tenderers | Defence Sourcing Portal |
| Initial Tender Evaluation | 30/06/2025-11/07/2025 | The Authority | N/A |
| Data provided for use in User Trials | 01/07/2025 | The Authority | N/A |
| User Trials | 14/07/2025-25/07/2025 | Tenderers | N/A |
| Final Tender Evaluation | 25/08/2025-05/09/2025 | The Authority | N/A |
| Award Decision | 08/09/2025 | The Authority | N/A |

**Notes**

**Clarification Questions**

1. The Authority will automatically copy clarification questions and answers to all Tenderers, removing the names of those who have raised the clarification questions. If you wish the Authority to treat the clarification as confidential and not issue the response to all Tenderers, you must state this when submitting the clarification question and provide justification. If in the opinion of the Authority, the clarification is not confidential, the Authority will inform the Tenderer, who will have an opportunity to withdraw the question. If the clarification question is not withdrawn, the response will be issued to all Tenderers.

**Tender Return**

1. The Authority may, in its own absolute discretion extend the deadline for receipt of tenders and in such circumstances the Authority will notify all Tenderers of any change.

**Negotiations**

1. Further details regarding Negotiations can be found in Section D of this ITN.

## Section C - Instructions on Preparing Tenders

### Construction of Tenders

1. Your Tender must be written in English, using Arial font size 11. Prices must be in Pound Stirling £GBP ex VAT. Prices must be Firm. A price breakdown must be included in the Tender.
2. To assist the Authority’s evaluation, you must set out your Tender response in accordance with Section D (Tender Evaluation).

**Validity**

1. Your Tender must be valid and open for acceptance for ninety 90 calendar days from the Tender return date. In addition, the winning Tender must be open for acceptance for a further thirty (30) calendar days once the Authority announces its decision to award the Contract. In the event that legal proceedings challenging the award of the Contract are instituted, before entry into Contract, you must hold your Tender open for acceptance during this period, and for up to fourteen (14) calendar days after any legal proceedings have concluded.

## Section D – Tender Evaluation

D1. Section D details how your Tender will be evaluated, the methodology used to evaluate the Tender and the evaluation criteria.

D2. Annex A and Annex B to Section D provides further details on the evaluation process.

D3. The Tenders will be assessed based sequentially as follows;

* 1. Tender compliance; then
  2. Most Economically Advantageous Tender (MEAT) by absolute assessment, utilising a Weighted Value for Money Index.

Respondents to this Tender will be marked and scored sequentially against criteria within this section to determine the MEAT.

A Tenderer will be disqualified and deemed ‘non-compliant’ if any of the following are triggered during the evaluation process;

* Any Tender return deliverable identified in this ITN is not submitted by the closing date;
* Where the Tenderer is considered to have undertaken serious misrepresentation in relation to its Tender application and/or the ITN process;
* Where the Tenderer has been awarded an ‘Unacceptable’ commercial compliance mark having been deemed ‘Non-Compliant’ in section D4;
* Where the Tenderer receives “0” as a score for any of the following Non-Cost (Technical Evaluation) and Non-Cost (User Trial) criteria which is marked as a Mandatory Criteria (MC);

The Scoring outcome for each criterion shall be at the sole discretion of the Authority following an iterative assessment. Only assessments completed up until the point of disqualification will be relayed to non-compliant/disqualified Tenderers.

The Authority reserves the right to seek clarification from Tenderers should any responses be unclear in intent or meaning.

D4. **Commercial Compliance**

The Tenderer must confirm that they comply with the Contract Terms & Conditions by completing and returning the following documents with their tender.

|  |  |
| --- | --- |
| **Mandatory Criteria** | **Evaluation Approach** |
| Full completion of the table in DEFFORM 47 Annex A (Offer) | Acceptable/ Unacceptable |
| Completed Commercial Compliance Matrix found at Annex C to Section D. | Acceptable/ Unacceptable |
| A returned copy of the Contract document with all elements containing completed [ ] (Including Schedules) | Acceptable/ Unacceptable |

Failure to meet the Commercial Compliance will result in the disqualification of the Tender. Disqualified Tenders will not proceed to the next evaluation stage and will be given no further consideration.

D5. **Non-Cost** (**Technical Evaluation) Score**

Tenderers are to submit two (2) Tender return deliverables which will be subject to individual assessment based on the requirements stated within Annex A to Section D (*Technical Evaluation*) and scoring in accordance with the Scoring Descriptors (table 3). Each criterion is individually weighted and in totality, a maximum of eight thousand two hundred (8200) marks are available for the Non-Cost (Technical Evaluation). A full breakdown of the Non-Cost (Technical Evaluation) Criteria, including their weightings and scoring breakdowns are provided in table 2, and the associated Scoring Descriptors are provided in table 3.

For the avoidance of doubt, if any item marked Mandatory Criteria does not meet the threshold for score of 100, the company will not have a product that meets the Mandatory Criteria and therefore will not be considered as a viable contender for this tender. Due to the requirement to increase the fidelity of the evaluation, Mandatory Criteria scores will not count towards totals.

*Table 2: Non-Cost (Technical evaluation) Score*

|  |  |  |
| --- | --- | --- |
| Technical Criteria | Technical (non-cost) Weighting | Scoring Breakdown |
| Technical Question 1 – Provide detailed responses, including evidence, to how you plan to provide for the following 11 System Requirements   * Accessibility * Interface Characteristics * Navigation * Administration * Interaction * Data Transmission * Control * Analytics * Interoperability * Security * Services | 6000 marks available | A score of either 0 or 100 be assigned to each requirement within the 11 System Requirements. These individual scores will then be added together to give a total score for this Technical Criteria. |
| Technical Question 2 - Provide detailed responses, including evidence, to how you plan to provide for the following 8 Support and Performance Requirements   * Availability * Process * Upgrades * Technical Support * Training * Security * Quality Management * Resource Management | 2200 marks available | A score of either 0, 30, 70 or a score of 100 be assigned to each requirement within the 8 Support and Performance Requirements. These individual scores will then be added together to give a total score for this Technical Criteria. |

*Table 3: Scoring Descriptors*

|  |  |  |
| --- | --- | --- |
| **Score** | **Evaluation of Each Element of Evidence Presented at Technical Evaluation** | |
|  | **System Requirements** | **Support and Performance Requirements** |
| **0** | The potential provider cannot satisfy this requirement, or comprehensive evidence in the form of examples, pictures and description is **not** provided to support the potential provider's claim that they can or have previously proven their ability to satisfy this requirement. Where evidence is submitted, it is **not**: of excellent quality; relevant; detailed and clear; and comparable in scale, technical scope and complexity in respect of meeting the requirement. | No evidence provided, or evidence provided is irrelevant to the requirement. |
| **30** | **N/A** | Evidence provided is relevant to the requirement BUT is of poor quality; lacking in detail; is incomprehensible; is irrelevant to the question; and/or is wholly incomparable in scale or technical scope or complexity in respect of meeting the requirement. This instils **little or no confidence** with the Potential Provider’s capability, and it is assessed that there is **unacceptable risk** associated with the ability of the Potential Provider to deliver the capability. |
| **70** | **N/A** | Reasonable evidence provided to support the response to the requirement, which is: of good quality; relevant to the requirement; clear; and is comparable in scale, technical scope and complexity in respect of meeting the requirement. This instils a **good level of confidence** with the Potential Provider’s capability, and it is assessed that there is **acceptable risk** associated with the ability of the Potential Provider to deliver the capability. |
| **100** | Comprehensive evidence in the form of examples, pictures and description is provided to support the potential provider’s claim that they can or have previously proven their ability to satisfy this requirement which is: of excellent quality; relevant; detailed and clear; and is comparable in scale, technical scope, and complexity in respect of meeting the requirement. | Comprehensive evidence provided to support the response to the requirement, which is: of excellent quality; relevant to the requirement; detailed and clear; and is comparable in scale, technical scope, and complexity in respect of meeting the requirement. This instils an **excellent level of confidence** with the Potential Provider’s capability, and it is assessed that there is **minimal risk** associated with the ability of the Potential Provider to deliver the capability. |

D6. **Non-Cost (User Trials) Score**

The Tenders which have passed the Non-Cost (*Technical Evaluation*) Criteria will then be invited to attend a User Trial event, where the Authority will assess the usability, functionality and overall user experience of the product. The User Trail event will be subject to individual assessment based on the requirements stated within Annex B to Section D (*User Trial*) and scoring in accordance with the Scoring Descriptors (table 3). Items highlighted red with Annex B to Section D (*User Trial*) are not to be assessed during the User Trail, therefore the score attained in the Non-Cost *(Technical Evaluation)* will be counted for this item. Each criterion is individually weighted and in totality, a maximum of eight thousand two hundred (8200) marks are available for the Non-Cost (*User Trial*). A full breakdown of the Non-Cost (User Trial) Criteria, including their weightings and scoring breakdowns are provided in table 2.

For the avoidance of doubt, if any item marked Mandatory Criteria does not meet the threshold for score of 100, the company will not have a product that meets the Mandatory Criteria and therefore will not be considered as a viable contender for this tender. Due to the requirement to increase the fidelity of the evaluation, Mandatory Criteria scores will not count towards totals.

The Non-Cost (User Trial) score will supersede the Non-Cost (Technical Evaluation) score and will be used within the Weighted Value for Money evaluation moving forward.

D7. **Cost (Price) Score**

For the avoidance of doubt, the contract price to be reflected in the ‘Offer’ and used to determine the Cost (price) Score is the cumulative value of Line 1 Items found in the Schedule of Requirements (Schedule 2). See Schedule 2 and the Statement of Requirements (SOR) at Annex A to Condition 46(a) for more details.

D8. **Weighted** **Value for Money (WVFM) Evaluation:**

The Tenders which have passed the technical evaluation will proceed to the WVFM evaluation (subject to the disqualifications in section D3).

The Authority will take 2 technical criteria scores, add them together to get a total User Trail Score as per the equation below:

*Technical Criteria 1 marks + technical Criteria 2 marks*

*= Total User Trial Score.*

The Authority will then divide the Total User Trial Score by the maximum number of marks available and times by one hundred (100) to get an overall Non-Cost (User Trial) Score as per the equation below:

*Total User Trial Score / 8200 marks x 100*

*= Non-Cost (User Trial) Score.*

Next, the Authority will divide the tender cost (price) score by the total Non-Cost (User Trial) score as calculated in section D4. The result is a rank of Tenders on their technical quality (represented by the technical score) for each £1 of cost. The calculation is executed as per the equation below:

Picture 2, Picture

Where:

wQ = weighting of non-cost (technical) criteria = 75%

wC = weighting applied to cost (price) = 25%

An example is provided below for illustrative purposes only. In this example Tenderer A has the largest WVFM Index (5263.16) and is therefore the winning tenderer.

*Table 5: VFM Example*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Example Tenderer | Non -Cost (Technical Evaluation) Score | Non-Cost (User Trial) Score | Cost (Price) Score | Weighted VFM Index | Rank |
| A | TC 1 – 6000  TC 2 – 2200  Total = **8200** | TC 1 – 2200  TC 2 – 6000  Total =  8200/8200 \*100 **= 100** | £1,900,000 = **190** | 100^(75/25)/190 *=* ***5263.16*** | 1 |
| B | TC 1 – 4700  TC 2 – 2000  Total = **6700** | TC 1 – 4700  TC 2 – 2000  Total = **6700**  6700/8200 \*100 **= 87.71** | £1,700,000 = **170** | 87.71^(75/25)/170 *=* ***3969.16*** | 2 |

## Section E – Instructions on Submitting Tenders

### Submission of your Tender

1. Your Tender and any ITN Documentation must be submitted electronically via the Defence Sourcing Portal (DSP) by 16:00 (BST) on 30th June 2025. The Authority reserves the right to reject any Tender received after the stated date and time.  Hard copy, paper or delivered digital Tenders (e.g. email, DVD) at OFFICIAL SENSITIVE classification are no longer required and will not be accepted by the Authority. Tenderers are required to submit an electronic online Tender response to ITN 708920451.
2. Your priced Tender and priced ITN Documentation must only be submitted to the commercial envelope of the DSP ITN. You must ensure that there are no prices present in the technical or qualification (if applicable) envelopes of the DSP ITN. The Authority has the right to request, at its discretion, that any pricing information found in the technical or qualification (if applicable) envelopes is redacted in accordance with paragraph E3.
3. The Authority may, in its own absolute discretion allow the Tenderer to rectify any irregularities identified in the Tender by the Authority or provide clarification after the Tender return date. For example, this may include, but is not limited to, redacting pricing information in the technical or qualification (if applicable) envelopes, rectifying, or providing clarification in relation to a corrupt or blank document. Tenderers will be provided with instructions via the DSP on how they can correct such irregularities which must be completed by the deadline set. The Authority will cross reference the amended Tender with the original Tender submitted to the DSP before the Tender return date to ensure that no other amendments, other than in relation to the specific irregularity/clarification communicated by the Authority, have been made. Should Tenderers make additional amendments to the Tender other than those relating to the specific irregularity/clarification communicated to the Tenderer by the Authority, this will result in a non-compliant bid.
4. The DSP is accredited to OFFICIAL SENSITIVE. Material that is protectively marked above this classification must not be uploaded to the DSP. Please contact theo.tonkin100@mod.gov.uk if you have a requirement to submit documents above OFFICIAL SENSITIVE
5. You must not upload any ITAR or Export Controlled information as part of your Tender or ITN documentation into the DSP. You must contact theo.tonkin100@mod.gov.uk to discuss any exchange of ITAR or Export Controlled information. You must ensure that you have the relevant permissions to transfer information to the Authority.
6. You must ensure that your DEFFORM 47 Annex A is signed, scanned and uploaded to DSP with your Tender as a PDF (it must be a scanned original). The remainder of your Tender must be compatible with MS Word and other MS Office applications.

**Lots**

1. This requirement has not been split into lots.

### Variant Bids

1. The Authority will not accept variant bids.

### Samples

1. Samples are not required.

## Section F – Conditions of Tendering

* 1. The issue of ITN Documentation or ITN Material is not a commitment by the Authority to place a Contract as a result of this competition or at a later stage. Neither does the issue of this ITN or subsequent Tender submission create any implied Contract between the Authority and any Tenderer and any such implied Contract is expressly excluded.
  2. The Authority reserves the right, but is not obliged to:
     1. vary the terms of this ITN in accordance with applicable law;
     2. seek clarification or additional documents in respect of a Tenderer’s submission during the Tender evaluation where necessary for the purpose of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly;
     3. visit your site;
     4. disqualify any Tenderer that submits a non-compliant Tender in accordance with the instructions or conditions of this ITN;
     5. disqualify any Tenderer that is guilty of misrepresentation in relation to their Tender, expression of interest, the dynamic PQQ or the tender process;
     6. re-assess your suitability to remain in the competition, for example where there is a material change in the information submitted in and relating to the PQQ response, see paragraphs A31 to A34;
     7. withdraw this ITN at any time, or choose not to award any Contract as a result of this tender process, or re-invite Tenders on the same or any alternative basis;
     8. re-issue this ITN 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;
     9. choose not to award any Contract as a result of the current tender process;
     10. where it is considered appropriate, ask for an explanation of the costs or price proposed in the Tender where the Tender appears to be abnormally low;
  3. The Contract will be effective when both parties sign the Contract. The Contract will be issued by the Authority via a DEFFORM 8, to the address you provide, on or before the end of the validity period specified in paragraph C3.

### Conforming to the Law

* 1. You must comply with all applicable UK legislation and any equivalent legislation in a third state.
  2. 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 will 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

* 1. You must report any suspected or actual 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

* 1. Any attempt by Tenderers or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, Tenderers shall not directly or indirectly at any time:
* devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance;
* enter into any agreement or arrangement with any other person as to the form or content of any other Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender;
* enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender;
* canvass the Authority or any employees or agents of the Authority in relation to this procurement; or
* attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another Tenderer or Tender.
  1. Where you have provided advice to the Authority in relation to this procurement procedure or otherwise have been or are involved in any way in the preparation or conduct of this procurement procedure or where any other actual or potential Conflict of Interest (COI) exists, arises or may arise or any situation arises that might give the perception of a COI at any point before the Contract award decision, you must notify the Authority immediately.
  2. Where an actual or potential COI exists or arises or any situation arises that might give the perception of a COI at any point before the Contract award decision, you must provide a proposed Compliance Regime within seven (7) calendar days of notifying the Authority of the actual, potential or perceived COI. The proposal must be of a standard which, in the Authority’s sole opinion, appropriately manages the conflict, provides sufficient separation to prevent distortion of competition and provides full details listed at F9 a to g below. Where the Contract is awarded and the COI is still relevant post-Contract award decision, your proposed Compliance Regime will become part of the Contract Terms and Conditions. As a minimum, the Compliance Regime must include:
     1. the manner of operation and management;
     2. roles and responsibilities;
     3. standards for integrity and fair dealing;
     4. levels of access to and protection of competitors’ sensitive information and Government Furnished Information;
     5. confidentiality and/or non-disclosure agreements (e.g. DEFFORM 702);
     6. the Authority’s rights of audit; and
     7. physical and managerial separation.
  3. Tenderers are ultimately responsible for ensuring that no Conflicts of Interest exist between the Tenderer and their advisers, and the Authority and its advisers. Any Tenderer who fails to comply with the requirements described at paragraphs F7 to F10 (including where the Authority does not deem the proposed Compliance Regime to be of a standard which appropriately manages the conflict) may be disqualified from the procurement at the discretion of the Authority.

### Government Furnished Assets

* 1. 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**

* 1. The Authority is allowing a space of ten (10) calendar days between the date of dispatch of the electronic notice of its decision to award a Contract to the successful Tenderer before entering into a Contract, known as the standstill period. The standstill period ends at 23:59 on the 10th day after the date the DEFFORM 158s are sent. If the 10th day is not a business day, the standstill period ends at 23:59 of the next business day.

### Publicity Announcement

* 1. If you wish to make an announcement regarding this procurement, you must seek approval from the named Commercial Officer and Press Office and such permission will only be given at the sole discretion of the Authority. Requests must be made in writing to the named Commercial Officer and a copy of the draft announcement provided. This shall then be forwarded to the Press Office and their contact details will be provided for further follow up.
  2. Under no circumstances should you confirm to any Third Party the Authority’s Contract award decision before the Authority’s announcement of the award of Contract.

### Sensitive Information

* 1. 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.
  2. For these purposes, the Authority may share within Government any of the Tenderer’s documentation/information (including any that the Tenderer considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Tenderer to the Authority during this procurement. Tenderers taking part in this competition must identify any Sensitive Information in the DEFFORM 539A (or SC1B Schedule 4 or SC2 Schedule 5) and consent to these terms as part of the competition process.  This allows the Authority to share information with other Government Departments while complying with our obligations to maintain confidentiality.
  3. Where required, the Authority will disclose on a confidential basis any information it receives from Tenderers during the tender process (including information identified by the Tenderer as Sensitive Information in accordance with the provisions of this 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

* 1. 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 must attach the relevant information with the tender submission.
  2. Your Tender will be deemed non-compliant and excluded from the tender process if you fail to complete the Annex in full and attach relevant information where required.

### Russian and Belarusian Suppliers, Products and Services

* 1. Except as set out in [PPN 01/22](https://www.gov.uk/government/publications/procurement-policy-note-0122-contracts-with-suppliers-from-russia-and-belarus), the Authority will not be accepting Tenders that:
     1. contain any Russian / Belarusian products and/or services; and/or
     2. are linked to entities who are constituted or organised under the law of Russia or Belarus, or under the control (full or partial) of a Russian / Belarusian person or entity. Please note that this does not include companies:
        1. registered in the UK or in a country with which the UK has a relevant international agreement with reciprocal rights of access in the relevant field of public procurement; and/or
        2. which have significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access in the relevant field of public procurement.
  2. Tenderers must confirm in writing that their Tender, including any element that may be provided by any part of the Contractor’s supply chain, does not contain any Russian / Belarusian products and/or services.
  3. Tenderers must include provisions equivalent to those set out in this clause in all relevant Sub-Contracting Arrangements.

## DEFFORM 47 Annex A

## Edn 02/25

**Ministry of Defence**

# Tender Submission Document (Offer) – Ref Number [ITN - 708920451]

**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 ITN Documentation and ITN Material, 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 Terms & Conditions or any amendments issued by the Authority shall apply.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicable Law** | | | | | | |
| I agree that any Contract resulting from this competition shall be subject to English Law | | | | | Yes / No | |
| **Total Value of Tender (excluding UK VAT)** | | | | | | |
| £ ………………………………………………………………………………………………………………………  WORDS ................................................................................................................................................................................ | | | | | | |
| **UK Value Added Tax** | | | | | | |
| If registered for Value Added Tax purposes, insert:  a. Registration No ..........................................  b. Total amount of Value Added Tax payable on this Tender (at current rate(s)) £........................... | | | | | | |
| **Location of work (town / city) where Contract will be performed by Prime:** | | | | | | |
| 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 |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
| **Mandatory Declarations** (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)): | | | | **Tenderer’s Declaration** | | |
| Are the Contractor Deliverables subject to Foreign Export Control and Security Restrictions? If the answer is Yes, complete and attach DEFFORM 528. | | | | Yes\* / No | | |
| Have you completed and attached a DEFFORM 711 – Notification of Intellectual Property Rights (IPR) Restrictions? | | | | Yes\*/No | | |
| Have you obtained the foreign export approval necessary to secure IP user rights in the Contractor Deliverables for the Authority, including technical data, as determined in the Contract Terms & 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 and attached a Supplier Assurance Questionnaire on the Supplier Cyber Protection Service, together with a Cyber Implementation Plan as appropriate? | | | | Yes\* / No / N/A | | |
| Have you completed Form 1686 for Sub-Contracts? | | | | Yes\* / No | | |
| Have you completed the compliance matrix / matrices? | | | | Yes / No / N/A | | |
| 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 Sensitive Information form? | | | | Yes\* / No | | |
| If you have not previously submitted a Statement Relating to Good Standing within the last 12 months, or circumstances have changed have you attached a revised version? | | | | Yes\* / No / N/A | | |
| Do the Contractor Deliverables, or any item provided in accordance with the Terms and Conditions of the Contract contain Asbestos, as defined by the control of Asbestos Regulations 2012? | | | | Yes\* / No | | |
| Have you completed and attached a DEFFORM 68 - Hazardous Articles, Deliverables materials or substances statement? | | | | Yes\* / No | | |
| Do the Contractor Deliverables or any item provided in accordance with the Terms and Conditions of the Contract (including Packaging) use Substances that deplete the Ozone Layer, as defined in Regulation (EC) 1005/2009, as it applies in Great Britain as retained EU law, and as it applies in Northern Ireland directly | | | | Yes\* / No | | |
| Where you have been informed that a Bank or Parent Company Guarantee is required, will you provide one during the standstill period, before Contract award, if you are identified as the winning Tenderer? | | | | Yes / No / Not Required | | |
| Have you complied with the requirements of the Defence Safety Authority Regulatory Articles? | | | | Yes / No / Not Required | | |
| Have you completed all Mandatory Requirements (as per paragraph F18) stated in this ITN? | | | | Yes / No | | |
| \*If selecting Yes to any of the above questions, attach the information detailed in Appendix 1 to DEFFORM 47 Annex A (Offer). | | | | | | |
| **Tenderer’s Declaration of Compliance with Competition Law** | | | | | | |
| 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:   1. the offered price has not been divulged to any Third Party; 2. no arrangement has been made with any Third Party that they should refrain from tendering; 3. no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion; 4. no discussion with any Third Party has taken place concerning the details of either’s proposed price; and 5. no arrangement has been made with any Third Party otherwise to limit genuine competition.   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.  We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.  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 tender processes, including value for money and related purposes. We certify that we have identified any Sensitive Information in the Tenderer’s Sensitive Information form (DEFFORM 539A). | | | | | | |
| **Dated this.................. day of ................................................................... Year ........................** | | | | | | |
| **Signature: In the capacity of**    (Must be scanned original) (State official position e.g. Director, Manager, Secretary etc.) | | | | | | |
| **Name:** (in BLOCK CAPITALS)  **duly authorised to sign this Tender for and on behalf of:**  (Tenderer's Name) | | **Postal Address:**  **Telephone No:**  **Registered Company Number:**  **Dunn And Bradstreet number:** | | | | |

## Appendix 1 to DEFFORM 47 Annex A (Offer)

**Edn 02/25**

## Information on Mandatory Declarations

### IPR Restrictions

1. You must complete and attach DEFFORM 711 (Notification of Intellectual Property Rights (IPR) Restrictions) as part of your Tender. You must provide details of any information / technical data that is deliverable or delivered under the Contract where it is, or may be, subject to any IPR restrictions (or any other type of restriction which may include export restrictions) affecting the Authority’s ability to use or disclose the Information / technical data in accordance with the conditions of any resulting Contract. You must also identify any Contractor Deliverables subject to IPR which have been funded exclusively or in part by private venture, foreign investment or otherwise than by the Authority.
2. In particular, you must identify:
   1. any restriction on the provision of information to the Authority; any restriction on disclosure or the use of information by, or on behalf of, 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;
   2. 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;
   3. the nature of any allegation referred to under sub-paragraph 2.b., including any obligation to make payments in respect of the Intellectual Property Right of any confidential information; and / or
   4. 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 2.b.
3. You must provide the Authority with details of every restriction and obligation referred to in paragraphs 1 and 2. The Authority will not acknowledge any such restriction unless so notified using DEFFORM 711 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.
4. You should refer to the DEFFORM 711 Explanatory Notes for further information on how to complete the form.

### Notification of Foreign Export Control Restrictions

1. 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.
2. 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:

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 6 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.

1. You must use reasonable endeavours to obtain sufficient information from your potential supply chain to enable a full response to paragraph 6. 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.
2. This does not include any Intellectual Property specific restrictions mentioned in paragraph 2.
3. You must notify thenamed Commercial Officerimmediately if you are unable for whatever reason to abide by any restriction of the type referred to in paragraph 6.
4. 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 and Non-UK Tax

1. United Kingdom (UK) legislation permits the use of various procedures to suspend customs duties.
2. For the purpose of this competition, for any deliverables not yet imported into the UK, 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.
3. 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 His Majesty’s Revenue & Customs (HMRC) authorisations.
4. The Total Value of Tender should include all overseas and non-UK non-recoverable taxes that will be charged to the Authority, excluding UK Value Added Tax.

### Cyber Risk

15. Cyber risk has been considered and in accordance with the Cyber Security Model resulted in a Cyber Risk Profile of ‘[Very Low]’. The Risk Assessment Reference is RAR-473129326. Tenderers are required to complete the Supplier Assurance Questionnaire on the Supplier Cyber Protection Service and submit this as part of their Tender response, together with a Cyber Implementation Plan as appropriate.

### Sub-Contracts Form 1686

1. Form 1686 (also known as Appendix 5) is to be used in all circumstances where contractors wish to place a Sub-Contract at OFFICIAL-SENSITIVE with a contractor outside of the UK, or where the release of SECRET or above information is involved within the UK or overseas. 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. Form 1686 and further guidance can be found in [Industry Security Notice 2024/05 Subcontracting or Collaborating on Classified UK MOD Programmes](https://www.gov.uk/government/publications/industry-security-notices-isns).

### Small and Medium Enterprises

1. The Authority is committed to supporting the Government’s Small and Medium-sized Enterprise (SME) policy, and we want to encourage wider SME participation throughout our supply chain. Our goal is that 25% of the Authority’s spending should be spent with SMEs by 2022; this applies to the money which the Authority spends directly with SMEs and through the supply chain. The Authority uses the European Commission definition of SME.
2. 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 <https://www.smallbusinesscommissioner.gov.uk/ppc/>.
3. Suppliers are also encouraged to work with the Authority to support the Authority’s SME initiative, however this is not a condition of working with the Authority now or in the future, nor will this issue form any part of the Tender evaluation. Information on the Authority’s purchasing arrangements, our commercial policies and our SME Action Plan can be found at [Gov.UK](https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement) and the DSP.
4. The opportunity also exists for Tenderers to advertise any Sub-Contract valued at over £10,000 on the Defence Sourcing Portal and further details can be obtained directly from: <https://www.gov.uk/guidance/subcontract-advertising>. This process is managed by the Strategic Supplier Management team who can be contacted at: [DefComrclSSM-Suppliers@mod.gov.uk](mailto:DefComrclSSM-Suppliers@mod.gov.uk).

### Transparency, Freedom Information and Environmental Information Regulations

1. The Authority shall publish notification of the Contract and publish Contract documents where required following a request 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.
2. The Authority may publish the contents of any resultant Contract in line with government policy set out in the Government’s [Transparency Principles](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1146947/2023-03-27_Transparency_Principles_-final.pdf) and in accordance with the provisions of either DEFCON 539, SC1B Conditions of Contract Clause 5 or SC2 Conditions of Contract Clause 12.
3. 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 2004 (“the EIR”).
4. You must complete the attached Tenderer’s Sensitive Information form (DEFFORM 539A, SC1B Schedule 4 or SC2 Schedule 5) explaining which parts of your Tender you consider to be Sensitive Information (as defined in DEFCON 539). This includes providing a named individual who can be contacted with regard to FOIA and EIR.
5. 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

1. Tenderers must note that use of the [Contracting, Purchasing and Finance (CP&F)](https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system) electronic procurement tool is a mandatory requirement for any resultant Contract awarded following this Tender. By submitting this Tender, you agree to electronic payment. You may consult the service provider on connectivity options. Failure to accept electronic payment will result in your Tender being non-compliant and excluded from the tender process.

### Change of Circumstances

1. In accordance with paragraph A31, if your circumstances have changed, please select ‘Yes’ to the appropriate question on DEFFORM 47 Annex A and submit a Statement Relating to Good Standing with your Tender.

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

1. 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’ to the appropriate question on DEFFORM 47 Annex A and provide further details in your Tender.

### Defence Safety Authority (DSA) Requirements

29. Tenderers are required to comply with any applicable DSA military regulatory policy and regulation. Tenderers who wish to propose an alternative acceptable means of compliance must obtain agreement in principle from the relevant defence regulator (through the Project Team) in advance of submitting their Tender. Acceptable Means of Compliance (AMC) are strongly recommended practices and a justification will be required if they are not followed. Tenderers must consult the relevant defence regulator where there is more than one AMC. You must confirm how you intend to comply with the regulatory articles, and the date you consulted with the relevant defence regulator.

### Bank or Parent Company Guarantee

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