 Lee Culshaw

Navy Commercial

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Navy Command Headquarters

Leach Building

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Telephone: 03001552535

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28 October 2021

Dear Sir / Madam

**Invitation to Tender Reference** **701844451**

1. You are invited to tender for the Provision of End Point Assessment for PTI on the L3 Personal Trainer Standard in competition in accordance with the attached documentation.

2. The requirement is set out in the Statement of Requirements.

3. Funding has been approved. The total budget is £38,400.00 (excluding VAT), at £9,600.00 in each of the four years.

4. You may raise questions about the tender and the requirement via the Defence Sourcing Portal. The deadline for asking questions is 10:00 on 10 November 2021. Please note that any questions raised, and the answers provided, may be shared with other interested suppliers.

5. You must submit your Tender via the Defence Sourcing Portal by 10:00 on 23 November 2021. You should allow sufficient time for submission as late tenders will not be accepted.

6. The anticipated date for the contract award decision is 26 November 2021. Please note that this is an indicative date and may change.

Yours faithfully

**Lee Culshaw**

Category Manager

**SC1a ITT Comp (Edn 15 Feb 21)**

**Ministry of Defence**

**Invitation to Tender (ITT)**

**Less Complex Requirements**

**(Competitive)**

|  |  |
| --- | --- |
| To: | ITT Reference No: 701844451  ITT Issue Date: 28 October 2021  Due for return by (Due Date): 23 November 2021 |
|  | From: Navy Commercial  Address: MP1.1, NCHQ, Leach Building, Whale Island, Portsmouth, PO2 8BY  Commercial Officer: Lee Culshaw  Telephone: 03001552535  Email: lee.culshaw100@mod.gov.uk |

**This ITT consists of:**

1. Invitation to Tender – Less Complex Requirements Competitive.
2. Annex A - Offer.
3. Annex B - Tender Evaluation Criteria.
4. Special Notices and Instructions to Tenderers.
5. Purchase Order, including the Schedule of Requirements.
6. Statement of Requirements.
7. MOD Terms and Conditions for Less Complex Requirements.
8. DEFFORM 68 (see Clause 9 of Terms and Conditions).
9. Statement Relating to Good Standing.
10. Cyber Risk Assessment

**The Tenderer must return:**

1. Completed Annex A to this ITT.
2. Completed Purchase Order.
3. Any other documentation requested in the Tender

**Invitation to Tender – Competitive**

**Notices To Tenderers**

1.        You are invited to tender, in accordance with the following Conditions, for the supply of Deliverables detailed in the accompanying ITT Material. **The issue of an ITT is not a commitment by the Secretary of State for Defence - ‘the Authority’ - to place an order as a result of the tendering exercise or at a later stage. Any expenditure, work or effort undertaken prior to an offer of contract and acceptance thereof, is a matter solely for the commercial judgement of your company. The Authority reserves the right to:**

a. undertake an iterative tendering process following receipt of the tender;

b.        waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Authority;

c.        seek clarification or documents in respect of a Tenderer's submission;

d.        disqualify any Tenderer that does not submit a compliant tender in accordance with the instructions in this ITT;

e.        disqualify any Tenderer that is guilty of serious misrepresentation in relation to its tender, expression of interest, the PQQ or the tender process;

f.        withdraw this ITT at any time, or to re-invite tenders on the same or any alternative basis;

g.        choose not to award any Contract as a result of the current procurement process; and / or

h.        make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

**Publicity Announcement**

2.        Tenderers are advised that the MOD may wish to publicise the award of the Contract for the requirement described in the Schedule of Requirements in the attached Purchase Order.

3.        Any Tenderer who wishes to make a similar announcement, either coincident with or subsequent to the MOD's announcement, should contact the Authority’s Representative (Commercial Officer) named in the Purchase Order. The content of any announcement a successful Tenderer may wish to make must be cleared in writing and in advance by the MOD Authority’s Representative (Commercial Officer) named in the Purchase Order who shall liaise with the MOD Security branch responsible for clearance of publicity material for open publication.

4.        If the notice inviting tenders was advertised in Contracts Finder, the MOD will publish the following information on the Contract awarded unless the MOD decides that there are specific and valid reasons for not doing so:

a. Contractor’s Name;

b.        Nature of the Deliverables to be supplied;

c.        Award criteria;

d.        Rationale for Contract award;

e.        Total price of the Contract awarded.

5.        Under no circumstances should a successful Tenderer(s) confirm to any third party the fact of their acceptance of an offer of Contract prior to informing the MOD of their acceptance, and / or ahead of the MOD's announcement of the award of Contract.

**Codes of Practice**

6.        The attention of Tenderers is drawn to the agreements that have been reached by the MOD / Industry Commercial Policy Group (CPG) on Codes of Practice. The Codes of Practice are intended to demonstrate a commitment by the MOD and its suppliers to the establishment of better working relationships in the supply chain, based upon openness and trust. The opportunity also exists for Tenderers to advertise any subcontracts valued at over £10,000 in 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.

**Submission of Tender**

7.        Tenderers must:

a.        Sign and date Part A (but not Part C) (“Effective date”) of the Offer and Acceptance box on both copies of the Purchase Order, scan and return them both as PDFs, as part of their tender. The Terms and Conditions are to be kept by the Tenderer for their records.

b.        Complete the Consignor Box with the name and address of the Consignor where the MOD stipulates that the Deliverables will be transported by the MOD (as defined in the Purchase Order under the Transport Instructions box);

c.        Complete the Schedule to the Purchase Order by populating the Delivery Date column (if stated to do so), the Firm Price (£) Ex VAT sub columns (Per Item and Total inc. packing), finally completing the Total Firm Price at the bottom of the Schedule.

d.        Sign, scan and return one copy of the tender form, at Annex A to this Invitation to Tender – Less Complex Requirements – Competitive Procurement, as a PDF, as part of their tender.

e.        Provide any further information requested in this Invitation to Tender.

8.        Your Tender must be submitted electronically via the Defence Sourcing Portal no later than the date and time stated above. The Authority reserve the right to reject any Tender received after the stated date and time. Hard copy, paper or delivered digital Tenders (e.g. DVD) are no longer required and will not be accepted by the Authority. You must provide one priced copy of your Tender and one unpriced copy. You should ensure that there are no prices present in your unpriced copy.

9.        You must ensure that your completed SC1A ITT Comp Annex A is signed, scanned and uploaded to the Defence Sourcing Portal, with the SC1A Purchase Order and Schedule of Requirements as a PDF. Your Tender must be compatible with MSWord and other MSOffice applications.

10.        Tenderers must ensure they are registered on the Defence Sourcing Portal in order to submit their Tender response. A supplier registration guide and a supplier user guide is available on the Defence Sourcing Portal landing page.

11.        The Defence Sourcing Portal is security accredited to OFFICIAL-SENSITIVE. Material that is protectively marked above this classification must not be uploaded. Please contact if you have a requirement to submit documents above OFFICIAL SENSITIVE.

12.        You must not upload any ITAR or Export Controlled information as part of your Tender or ITT documentation into the Defence Sourcing Portal. You must contact 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.

13.        If you have any difficulty accessing the Defence Sourcing Portal or if you have any questions with regards to the tendering exercise itself, please contact the MOD Commercial Officer named above.

14.        Any request for an extension of the period for tendering must be submitted on the DSP at least four (4) Business Days before the tender return date. Any extension will be at the sole discretion of the Authority and if granted will be granted to all Tenderers. All correspondence connected with your tender which requires attention before the tender return date, or communications stating that no tender will be submitted, must be submitted on the DSP. **This procedure is designed to preserve equity between Tenderers by ensuring that no premature disclosure of tender details can take place.**

15.        **No useful purpose is served by enquiring about the result of this ITT.** Tenderers will be notified of the Authority’s decision as early as possible.

**Formation of Contract**

16.        Once the evaluation process has been completed, the Tenderers will be notified of the outcome of the competition and the name of the successful Tenderer. The Authority’s Representative (Commercial) stipulated on the Purchase Order will accept the successful tender by signing and dating Part B of the Offer and Acceptance box of the Purchase Order and dating Part C to signify the Effective Date i.e. the date of the Contract. The Effective Date shall be no earlier than the date of acceptance of the tender and shall allow a reasonable time for the acceptance to be communicated to the Contractor. One copy of the completed Purchase Order will then be returned to the Contractor to be attached to their copy of the Terms and Conditions.

**Instruction to Tenderers**

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

A key aspect of the Government’s SME Policy is ensuring that its suppliers throughout the supply chain are paid promptly. All suppliers to the Authority and their sub-contractors are encouraged to make their own commitment and register with the Prompt Payment Code.

Suppliers are also encouraged to work with the Authority to support the Authority’s SME initiative. Information on the Authority’s purchasing arrangements, our commercial policies and our SME policy can be found at Gov.UK.

2.        **Price** In order to facilitate the comparison of tenders, the prices quoted for the Deliverables and Packaging must reflect the terms of the Purchase Order and be set out in strict accordance with the requirements of the Schedule to Purchase Order.

3.        **Orders for Parts of the Tender** The Authority reserves the right, **unless the Tenderer expressly states that parts of the tender may not be accepted separately in their tender**, to order some or all of the Deliverables stated in the Schedule to the Purchase Order.

4.        **Alternative Conditions** The Tenderer shall comply with the notices and instructions set out in this ITT and submit a tender compliant with the MOD Terms and Conditions for Less Complex Requirements. Any offer made subject to additional or alternative contractual conditions will not be considered and will be rejected on the grounds of those conditions alone.

5.        **Tender Evaluation** The tender evaluation shall be carried out in accordance with the Evaluation Criteria stated in the ITT tender documentation. **The Authority can only evaluate those things stated in your tender.**

6.        **Alteration to Purchase Order** Any alteration to the Purchase Order suggested by the Tenderer e.g. an alternative Delivery offer, should be effected by striking through the original entry and inserting the alternative adjacent to it. The Tenderer's attention is, however, drawn to paragraphs 3 to 5 above.

7.        **Completion of Tender**

a.        In the event of a Deliverable appearing more than once in the attached Schedule of Requirements, whether separately or as part of an assembly, the Tenderer is requested to quote on the basis of the total quantity for that Deliverable.

b.        The Tenderer should ensure that their tender is clear and in a form which will allow the Authority to take copies for evaluation purposes.

8.        **Tenders for Selected Deliverables** Tenders need not necessarily be for all the Deliverables listed in the Schedule to the Purchase Order. The words “No Tender” should be inserted in the price column against items for which no offer is made.

9.        **Bid costs** The Tenderer will bear all costs associated with preparing and submitting their Tender. If the Tender process is terminated or amended by the Authority, the Tenderer will not be reimbursed.

10.        **ITT Material**

a.        ITT Material means information (including for example, drawings, handbooks, manuals, instructions, specifications and notes of pre-tender clarification meetings, in whatever form or medium, patterns and samples) issued to you by the Authority or on its behalf, or to which you have been given access, for the purposes of responding to this ITT. ITT Material remains the property of the Authority or other owners and is released solely for the purpose of tendering. The Tenderer shall notify the Authority’s Representative (Commercial Officer) without delay if any additional ITT Material is required for the purpose of tendering. The Tenderer shall be responsible for the safe custody and due return of ITT Material, and shall be responsible for all loss or damage sustained while in their care, and until re-delivered to the Authority.

b.        **Destruction of ITT Material** You must immediately confirm destruction of (or in the case of software, that it is beyond use) all ITT Documentation, ITT Material and derived information of an unmarked nature, should you decide not to respond to this ITT, or you are notified by the Authority that your Tender has been unsuccessful.

c.        **Intellectual Property Rights in ITT Material** The Intellectual Property Rights in ITT Material may belong to the Authority or a third party. The ITT Material may only be used for the purpose of responding to this ITT and shall not be copied, or disclosed to anyone other than employees of the Tenderer involved in the preparation of the tender, without the prior written approval of the Authority. If the Tenderer discloses the ITT Material other than to employees involved in the tender preparation, or uses the ITT Material other than for the purpose of tendering, the Authority, or the third party owner, may suffer damage for which compensation may be sought from the Tenderer.

d.        **Confidentiality Agreements** Some or all of the ITT Material issued in connection with this ITT may already be the subject of Confidentiality Agreements. The provisions of such agreements are in addition to, and not in substitution for, any obligations arising from receipt of or access to ITT Material under the terms of this ITT, and the provisions of sub-paragraphs 10.a - c above.

11.        **Samples**

a.        Where it is indicated in Annex B that samples may be required for evaluation, the Tenderer must be prepared to submit them without charge. Samples should be clearly labelled with the following particulars:

(1)        The Tenderer's name and address.

(2)        The ITT Reference Number and tender return date.

(3)        Description and Item Number as shown in the Schedule to the Purchase Order.

b.        The Authority shall retain all samples for twelve (12) months. After this period the Authority shall destroy the samples unless you specifically state you require their return. The sample of any subsequent contracts shall be kept indefinitely.

12.        **Notification of Inventions etc.**

a.        The Tenderer acknowledges that their prices shall include the use of any intellectual property rights which they own or control to the extent that their use is required for the performance of any resultant Contract. The Tenderer also acknowledges that their prices include subsequent use by the Authority of anything delivered under the Contract.

b.        In their tender the Tenderer shall notify the Authority of:

(1)        any invention or design the subject of patent or registered design rights (or application therefore) of which the Tenderer is aware , and;

(2)        any other restriction (including any export requirement or restriction) as to disclosure or use or obligation to make payments in respect of intellectual property (including technical information) to which the Tenderer is subject, and;

(3)        any allegation of infringement of intellectual property rights made against the Tenderer;

which pertains to or appears to be relevant to the performance of any resultant Contract or to subsequent use by the Authority of anything required to be done or delivered under any resultant Contract.

c.        The Tenderer shall, at the request of the Authority, give the Authority particulars of every restriction and obligation referred to in sub-paragraph 12.b.(2). above.

d.        If the information required under this Paragraph 12 has been provided previously, the Tenderer may satisfy these requirements by giving details of the previous notification.

13.        **Ozone Depleting Substances** The Tenderer must state whether 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.

14.        **Hazardous Deliverables and Substances** It is a condition of this ITT that where the ITT calls for, or the Tenderer proposes, the use of Hazardous Deliverables or substances, the Tenderer shall provide with his tender a completed Safety Data Sheet in accordance with Clause 9 of the Terms and Conditions. Failure to comply fully with this condition may result in the tender being deemed non-compliant thus rendering it ineligible for further consideration by the Authority.

15.        **Elimination Of Asbestos** It is a condition of this ITT that the Deliverables shall not incorporate asbestos of any kind. The Tenderer will confirm this by signing and returning the tender form at Annex A to this ITT as part of their tender.

16.        **Transparency, Freedom of Information and Environmental Information Regulations**

a.        Tenderers should be aware that, if they are awarded the Contract, the content of the Contract may be published by the MOD to the general public in line with government policy set out in the Prime Minister’s letter of May 2010 (<https://www.gov.uk/government/policies/improving-the-transparency-and-accountability-of-government-and-its-services>).

b.        Before publishing the Contract, the MOD will redact any information which would be exempt from disclosure if it was the subject of a request for information under the Freedom of Information Act 2000 (“the FOIA”) or the Environmental Information Regulations 2002 (“the EIR”).

c.        The FOIA and the EIR provide a more general statutory right of access to information held by or on behalf of public authorities, including information provided by third parties such as suppliers. This right of access is subject to a number of exemptions, including confidential information and commercially sensitive information. Further details of MOD policy on FOIA and EIR can be found on the Acquisition Operating Framework (https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm click on "Commercial Toolkit" then "MOD Commercial Management" then "Freedom of Information").

d.        In order to assist the MOD in applying the exemptions in the FOIA and the EIR, Tenderers should complete the appropriate Tenderer’s Commercially Sensitive Information box in the Purchase Order, explaining which parts of their tender they consider to be sensitive or confidential. Tenderers are also requested to include in the box the details of a named individual who may be contacted with regard to this information.

e.        Tenderers should note that, while their views will be taken into consideration, the ultimate decision whether to publish or disclose information provided to the MOD lies with the MOD. Tenderers are advised to give as much detail as possible on the Form. It is highly unlikely that a contract will be exempt from disclosure in its entirety. Should the MOD decide to publish or disclose information against the wishes of a Tenderer, the Tenderer will be given prior notification.

17.        **Consultation with Credit Reference Agencies** The Authority may consult credit reference agencies to assess the creditworthiness of a Tenderer. Information on creditworthiness may be used by the MOD to support and influence decisions to enter into business with a Tenderer.

18.        **Conflicts of Interest**

a.        MOD policy states that it is sometimes in the MOD’s wider business interests to allow suppliers to operate on both the client and supply side. Conflicts of Interest (CoI) can occur outside of direct commercial relationships between the MOD and its suppliers and therefore all personnel involved in acquisition (both Authority and Tenderer) should be familiar with the Conflicts of Interest Commercial Policy Statement (CPS).

b.        Accordingly, Tenderers shall notify immediately the Authority of any current or potential CoI relating to the requirement and shall give particulars of every instance.

c.        Where the Authority permits the Tenderer or any entity within the Tenderer’s potential supply chain or any entity providing advisory services to the Tenderer or its potential supply chain to work on both the client and supply side, the Contractor shall, as a legally binding agreement or Condition of Contract, be required to:

(1)        Adopt a formally agreed, legally binding, Compliance Regime (CR) between the Authority and the Contractor. This shall include but not be limited to:

(a)        Manner of operation and management;

(b)        Roles and responsibilities;

(c)        Standards for integrity and fair dealing;

(d)        Levels of access to and protection of competitors sensitive information and Government Furnished Information;

(e)        Confidentiality / Non-Disclosure Agreements (NDA’s)(e.g. DEFFORM 702);

(f)        The Authority rights of audit;

(g)        Physical and Managerial separation.

(2)        Identify potential or actual Conflicts of Interest;

(3)        Investigate breaches.

19.        **Canvassing** Any Tenderer who directly or indirectly seeks to persuade any officer, member, employee, or agent of the MOD concerning this procurement except by responding to this ITT or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent of the MOD concerning any other Tenderer, tender or proposed tender concerning this procurement before the end of the selection process will be disqualified from consideration for this procurement.

20.        **Collusive Behaviour** The Tenderer’s attention is drawn to the requirements of the Competition Act 1998, Part 1. Any Tenderer found to have been part of a ‘Concerted Practice’ or ‘Agreement’, the purpose of which was to prevent, restrict or distort competition, shall be disqualified from consideration from this procurement. Disqualification will be without prejudice to any to any civil remedy available to the Authority or criminal liability which the conduct of the Tenderer may attract.

21.        **Bribery** Any Tenderer who offers to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done, any act or omission concerning this tender shall be disqualified. Disqualification will be without prejudice to any to any civil remedy available to the Authority or criminal liability which the conduct of the Tenderer may attract.

22.        **Authority Remedies for Breach of Contract** Tenderers should be aware of the contractual remedies set out at Clause 17 of the Terms and Conditions of the Contract which may apply in the event of a breach of contract by the Contractor. Damages for breach of contract are not limited under the Contract. However Tenderers should also note under Clause 17 that in exercising its rights and remedies under the Contract the Authority must act in a reasonable and proportionate manner having regard to the nature and consequences of the breach of contract. If Tenderers are unsure about the potential liability under the Contract, they should seek advice as appropriate.

23.        **Confidential Information.** 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 and related aspects of good procurement practice.

For these purposes, the Authority may share within Government any of the Contractor’s documentation / information (including any that the Contractor considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Contractor to the Authority during this Procurement. The information will not be disclosed outside Government. Contractors taking part in this competition must identify any sensitive material in the DEFFORM 539A and consent to these terms as part of the competition process.

24.        **Cyber Essentials Accreditation** For all new requirements advertised from 1st January 2016 which entail the transfer of MOD identifiable information from customer to supplier or the generation of information by a supplier specifically in support of the MOD contract, MOD will require suppliers to have a Cyber Essentials certificate by the contract start date at the latest, and for it to be renewed annually. This requirement must be flowed down the supply chain.

In this context ‘information’ means any information in any written or other tangible form disclosed to one party by or on behalf of the other party under or in connection with the Contract, including information provided in the tender or negotiations which preceded the award of the Contract.

Please notify the Authority as soon as you become aware of any issues with Supply Chain ability to comply with Cyber Essentials.

**THE TENDERER MUST SIGN AND RETURN ONE COPY OF SC1A ITT Comp (Annex A) WITH THEIR TENDER**

**Annex A**

**SC1A ITT Ref No**

**Ministry of Defence**

**TENDER**

**To the Secretary of State for Defence (hereinafter called "the Authority")**

The undersigned Tenderer having read the Invitation to Tender – Less Complex Requirements – Competitive Procurement and accompanying Conditions of Contract, offers to supply the Deliverables (to the extent which the Authority may determine in ordering the Deliverables ) at the price or prices and at the time or times stated and in accordance with any drawings and / or specifications stated in the Purchase Order and subject the above mentioned MOD Terms and Conditions..

The following additional information is provided:

|  |
| --- |
| **Notification of Inventions** |
| Please state below details invention or design, other restriction and any allegation of infringement specified in Paragraph 12.b and 12.d (continue on a separate sheet if necessary). |
| **Ozone Depleting Substances** |
| Please state below details of the use of substances specified in Paragraph 13, or state “NIL RETURN” (continue on a separate sheet if necessary). |
| **Asbestos** |
| By signing this Offer, the Contractor confirms that the Deliverables do not incorporate asbestos as specified in Paragraph 15 |
| **Premises where Contract will be performed (if applicable)** |
| The Deliverables, or any part of them supplied under this Contract resulting from this Tender will be manufactured and or bought in from premises detailed below: |
| **Value of Tender (excluding VAT)** |
| Total cost of Deliverables, including packaging, required computed at the Tenderer's quoted price   £    Total value of tender (to be repeated below in WORDS)   £    (WORDS:     ) |
| **Value Added Tax** |
| If registered for Value Added Tax purposes, please insert    a.        Registration No    b.        Total amount of Value Added Tax payable on this tender (at current rate(s))    £ |
| **Transparency** |
| Should the Tenderer be awarded a Contract resulting from this tender, it understands that the Authority may publish the content of the Contract to the general public. The Commercially Sensitive Information which forms part of the Purchase Order is completed to assist the Authority in applying the appropriate exemptions in the FOIA and the EIR. |
| 1. We certify that the offer made in connection with the above tender 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:  a. the offered price has not been divulged to any third party person,  b. no arrangement has been made with any third party that they should refrain from tendering,  c. no arrangement with any third party has been made to the effect that we will refrain from bidding on a future occasion,  d. no discussion with any third party has taken place concerning the details of either’s proposed price, and  e. no arrangement has been made with any third party otherwise to limit genuine competition.  2. We understand that any instances of illegal cartels, market sharing arrangements or other anti-competitive practices, suspected by the Ministry of Defence 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.  3. We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.  4. We agree that the Authority may share the Contractor’s information / documentation (submitted to the Authority during this procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. We certify that we have identified any sensitive material in DEFFORM 539A. |
| **Dated this       day of       Year** |
| **Signature:                                  In the capacity of**  (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:**  **Email:** |

**Annex B – Tender Evaluation Criteria**

1. This section details how your Tender will be evaluated.
2. The Tender evaluation will assess the Most Economically Advantageous Tender (MEAT) to The Authority based on the following calculation:

Evaluation Score = Total Price

Total Technical Score

1. Any Tender which is considered non-compliant for any Commercial, Financial and Technical element or criteria will be excluded from the competition and not receive an Evaluation Score.
2. The Tenderer with the lowest Evaluation Score will be considered to be the Winning Tenderer and awarded any resulting contract.
3. In the event that multiple Tenderers achieve the exact same lowest Evaluation Score, then the Tenderer with the lowest Total Price will be considered to be the Winning Tenderer. In the event that multiple Tenderers achieve the exact same lowest Evaluation Score and have the exact same lowest Total Price, then The Authority reserves the right to request those, and only those, Tenderers to submit final and best Total Prices, with the lowest final and best Total Price considered to be the Winning Tenderer.
4. Tenders will be evaluated based on the contents of their Tender response only. Tenderers should submit only one priced proposal. Technical Evaluation will be undertaken independently from Commercial and Financial Evaluations. Technical evaluators will have no knowledge of associated prices.
5. Should any exclusions, assumptions, dependencies or caveats apply to your Tender or any of the goods and/or services that you would provide when delivering the requirements, these should be clearly indicated in the relevant areas of the Tender.

**Commercial Qualification Evaluation**

1. The Commercial Qualification Evaluation will assess tendering and contractual criteria to ensure:

* the Tender was received by the due date and time.
* any required delivery dates can be met.
* all Terms & Conditions have been accepted.
* Tender Offer Annex A was submitted.
* the Statement Relating to Good Standing was submitted.
* the Supplier Assurance Questionnaire (and Cyber Implementation Plan, if required) was submitted.
* any other requested information was submitted.

1. A Tender may be considered non-compliant if:

* any of the items detailed in D8 are not provided.

1. The Authority reserves the right to undertake a financial health check of Tenderers as part of the Commercial Evaluation. If a Parent Company or Bank guarantee is requested and is not provided, The Authority retains the right to consider the Tenderer non-compliant.

**Financial Evaluation**

1. The Financial Evaluation will assess the Total Price the Tenderer has offered to deliver all the requirements set out in the Statement of Requirements.
2. Prices should be provided for each item listed in the Schedule of Requirements. The Total Price should be confirmed on Tender Annex A. This shall be the total maximum cost for the provision of all goods and/or services listed, as detailed in the Statement of Requirement, for the full maximum duration of the requirement, including any optional services and periods.
3. The Total Price figure that will be used in the evaluation of Tenders shall be the total figure that is calculated from the prices Tenderers have provided for each item listed in the Schedule of Requirements, for the full maximum duration of the requirement, including any optional services and periods.
4. Tenderers are notified that when the contract is in place, payments for goods and/or services will be made after the goods and/or services have been fully delivered. For example, payment for purchase of an item will be made after it has been delivered and installed or payment for annual maintenance of a piece of equipment will be made at the end of the contract year during which the maintenance was undertaken.

1. Where estimated Authority usage figures are shown on the Schedule of Requirements, the Total Price figure shall not be a guarantee of payments to be made under any resulting Contract.

1. A Tender will be considered non-compliant if:

* the Total Price is greater than the total available funding of £38,400; or
* the Tender does not indicate a Total Price; or
* the Tender has not provided prices for the all items in the Schedule of Requirements.

**Technical Evaluation**

1. The Technical Evaluation will assess how much confidence the Tender gives The Authority, that the Tenderer can meet and deliver all the requirements detailed in the Statement of Requirements.
2. The Technical Evaluation will allocate points to a set of evaluation criteria. These criteria may also be weighted, with the points allocated to each individual criteria being multiplied by the associated weight to give a score for that individual criteria. The points, weightings and scores available for each criteria are indicated in the Technical Criteria Table. Guidance on how Tenders will be scored is in the Scoring Criteria Table.
3. The Technical Evaluation may also assess some criteria on a pass/fail basis. These criteria will not be included in the Total Technical Score calculation. Guidance on how Tenders will be scored is in the Scoring Criteria Table.
4. The scores awarded for each individual criteria, excluding any pass/fail criteria, will be added together to give the Total Technical Score.
5. Technical evaluators are considered to be Subject Matter Experts (SME) in the areas they are evaluating. If an individual criteria is evaluated by more than the one SME, then an overall moderated points figure will be agreed between the evaluators for that criteria. This moderated points figure will be used for the purposes of the evaluation.

1. A Tender will be considered non-compliant if:

* the Tender receives points which are below the threshold set for any individual criteria; or
* the Tender receives a Total Technical Score below 60; or
* the Tender receives a fail on any pass/fail criteria.

1. Technical Criteria Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Figure** | **Criteria** | **Points Available** | **Minimum Threshold** | **Weight** | **Score Available** |
| A | Confirm you are registered on the RoEPAO and can deliver EPAs for the L3 Personal Trainer Apprenticeship Standard (ST0037)? | Pass or Fail | Pass | N/A | Pass or Fail |
| B | Confirm you are fully compliant with requirements of the GDPR and the UK DPA 18 and have achieved and can maintain Cyber Essentials accreditation as a minimum level? | Pass or Fail | Pass | N/A | Pass or Fail |
| C | Confirm you have the ability to complete all assessment elements in the locations required as set out in the Statement of Requirements | Pass or Fail | Pass | N/A | Pass or Fail |
| 1 | State how you will deliver and manage all the elements detailed in the Statement of Requirements? | 0, 30, 70 or 100 | 30 | 55.00% | 55 |
| 2 | State how you will ensure that a quality service is delivered? | 0, 30, 70 or 100 | 30 | 25.00% | 25 |
| 3 | State how you will ensure governance standards will be maintained? | 0, 30, 70 or 100 | 30 | 20.00% | 20 |
|  |  |  |  | 100% | 100 |

1. Scoring Criteria Table

|  |  |
| --- | --- |
| Pass | Fail |
| In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: | In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: |
| clearly details how the requirements or criteria will be met in full and sufficient evidence has been provided, where applicable. | does not clearly detail how the requirement or criteria will be met in full and sufficient evidence has not been provided, where applicable. |
| clearly shows that any required volumes, timescales, standards or support will be met, where applicable. | does not clearly show that any required volumes, timescales, standards or support will be met, where applicable. |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 100 – High Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: | 70 – Good Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: | 30 – Moderate Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: | 0 – Low Confidence  In The Authority’s opinion the Tenderers response to the requirements or criteria being assessed: |
| addresses and demonstrates a thorough understanding of all elements of the requirement or criteria, where applicable. | addresses and demonstrates a sufficient understanding of most of the requirement or criteria, where applicable. | addresses and demonstrates an understanding of some of the elements of the requirement or criteria, where applicable. | does not address or demonstrate an understanding of most or all of the requirement or criteria, where applicable. |
| provides a comprehensive, unambiguous and thorough explanation of how all of the requirement or criteria will be delivered, where applicable. | provides sufficient detail and explanation of how most of the requirement or criteria will be delivered, where applicable. | is weak in some areas and does not fully detail or explain how some elements of the requirement or criteria will be delivered, where applicable. | does not demonstrate the ability to deliver most or all of the requirement or criteria, where applicable. |
| details a thorough explanation of how the full volumes and timescales of the requirement or criteria will be met, where applicable. | shows sufficient ability to meet most of the volumes and timescales for the requirement or criteria, where applicable. | indicates that some of the volumes or timescales for the requirement or criteria will be met but may be lacking detail is some areas, where applicable. | does not show that most or all of the volumes or timescales of the requirement or criteria will be met, where applicable. |
| provides comprehensive details showing how all of the requirement or criteria will be managed with sufficient resource allocated and support provided for the full duration, where applicable. | provides sufficient information to show how most of the requirement or criteria will be managed with adequate resource allocated and support provided, where applicable. | provides details of how some of the requirement or criteria will be managed but leaves concerns about the resource and support provided, where applicable.  . | does not provide details of how most or all of the requirement or criteria will be managed or that the required resource and support will be provided, where applicable. |
| comprehensively details how the requirement or criteria will be assured and how all quality or standards expected will be met in full, where applicable. | sufficiently details how most of the requirement or criteria will be assured and quality or standards expected will be met, where applicable. | provides details of how some of the requirement or criteria will be assured but leaves doubt about quality or standards, where applicable. | does not demonstrate that most or all of the required standards or quality will be met, where applicable. |
| has comprehensively considered risks to delivery of the requirement or criteria and thoroughly explained how they will be eliminated or mitigated, where applicable. | has considered risks to delivery of the requirement or criteria and adequately indicated how most will be eliminated or mitigated, where applicable. | has considered risks to some of the requirement or criteria but leaves concerns that there are risks that have not been considered or may not be mitigated, where applicable. | has identified and addressed few or no risks to delivery, where applicable. |

1. Evaluation Example Table

The following table provides an example of how Tenders may be evaluated/scored and is for illustrative purposes only. The number of questions and potential points/scores do not necessarily reflect the exact Technical Scores and Scoring Criteria for this particular requirement or how Tenders for this requirement will be evaluated. This example is based on a procurement with 2 pass/fail criteria and 5 scored criteria, each with a minimum threshold of 30, and funding of £250,000.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Figure** | **Weight** |  | **Tender 1 Points** | **Tender 1 Score** |  | **Tender 2 Points** | **Tender 2 Score** |  | **Tender 3 Points** | **Tender 3 Score** |  | **Tender 4 Points** | **Tender 4 Score** |
| A | N/A |  | Pass | Pass |  | Pass | Pass |  | Pass | Pass |  | Pass | Pass |
| B | N/A |  | Pass | Pass |  | Fail | Fail |  | Pass | Pass |  | Pass | Pass |
| 1 | 30.00% |  | 100 | 30.00 |  | 100 | 30.00 |  | 100 | 30.00 |  | 70 | 21.00 |
| 2 | 25.00% |  | 70 | 17.50 |  | 100 | 25.00 |  | 30 | 7.50 |  | 100 | 25.00 |
| 3 | 18.00% |  | 100 | 18.00 |  | 30 | 5.40 |  | 100 | 18.00 |  | 70 | 12.60 |
| 4 | 15.00% |  | 100 | 15.00 |  | 0 | 0.00 |  | 100 | 15.00 |  | 100 | 15.00 |
| 5 | 12.00% |  | 100 | 12.00 |  | 100 | 12.00 |  | 100 | 12.00 |  | 100 | 12.00 |
| Technical Score |  |  |  | 92.50 |  |  | 72.40 |  |  | 82.50 |  |  | 81.10 |
| Technical Compliance |  |  |  | Compliant |  |  | Non-Compliant |  |  | Compliant |  |  | Compliant |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Price |  |  |  | 240,000 |  |  | 215,000 |  |  | 275,000 |  |  | 210,000 |
| Financial Compliance |  |  |  | Compliant |  |  | Compliant |  |  | Non-Compliant |  |  | Compliant |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commercial Compliance |  |  |  | Compliant |  |  | Compliant |  |  | Compliant |  |  | Compliant |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation Score |  |  |  | 2594.59 |  |  | 0.00 |  |  | 0.00 |  |  | 2589.40 |

In this example, Tender 2 was non-compliant as it did not meet the minimum threshold for Technical Criteria B and 4. Tender 3 was as non-compliant as the Total Price exceeded the funding available. Tender 4 is the Winning Tenderer, as it had the lowest Evaluation Score and was compliant for all Commercial, Financial and Technical criteria.

**Invitation to Tender**

**Special Notices and Instructions to Tenderers**

1.    The contents of this Invitation to Tender must not be disclosed to un-authorised persons and must be used only for the purposes of tendering.

2.    In addition to the Notices and Instructions specified elsewhere in the Invitation to Tender (ITT) the following shall also apply:

IR35 off payroll working rules are not considered to apply to this requirement unless the Winning Tenderer indicates that the personnel who will be used to deliver Services will not be employed through their payroll. In those circumstances, a relevant assessment will be raised.

A Cyber Risk Assessment has been raised for this requirement under Assessment number 621704896. The associated Cyber Risk Profile is ‘low’’.

Where a Cyber Risk Assessment has been raised, Tenderers must complete a Supplier Assurance Questionnaire and email this to [ISSDes-DCPP@mod.gov.uk](mailto:ISSDes-DCPP@mod.gov.uk), who will confirm cyber risk compliance. A copy of the completed questionnaire and the compliance email should then be included as part of the tender submission.

If a Tenderers Supplier Assurance Questionnaire score does not meet the level set in the Cyber Risk Assessment, this does not prevent submission of a Tender. In those circumstances, a Cyber Implementation Plan should be completed as part of the tender submission, to demonstrate what actions will be taken to meet the required Cyber Risk level. Provided the actions and timescales were considered acceptable to The Authority, the Cyber Implementation Plan would then be included as a requirement in any resulting Contract.

**Cyber Implementation Plan Template**

|  |  |
| --- | --- |
| MOD contract number: |  |
| CSM Risk Acceptance Reference: |  |
| CSM Cyber Risk Profile: |  |
| Name of Supplier: |  |
| Current level of Supplier compliance: |  |
| Reasons unable to achieve full compliance: |  |
| Measures planned to achieve compliance / mitigate the risk with dates: |  |
| Anticipated date of compliance / mitigations in place: |  |

SC1A PO (Edn 03/21)

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**PURCHASE ORDER**

**Contract** **No:**701844451

**Contract Name:**Provision of End Point Assessment for PTI on the L3 Personal Trainer Standard

**Dated:** 28 October 2021

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to £122,979).

|  |  |
| --- | --- |
| **Contractor** | **Quality Assurance Requirements (Clause 8)** |
| Name:  Registered Address: |  |
| **Consignor (if different from Contractor’s registered address)** | **Transport Instructions (Clause 10)** |
| Name:  Address: | Select method of transport of Deliverables  To be Delivered by the Contractor  To be Collected by the Authority  Each consignment of the Deliverablesshall be accompanied by a Delivery Note |

|  |  |
| --- | --- |
| **Progress Meetings (Clause 13)** | **Progress Reports (Clause 13)** |
| The Contractor shall be required to attend the following meetings:  To be arranged if and when required unless already detailed in Statement of Requirements. | The Contractor is required to submit the following Reports:  To be arranged if and when required unless already detailed in Statement of Requirements. |

|  |  |
| --- | --- |
| **Payment (Clause 14)** | |
| Payment is to be enabled by CP&F. | |
| **Forms and Documentation** | **Supply of Hazardous Deliverables (Clause 9)** |
| Forms can be obtained from the following websites:  <https://www.aof.mod.uk/aofcontent/tactical/toolkit>  (Registration is required).  <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>  <https://www.dstan.mod.uk/>  (Registration is required).  The MOD Forms and Documentation referred to in the Conditions are available free of charge from:  Ministry of Defence, Forms and Pubs Commodity Management  PO Box 2, Building C16, C Site  Lower Arncott  Bicester, OX25 1LP  (Tel. 01869 256197 Fax: 01869 256824)  Applications via email:  [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)  If you require this document in a different format (i.e. in a larger font) please contact the Authority’s Representative (Commercial Officer), detailed below. | A completed DEFFORM 68 and, if applicable, Safety Data Sheet(s) are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:  a. The Commercial Officer detailed in the Purchase Order, and  b. [DSA-DLSR-MovTpt-DGHSIS@mod.uk](mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk)  by the following date:  or if only hardcopy is available to the addresses below:  Hazardous Stores Information System (HSIS)  Defence Safety Authority (DSA)  Movement Transport Safety Regulator (MTSR)  Hazel Building Level 1, #H019  MOD Abbey Wood (North)  Bristol BS34 8QW |

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| --- | --- | --- | --- | --- |
| **DEFFORM 111**  **(Edn 03/21)**  **Appendix - Addresses and Other Information** | | | | |
|  | 1. **Commercial Officer:**   Name: Lee Culshaw  Address: MP1.1, NCHQ, Leach Building, Whale Island, Portsmouth, PO2 8BY  Email: lee.culshaw100@mod.gov.uk  🕿 03001552535 |  | **8. Public Accounting Authority:**  1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  🕿 44 (0) 161 233 5397  2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  🕿 44 (0) 161 233 5394 |  |
|  | | | | |
|  | 1. **Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available):   Name:  Address:    Email  🕿 |  | **9. Consignment Instructions:**  The items are to be consigned as follows:    As detailed in Schedule of Requirements |  |
|  | | | | |
|  | 1. **Packaging Design Authority:**   Organisation and point of contact:    (where no address is shown please contact the Project Team in Box 2)  🕿 |  | **10. Transport.** The appropriate Ministry of Defence Transport Offices are:  A**. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH  Air Freight Centre  IMPORTS 🕿 030 679 81113 / 81114 Fax 0117 913 8943  EXPORTS 🕿 030 679 81113 / 81114 Fax 0117 913 8943  Surface Freight Centre  IMPORTS 🕿 030 679 81129 / 81133 / 81138 Fax 0117 913 8946  EXPORTS 🕿030 679 81129 / 81133 / 81138 Fax 0117 913 8946  B. **JSCS**  JSCS Helpdesk 🕿 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837  Users requiring an account to use the MOD Freight Collection Service should contact UKStratCom-DefSp-RAMP@mod.gov.uk in the first instance |  |
|  | | |
|  | 1. **(a) Supply/Support Management Branch or Order Manager**   **Branch/Name:**  As per box 2  🕿  **(b) U.I.N.** |  |
|  | | | | |
|  | 1. **Drawings/Specifications are available from:** |  | **11. The Invoice Paying Authority:**  Ministry of Defence 🕿 0151-242-2000  DBS Finance  Walker House, Exchange Flags Fax: 0151-242-2809  Liverpool, L2 3YL **Website is:** <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing> |  |
|  | | |
|  | 1. **Intentionally Left Blank** |  |
|  | | | | |
|  | 1. **Quality Assurance Representative:**     Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.    AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed] |  | **12. Forms and Documentation are available through \*:**  Ministry of Defence, Forms and Pubs Commodity Management  PO Box 2, Building C16, C Site  Lower Arncott  Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  **Applications via fax or email:** [Leidos-](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)FormsPublications@teamleidos.mod.uk |  |
|  |  | | |
|  |  | **\* NOTE**  **1.** Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>  2. If the required forms or documentation are not available on the MOD Intranet site requests should be submitted through the Commercial Officer named in Section 1. |  |
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| **Contractor’s Commercially Sensitive Information (Clause 5). Not to be Published** |
| Description of Contractor’s Commercially Sensitive Information: |
| Cross reference to location of sensitive information: |
| Explanation of Sensitivity: |
| Details of potential harm resulting from disclosure: |
| Period of Confidence (if Applicable): |
| Contact Details for Transparency / Freedom of Information matters:  Name:  Position:  Address:  Telephone Number:  E-Mail Address: |
|  |

|  |  |
| --- | --- |
| **Offer and Acceptance** | |
| A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for 90 days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (up to £122,979)  Name (Block Capitals):  Position:  For and on behalf of the Contractor:  Authorised Signatory ……………………………..  Date: | B) Acceptance  Name (Block Capitals):  Position:  For and on behalf of the Authority:  Authorised Signatory …………………………….  Date: |
| C) **Effective Date of Contract**: | |

**Schedule of Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverables in accordance with Statement of Requirements** | | | | | | |
| **Item Number** | **Description** | **Delivery Date**  **(exact dates to be confirmed on contract award)** | **Unit of Measurement** | **Quantity** | **Firm Price (£) Ex VAT –**  **Per EPA**  **(including any packaging, travel, delivery and importing)** | **Firm Price (£) Ex VAT**  **-Total**  **(including any packaging, travel, delivery and importing)** |
| 1 | Provision of EPA  (in accordance with Statement of Requirements) | Year 1 –  December 2021 to December 2022 | Per EPA | Up to 12 |  |  |
| 2 | Provision of EPA  (in accordance with Statement of Requirements) | Year 2 –  December 2022 to December 2023 | Per EPA | Up to 12 |  |  |
| 3 | Provision of EPA  (in accordance with Statement of Requirements) | Year 3 –  December 2023 to December 2024 | Per EPA | Up to 12 |  |  |
| 4 | Provision of EPA  (in accordance with Statement of Requirements) | Year 4 –  December 2023 to December 2024 | Per EPA | Up to 12 |  |  |
| Quantities shown are expected numbers and not a guarantee of amounts required or due. Quantity ordered under the contract may differ dependent on The Authority requirements. | | | | | **Total Price** |  |

|  |  |
| --- | --- |
| **Item Number** | **Consignee Address (XY code only)** |
| All | HMS Temeraire, Portsmouth |
| **Item Number** | **Payment Schedule** |
| 1-4 | Payments to be made following delivery of service |

**Statement of Requirements**

Introduction

All Apprenticeship Standards require an Apprentice to complete an End Point Assessment (EPA) in order to prove they possess the required Knowledge, Skills and Behaviours (KSBs) of the Apprenticeship they are undertaking. In order to comply with government funding rules, this must be conducted by and independent assessor working on behalf of an End Point Assessment Organisation (EPAO) who is registered on the Register of End Point Assessment Organisations (RoEPAOs). The Royal Navy (RN) undertakes Apprenticeships at all levels and require having a signed agreement with an EPAO in order to assess our Apprentices. The Physical Training Instructors (PTIs) currently undertake the L3 Personal Trainer apprenticeship Standard (ST0302) and require to be assessed by an assessor on the RoEPAOs.

Governance

1. The Royal Navy Apprenticeship Programme (RNAP) is managed by the Training Management Group (TMG) based in HMS Collingwood, Fareham, Hampshire. The RN delivers 16 standards to 2,500 Apprentices every year with 4500 on programme at any one time. Delivery of these apprenticeship programmes is supported by a contracted Supporting Provider (SP), currently Team Fisher.

2. It is the Authority’s policy that EPA delivery will be required within 3 months of Gateway Assessment and the EPA requirement forecast will be refined by the Authority on a monthly basis. The authority, or a nominated representative, will liaise with the EPAO to book apprentices for EPA once Gateway is completed.

Detailed SOR

3. This SOR comprises 4 further elements:

a. Section 1A – General Requirements for the Delivery of EPA to the Royal Navy.

b. Section 1A – Specific Requirements for the Delivery of EPA to the Royal Navy.

c. Section 2 – Specific Programme Information.

d. Section 3 – Compliance with ESFA Sub Contracting Requirements.

SECTION 1A – GENERAL REQUIREMENTS FOR THE DELIVERY OF EPA TO THE Royal Navy

Requirements for delivery include, but are not limited to:

Ser Requirement

1. Assessment Design and Delivery:

a. Provide the RN with practice papers and mock assessments to prepare apprentices for Gateway and EPA.

b. In accordance with the Institute for Apprenticeships and Technical Eduction (IfATE) EPA requirements, assessments must be designed to be accurate, valid, reliable, consistent, fair and manageable.

c. Enable online assessments where appropriate. Where online assessment is used, this must be web-based and not platform-based.

d. Liaise with the RN to ensure that assessors have a clear understanding of Defence terminologies and protocols, noting that there may be minor differences between the Services and Industry. This is to ensure that Service learners are not disadvantaged during EPA.

e. Ensure that the number of staff is sufficient to deliver the requirement, and that all staff involved in the delivery of EPA are fully occupationally competent and qualified to deliver EPA in accordance with the requirements of the Standard.

f. Be prepared to cater for reasonable adjustments in accordance with IfATE policy and Joint Service Publication 822 (available online).

g. Have in place a business continuity plan to ensure that apprentices can access timely EPA.

h. Be prepared to adapt EPA delivery to meet future amendments to the EPA plan.

2. Governance, Compliance and Quality Assurance:

a. The EPAO shall deliver and internally quality assure the EPA in accordance with the regulations laid down by the IfATE for Standards and in accordance with current (as periodically amended) Education and Skills Funding Agency (ESFA) guidelines and EQA Provider requirements.

b. Quality assure assessments to ensure accuracy, validity, reliability, consistency, fairness and manageability.

c. Inform the RN and address quality, and quality assurance issues with the RN as they arise. Provide the RN with copies of all EQA Provider reports and Action Plans upon request.

d. Maintain all records in accordance with ESFA requirements for audit.

e. Provide the ESFA audit team and the RN with learner records on demand and within the timeframe set.

f. Ensure that the assessment programme is compliant with current Government regulations and requirements, and that it adopts national best practice in all aspects of quality of delivery.

g. Ensure that EPAO personnel have appropriate insurance in place in order to visit and work at MOD establishments and using any equipment or vehicles which may be required for EPAs.

h. Assist the RN in preparations for and execution of ESFA, Ofsted, National Audit Office, Defence Internal Audit and other internal audits and inspections and the provision of statistics/reports relating to the Contract where required.

3. Communications with Stakeholders:

a. Maintain communications with the RN and their SP on EPA and provide a nominated point of contact.

b. Maintain communications with apprentices (keeping the RN informed of all relevant communications) from EPA registration to completion.

c. Provide detailed performance feedback for the apprentices undertaking EPA (irrespective of outcome) to the RN.

d. Support the RN, or its SP, in scheduling EPA for apprentices. Ensure that the RN, or its SP, is informed of any changes to EPA scheduling.

e. Provide the RN with a bi-monthly feedback report on the EPA process. To include, but not be limted to, information and analysis against all elements of EPA:

(1) Numbers registered for EPA.

(2) Numbers attempted EPA.

(3) Numbers failed EPA.

(4) Numbers successful at EPA.

(5) Numbers missed EPA.

(6) Numbers awaiting EPA.

(7) Numbers awaiting Resit/Retake (cumulative).

(8) Issues identified.

(9) Recommendations/improvements.

(10) Analysis of the RN’s performance.

f. Attend RN Apprenticeship Programme strategic level meetings as required.

4. Learner Management:

a. On successful completion of the EPA, notify the RN or its SP.

b. Maintain all learner documentation in accordance with IfATE and EQA Provider requirements and make this available to IfATE, the EQA Provider and the Authority as required.

c. Claim apprenticeship certificates and send them via secure delivery to the RNs nominated Point of Contact for distribution.

5. Data Handling:

a. The EPAO shall achieve and maintain Cyber Essentials accreditation as a minimum level. The Authority reserves the right to require the EPAO to achieve and maintain Cyber Essentials Plus.

b. Ensure that any transfer of data between the EPAO, IfATE, EQA Provider, Learning Records Service, ESFA and the Authority shall be fully compliant with the requirements of these bodies.

c. Ensure that any transfer of data between the EPAO and other stakeholders shall be encrypted using Secure File Transfer Protocol (data storage and transfer must be UK-based). If data must be sent by e-mail, it must be encrypted using Winzip 10 or above.

d. The EPAO shall be fully compliant with requirements of the GDPR and the UK DPA 18.

e. The EPAO shall make available, on request, all records/processes for data handling audits by the RN or Information Commissioner’s Office.

6. Contract End and Transition:

a. Ensure at the contract end date, that all learner records are handed to the RN to enable continuity for all learners awaiting an EPA to an incoming contractor.

b. Work with the RN to produce a workable transition plan when the EPA contract ends.

7. Appeals, Re-sits and Re-takes:

a. Process appeals.

b. Deliver re-sits and re-takes in line with the EPA plan, at the RN’s request. Note: The RN defines a re-sit as repeating one or more elements of the EPA assessments without the need for further learning, a re-take requires further learning before re-testing.

8. Cancellation Terms: The RN shall have the right to reschedule or cancel EPA at no extra cost by giving a minimum of 10 working days’ notice.

SECTION 1A – SPECIFIC REQUIREMENTS FOR THE DELIVERY OF EPA TO THE ROYAL NAVY

Requirements for delivery include, but are not limited to:

Ser Requirement

1. Delivery Location:

a. Primarily deliver EPA (all assessments elements) at HMS Temeraire, Burnaby Road, Portsmouth, PO1 2EL, however other RN bases located in the south of England may be utilised if agreed by both parties.

2. EPA Delivery:

a. Deliver all assessment elements to an Apprentice on the same day.

b. Deliver multiple assessments to multiple Apprentices, within assessment guidelines.

c. Deliver up to 12 EPAs inper year in a RN training facility.

d. Be able to deliver 12 EPAs in a one-week block at a single RN training facility (HMS Temeraire), if required.

e. Be ready to deliver first EPA by December 2021.

3. EPA Pricing:

a. Provide a bespoke price per EPA.

4. Security:

a. Assessors entering military training establishments to carry out EPA, must be a UK citizen in order to comply with security regulations.

SECTION 2 – SPECIFIC PROGRAMME INFORMATION – RN LEVEL 3 PERSONAL TRAINER APPRENTICESHIP STANDARD (ST0302)

1. The EPAO shall deliver EPA for the L3 Personal Trainer Apprenticeship Standard (ST0302) in accordance with ESFA regulations as detailed in Section 3 of this Schedule and in line with the EQA Provider’s regulations

2. Royal Navy Physical Training Instructors (PTIs) are signed up to the L3 Personal Trainer apprenticeship Standard (ST0302) by the RN Apprenticeship Management Team whilst in HMS Temeraire, and complete any required Functional Skills (FS). Training takes place over 26 weeks where the majority of the knowledge, Skills and Behaviours (KSBs) of the apprenticeship standard are delivered. The remainder of the apprenticeship is completed in the sailor’s first assignment, which is usually a land based unit. On completion of their work-place journals/ Taskbooks and FS, apprentices are deemed competent and at Gateway, and therefore ready to complete EPA. Currently, competency is confirmed in by means of a week-long assessment held at HMS Temeraire.

3. The RN requires an EPAO to primarily deliver face-to-face EPAs within a secure military environment, however the RN are open to facilitating online solutions with the EPAO, where practical or deemed necessary.

4. Any information given below on demographics for this requirement is based upon the current occupancy and forecast future recruitment. Future recruitment, occupancy, levels of suspension and successful Gateway achievement cannot be guaranteed by the Authority and any data provided below in respect of these aspects is strictly indicative only.

Details of EPA to be delivered

5. The learner throughput for EPA in this contract is anticipated at approximately 12 (± 10%) apprentices per annum. This figure is expected to remain constant for the next 5 years. An average of 1 EPA per month is envisaged, however grouping of learners will be strongly encouraged as commonly programme lengths of stay would usually culminate around the same time. This should be used by tendering companies as an indicative guide for costing purposes and cannot be guaranteed by the Authority. Continual liaison is required with the RN Apprenticeship Management Team during the EPA process.

6. The average typical duration for this apprenticeship Standard as 15 months. RN apprentices will typically be at gateway at this point.

7. The EPA comprises:

a. Practical observation followed by question and answers: The total duration of the practical observation of working with clients will be 3 hours (+/- 10%). Followed by 20 minutes (+/- 10%) of questions and answers with the independent assessor. This test will be taken under exam conditions and assessed by the EPAO. Tests will primarilty be done at the RN testing facility or can be done remotely (where agreed by both parties) on the same day as the second and third assessments.

b. Presentation followed by questions and answers The presentation will be formal, recorded and will be for a duration of 30 minutes (+/- 10%). The presentation will be 15 minutes (+/- 10%) and followed by 15 minutes (+/- 10%) for questions and answers with the independent assessor. The 1-hour Practical Assessment will be conducted at the RN testing facility.

c. Interview: The interview should last for 90 minutes (+/- 10%). The independent assessor must ask a minimum of five open competency based questions.

8. EPA locations. The primary RN testing facility is located HMS Temeraire, Burnaby Road, Portsmouth, PO1 2EL. Secondary testing sites may be used (in agreement between both parties) by using other RN bases located in the south of England. EPAs for individual apprentices will be confirmed at least 6 weeks in advance and grouped together where practicable. A selection of dates will be agreed between the RN and EPAO for each booking or group of bookings.

Provision of Infrastructure/Facilities for EPA.

9. The RN will ensure adequate facilities are available at the RN testing facility.

External Quality Assurance

10. The EQA Provider for the L3 Personal Trainer apprenticeship Standard (ST0302) is People1st International.

SECTION 3 – COMPLIANCE WITH ESFA SUB-CONTRACTING REQUIREMENTS

1. In accordance with the ESFA Apprenticeship Funding: Rules for Employer-Providers (Clause EP 161) , the EPAO must:

a. Adhere to ESFA Funding Rules.

b. Provide the Authority with ILR data so that their data returns to the ESFA accurately reflect delivery information.

c. Provide the ESFA and any other person nominated by the ESFA access to EPAO premises and to all documents related to the EPAO delivery of apprenticeships.

d. Give the Authority sufficient evidence to allow the Authority to:

(1) Assess EPAO performance against Ofsted’s Education Inspection Framework or the requirements of the QAA quality code.

(2) Incorporate the evidence the EPAO provides into the Authority’s self-assessment report.

(3) Guide the judgements and grades within their self-assessment report.

e. The EPAO must always have suitably qualified staff to provide assessment.

f. The EPAO must co-operate with the Authority to ensure that there is continuity of end point assessment if the contract ends for any reason.

g. The EPAO must inform the Authority if evidence of irregular financial or delivery issues arise. This could include, but is not limited to, non-delivery of assessment when funds have been paid, sanctions imposed by an awarding organisation, allegations of fraud, not meeting relevant QAA quality code indicators, allegations or complaints by apprentices, employers, staff members, or other relevant parties.

h. The EPAO must not use ESFA funding to make bids for, or claims from, any European funding on their own behalf or on the ESFA’s behalf.

i. The EPAO must not use payments made by the ESFA as match funding for ESF projects.

|  |  |
| --- | --- |
| Personal Data Particulars | **DEFFORM 532**  Edn 10/19 |

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

|  |  |
| --- | --- |
| **Data Controller** | The Data Controller is the Secretary of State for Defence (the Authority).  The Personal Data will be provided by:  RN Apprenticeship Delivery Team  Room F25, Ramsay Building  HMS COLLINGWOOD  Fareham  Hants  PO14 1AS |
| **Data Processor** | The Data Processor is the Contractor.  The Personal Data will be processed at:  TBC When Tender is let. |
| **Data Subjects** | The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:  RN students enrolment details |
| **Categories of Data** | The Personal Data to be processed under the Contract concern the following categories of data: *[please specify]*  Name, Date of Birth, Location |
| **Special Categories of data (if appropriate)** | The Personal Data to be processed under the Contract concern the following Special Categories of data: *[please specify]*  *None* |
| **Subject matter of the processing** | The processing activities to be performed under the contract are as follows: *[please specify]*  Personal data is required in order to load personnel onto a scheduled End Point assessment and to provide attendees with course certificates on successful completion of the course. |
| **Nature and the purposes of the Processing** | The Personal Data to be processed under the Contract will be processed as follows: *[please specify]*  The training contractor will collect and hold limited personal data of RN personnel that are attending their courses. The information provided is limited to *Name, Date of Birth, Location*. This information would require secure handling by the provider in order to successfully load RN personnel onto the training course and to issue certificates on completion of the course. |
| **Technical and organisational measures** | The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: *[please specify]*  Data is to be limited to Name, Date of Birth, Location. This data is to be held on a secure UK based internal company network in order to allow for the processing and administration of course candidates during their training and for the issue of course certification. Data is to be held for the minimum time necessary and is to be deleted when no longer required. The winning bidder must ensure they achieve and maintain Cyber Essentials accreditation as a minimum level. The Authority reserves the right to require the EPAO to achieve and maintain Cyber Essentials Plus. |
| **Instructions for disposal of Personal Data** | The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract): *[please specify]*  Personal data will be held immediately following a candidate’s registration for a course. The data will then be held for the duration End Point assessment and to issue any certification. Data may be held on a secure UK based internal computer system for no longer than is necessary following the Assessments. Data is to be deleted from all internal systems when this is no longer required (Max 3 years). The contractor is to inform the data controller (or delegated person) when data is deleted. |
| **Date from which Personal Data is to be processed** | Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:  NA |

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.

**SC1A  
(Edn 06/21)**



**MOD Terms and Conditions for Less**

**Complex Requirements**

**(up to £122,979)**

**1 Definitions - In the Contract:**

**The Authority** means the Secretary of State for Defence of the

United Kingdom of Great Britain and Northern Ireland, (referred to

in this document as "the Authority"), acting as part of the Crown;

**Business Day** means 09:00 to 17:00 Monday to Friday,

excluding public and statutory holidays;

**Contract** means the agreement concluded between the

Authority and the Contractor, including all terms and conditions,

associated purchase order, specifications, plans, drawings,

schedules and other documentation, expressly made part of the

agreement in accordance with Clause 2.c;

**Contractor** means the person, firm or company specified as

such in the purchase order. Where the Contractor is an individual

or a partnership, the expression shall include the personal

representatives of the individual or of the partners, as the case

may be;

**Contractor Commercially Sensitive Information** means the

information listed as such in the purchase order, which is

information notified by the Contractor to the Authority, which is

acknowledged by the Authority as being commercially sensitive;

**Contractor Deliverables** means the goods and / or services

including packaging (and supplied in accordance with any QA

requirements if specified) which the Contractor is required to

provide under the Contract in accordance with the schedule to the

purchase order;

**Effective Date of Contract** means the date stated on the

purchase order or, if there is no such date stated, the date upon

which both Parties have signed the purchase order;

**Firm Price** means a price excluding Value Added Tax (VAT)

which is not subject to variation;

**Government Furnished Assets (GFA)** is a generic term for any

MOD asset such as equipment, information or resources issued

or made available to the Contractor in connection with the

Contract by or on behalf of the Authority;

**Hazardous Contractor Deliverable** means a Contractor

Deliverable or a component of a Contractor Deliverable that is

itself a hazardous material or substance or that may in the course

of its use, maintenance, disposal, or in the event of an accident,

release one or more hazardous materials or substances and each

material or substance that may be so released;

**Issued Property** means any item of Government Furnished

Assets (GFA), including any materiel issued or otherwise

furnished to the Contractor in connection with the Contract by or

on behalf of the Authority;

**Legislation** means in relation to the United Kingdom any Act of

Parliament, any subordinate legislation within the meaning of

section 21 of the Interpretation Act 1978, any exercise of Royal

Prerogative or any enforceable community right within the

meaning of Section 2 of the European Communities Act 1972.

**Notices** means all notices, orders, or other forms of

communication required to be given in writing under or in

connection with the Contract;

**Parties** means the Contractor and the Authority, and Party shall

be construed accordingly;

**Transparency Information** means the content of this Contract

in its entirety, including from time to time agreed changes to the

Contract, and details of any payments made by the Authority to

the Contractor under the Contract.

**2 General**

a. The Contractor shall comply with all applicable Legislation,

whether specifically referenced in this Contract or not.

b. Any variation to the Contract shall have no effect unless

expressly agreed in writing and signed by both Parties.

c. If there is any inconsistency between these terms and

conditions and the purchase order or the documents expressly

referred to therein, the conflict shall be resolved according to the

following descending order of priority:

(1) the terms and conditions;

(2) the purchase order; and

(3) the documents expressly referred to in the purchase

order.

d. Neither Party shall be entitled to assign the Contract (or any

part thereof) without the prior written consent of the other Party.

e. Failure or delay by either Party in enforcing or partially

enforcing any provision of the Contract shall not be construed as

a waiver of its rights or remedies. No waiver in respect of any

right or remedy shall operate as a waiver in respect of any other

right or remedy.

f. The Parties to the Contract do not intend that any term of the

Contract shall be enforceable by virtue of the Contracts (Rights of

Third Parties) Act 1999 by any person that is not a Party to it.

g. The Contract and any non-contractual obligations arising out

of or in connection with it shall be governed by and construed in

accordance with English Law, and subject to Clause 15 and

without prejudice to the dispute resolution procedure set out

therein, the Parties submit to the exclusive jurisdiction of the

English courts. Other jurisdictions may apply solely for the

purpose of giving effect to this Clause 2.g and for enforcement of

any judgement, order or award given under English jurisdiction.

**3 Application of Conditions**

a. The purchase order, these terms and conditions and the

specification govern the Contract to the entire exclusion of all

other terms and conditions. No other terms or conditions are

implied.

b. The Contract constitutes the entire agreement and

understanding and supersedes any previous agreement between

the Parties relating to the subject matter of the Contract.

**4 Disclosure of Information**

Disclosure of information under the Contract shall be managed in

accordance with DEFCON 531 (SC1).

**5 Transparency**

a. Subject to Clause 5.b, but notwithstanding Clause 4, the

Contractor understands that the Authority may publish the

Transparency Information to the general public. The Contractor

shall assist and cooperate with the Authority to enable the

Authority to publish the Transparency Information.

b. Before publishing the Transparency Information to the general

public in accordance with Clause 5.a, the Authority shall redact

any information that would be exempt from disclosure if it was the

subject of a request for information under the Freedom of

Information Act 2000 or the Environmental Information

Regulations 2004, including the Contractor Commercially

Sensitive Information.

c. The Authority may consult with the Contractor before redacting

any information from the Transparency Information in accordance

with Clause 5.b. The Contractor acknowledges and accepts that

its representations on redactions during consultation may not be

determinative and that the decision whether to redact information

is a matter in which the Authority shall exercise its own discretion,

subject always to the provisions of the Freedom of Information

Act 2000 or the Environmental Information Regulations 2004.

d. For the avoidance of doubt, nothing in this Clause 5 shall

affect the Contractor’s rights at law.

**6 Notices**

a. A Notice served under the Contract shall be:

(1) in writing in the English language;

(2) authenticated by signature or such other method as

may be agreed between the Parties;

(3) sent for the attention of the other Party’s

representative, and to the address set out in the purchase

order;

(4) marked with the number of the Contract; and

(5) delivered by hand, prepaid post (or airmail), facsimile

transmission or, if agreed in the purchase order, by

electronic mail.

b. Notices shall be deemed to have been received:

(1) if delivered by hand, on the day of delivery if it is the

receipient’s Business Day and otherwise on the first

Business of the recipient immediately following the day of

delivery;

(2) if sent by prepaid post, on the fourth Business Day

(or the tenth Business Day in the case of airmail) after the

day of posting;

(3) if sent by facsimile or electronic means:

(a) if transmitted between 09:00 and 17:00 hours

on a Business Day (recipient’s time) on completion

of receipt by the sender of verification of the

transmission from the receiving instrument; or

(b) if transmitted at any other time, at 09:00 on

the first Business Day (recipient’s time) following

the completion of receipt by the sender of

verification of transmission from the receiving

instrument.

**7 Intellectual Property**

a. The Contractor shall as its sole liability keep the Authority fully

indemnified against an infringement or alleged infringement of

any intellectual property rights or a claim for Crown use of a UK

patent or registered design caused by the use, manufacture or

supply of the Contractor Deliverables.

b. The Authority shall promptly notify the Contractor of any

infringement claim made against it relating to any Contractor

Deliverable and, subject to any statutory obligation requiring the

Authority to respond, shall permit the Contractor to have the right,

at its sole discretion to assume, defend, settle or otherwise

dispose of such claim. The Authority shall give the Contractor

such assistance as it may reasonably require to dispose of the

claim and will not make any statement which might be prejudicial

to the settlement or defence of the claim

**8 Supply of Contractor Deliverables and Quality Assurance**

a. This Contract comes into effect on the Effective Date of

Contract.

b. The Contractor shall supply the Contractor Deliverables to the

Authority at the Firm Price stated in the Schedule to the purchase

order.

c. The Contractor shall ensure that the Contractor Deliverables:

(1) correspond with the specification;

(2) are of satisfactory quality (within the meaning of the

Sale of Goods Act 1979, as amended) except that fitness

for purpose shall be limited to the goods being fit for the

particular purpose held out expressly by or made known

expressly to the Contractor and in this respect the

Authority relies on the Contractor’s skill and judgement;

and

(3) comply with any applicable Quality Assurance

Requirements specified in the purchase order.

d. The Contractor shall apply for and obtain any licences

required to import any material required for the performance of

the Contract in the UK. The Authority shall provide to the

Contractor reasonable assistance with regard to any relevant

defence or security matter arising in the application for any such

licence.

**9 Supply of Data for Hazardous Contractor Deliverables**

a. The Contractor shall establish if the Contractor Deliverables

are, or contain, Dangerous Goods as defined in the Regulations

set out in this Clause 9. Any that do shall be packaged for UK or

worldwide shipment by all modes of transport in accordance with

the following unless otherwise specified in the Schedule to the

purchase order:

(1) the Technical Instructions for the Safe Transport of

Dangerous Goods by Air (ICAO), IATA Dangerous Goods

Regulations;

(2) the International Maritime Dangerous Goods (IMDG)

Code;

(3) the Regulations Concerning the International

Carriage of Dangerous Goods by Rail (RID); and

(4) the European Agreement Concerning the

International Carriage of Dangerous Goods by Road

(ADR).

b. Certification markings, incorporating the UN logo, the

package code and other prescribed information indicating that the

package corresponds to the successfully designed type shall be

marked on the packaging in accordance with the relevant

regulation.

c. As soon as possible and in any event within the period

specified in the purchase order (or if no such period is specified

no later than one month prior to the delivery date), the Contractor

shall provide to the Authority’s representatives in the manner and

format prescribed in the purchase order:

(1) confirmation as to whether or not to the best of its

knowledge any of the Contractor Deliverables are

Hazardous Contractor Deliverables; and

(2) for each Hazardous Contractor Deliverable, a Safety

Data Sheet containing the data set out at Clause 9.d,

which shall be updated by the Contractor during the

period of the Contract if it becomes aware of any new

relevant data.

d. Safety Data Sheets if required under Clause 9.c shall be

provided in accordance with the extant UK REACH Regulation and any additional information required by the Health

and Safety at Work etc. Act 1974 and shall contain:

(1) information required by the Classification, Labelling

and Packaging (GB CLP) Regulation or any

replacement thereof; and

(2) where the Hazardous Contractor Deliverable is,

contains or embodies a radioactive substance as defined

in the extant Ionising Radiation Regulations, details of the activity, substance and form (including any isotope); and

(3) where the Hazardous Contractor Deliverable has

magnetic properties, details of the magnetic flux density at

a defined distance, for the condition in which it is packed.

e. The Contractor shall retain its own copies of the Safety Data

Sheets provided to the Authority in accordance with Clause 9.d

for 4 years after the end of the Contract and shall make them

available to the Authority’s representatives on request.

f. Nothing in this Clause 9 reduces or limits any statutory or legal

obligation of the Authority or the Contractor.

g. Where delivery is made to the Defence Fulfilment Centre

(DFC) and / or other Team Leidos location / building, the

Contractor must comply with the Logistic Commodities and

Services Transformation (LCST) Supplier Manual.

**10 Delivery / Collection**

a. The purchase order shall specify whether the Contractor

Deliverables are to be delivered to the consignee by the

Contractor or collected from the consignor by the Authority.

b. Title and risk in the Contractor Deliverables shall pass from

the Contractor to the Authority on delivery or on collection in

accordance with Clause 10.a.

c. The Authority shall be deemed to have accepted the

Contractor Deliverables within a reasonable time after title and

risk has passed to the Authority unless it has rejected the

Contractor Deliverables within the same period.

1. **Marking of Contractor Deliverables**

a. Each Contractor Deliverable shall be marked in accordance

with the requirements specified in the purchase order or if no

such requirement is specified, the Contractor shall mark each

Contractor Deliverable clearly and indelibly in accordance with the

requirements of the relevant DEF-STAN 05-132 as specified in

the contract or specification. In the absence of such

requirements, the Contractor Deliverables shall be marked with

the MOD stock reference, NATO Stock Number (NSN) or

alternative reference number shown in the Contract.

b. Any marking method used shall not have a detrimental effect

on the strength, serviceability or corrosion resistance of the

Contractor Deliverables.

c. The marking shall include any serial numbers allocated to the

Contractor Deliverable.

d. Where because of its size or nature it is not possible to mark

a Contractor Deliverable with the required particulars, the

required information should be included on the package or carton

in which the Contractor Deliverable is packed, in accordance with

condition 12 (Packaging and Labelling (excluding Contractor

Deliverables containing Ammunition or Explosives)).

**12 Packaging and Labelling of Contractor Deliverables**

**(Excluding Contractor Deliverables Containing Ammunition**

**or Explosives)**

The Contractor shall pack or have packed the Contractor

Deliverables in accordance with any requirements specified in the

purchase order and Def Stan 81-041 (Part 1 and Part 6).

**13 Progress Monitoring, Meetings and Reports**

The Contractor shall attend progress meetings and deliver reports

at the frequency or times (if any) specified in the purchase order

and shall ensure that its Contractor’s representatives are suitably

qualified to attend such meetings. Any additional meetings

reasonably required shall be at no cost to the Authority.

**14 Payment**

a. Payment for Contractor Deliverables will be made by

electronic transfer and prior to submitting any claims for payment

under clause 14b the Contractor will be required to register their

details (Supplier on-boarding) on the Contracting, Purchasing and

Finance (CP&F) electronic procurement tool.

b. Where the Contractor submits an invoice to the Authority in

accordance with clause 14a, the Authority will consider and verify

that invoice in a timely fashion.

c. The Authority shall pay the Contractor any sums due under

such an invoice no later than a period of 30 days from the date on

which the Authority has determined that the invoice is valid and

undisputed.

d. Where the Authority fails to comply with clause 14b and there

is undue delay in considering and verifying the invoice, the

invoice shall be regarded as valid and undisputed for the purpose

of clause 14c after a reasonable time has passed.

e. The approval for payment of a valid and undisputed invoice by

the Authority shall not be construed as acceptance by the

Authority of the performance of the Contractor’s obligations nor as

a waiver of its rights and remedies under this Contract.

f. Without prejudice to any other right or remedy, the Authority

reserves the right to set off any amount owing at any time from

the Contractor to the Authority against any amount payable by the

Authority to the Contractor under the Contract or under any other

contract with the Authority, or with any other Government

Department.

**15 Dispute Resolution**

a. The Parties will attempt in good faith to resolve any dispute or

claim arising out of or relating to the Contract through

negotiations between the respective representatives of the

Parties having authority to settle the matter, which attempts may

include the use of any alternative dispute resolution procedure on

which the Parties may agree.

b. In the event that the dispute or claim is not resolved pursuant

to Clause 15.a the dispute shall be referred to arbitration and

shall be governed by the Arbitration Act 1996. For the purposes

of the arbitration, the arbitrator shall have the power to make

provisional awards pursuant to Section 39 of the Arbitration Act

1996.

c. For the avoidance of doubt it is agreed between the Parties

that the arbitration process and anything said, done or produced

in or in relation to the arbitration process (including any awards)

shall be confidential as between the Parties, except as may be

lawfully required in judicial proceedings relating to the arbitration

or otherwise. No report relating to anything said, done or

produced in or in relation to the arbitration process may be made

beyond the tribunal, the Parties, their legal representatives and

any person necessary to the conduct of the proceedings, without

the concurrence of all the Parties to the arbitration.

**16 Termination for Corrupt Gifts**

The Authority may terminate the Contract with immediate effect,

without compensation, by giving written notice to the Contractor at

any time after any of the following events:

a. where the Authority becomes aware that the Contractor, its

employees, agents or any sub-contractor (or anyone acting on its

behalf or any of its or their employees):

(1) has offered, promised or given to any Crown servant

any gift or financial or other advantage of any kind as an

inducement or reward;

(2) commits or has committed any prohibited act or any

offence under the Bribery Act 2010 with or without the

knowledge or authority of the Contractor in relation to this

Contract or any other contract with the Crown;

(3) has entered into this or any other contract with the

Crown in connection with which commission has been

paid or has been agreed to be paid by it or on its behalf,

or to its knowledge, unless before the contract is made

particulars of any such commission and of the terms and

conditions of any such agreement for the payment thereof

have been disclosed in writing to the Authority.

b. In exercising its rights or remedies to terminate the Contract

under Clause 16.a. the Authority shall:

(1) act in a reasonable and proportionate manner having

regard to such matters as the gravity of, and the identity of

the person committing the prohibited act;

(2) give due consideration, where appropriate, to action

other than termination of the Contract, including (without

being limited to):

(a) requiring the Contractor to procure the

termination of a subcontract where the prohibited

act is that of a Subcontractor or anyone acting on

its or their behalf;

(b) requiring the Contractor to procure the

dismissal of an employee (whether its own or that

of a Subcontractor or anyone acting on its behalf)

where the prohibited act is that of such employee.

c. Where the Contract has been terminated under Clause

16.a.the Authority shall be entitled to purchase substitute

Contractor Deliverables from elsewhere and recover from the

Contractor any costs and expenses incurred by the Authority in

obtaining the Contractor Deliverables in substitution from another

supplier.

**17 Material Breach**

In addition to any other rights and remedies, the Authority shall

have the right to terminate the Contract (in whole or in part) with

immediate effect by giving written notice to the Contractor where

the Contractor is in material breach of its obligations under the

Contract. Where the Authority has terminated the Contract under

Clause 17 the Authority shall have the right to claim such

damages as may have been sustained as a result of the

Contractor’s material breach of the Contract.

**18 Insolvency**

The Authority shall have the right to terminate the contract if the

Contractor is declared bankrupt or goes into liquidation or

administration. This is without prejudice to any other rights or

remedies under this Contract.

**19 Limitation of Contractor’s Liability**

a. Subject to Clause 19.b the Contractor's liability to the

Authority in connection with this Contract shall be limited to £5m

(five million pounds).

b. Nothing in this Contract shall operate to limit or exclude the

Contractor's liability:

(1) for:

a. any liquidated damages (to the extent

expressly provided for under this Contract);

b. any amount(s) which the Authority is entitled to

claim, retain or withhold in relation to the

Contractor’s failure to perform or under-perform its

obligations under this Contract, including service

credits or other deductions (to the extent expressly

provided for under this Contract);

c. any interest payable in relation to the late

payment of any sum due and payable by the

Contractor to the Authority under this Contract;

d. any amount payable by the Contractor to the

Authority in relation to TUPE or pensions to the

extent expressly provided for under this Contract;

(2) under Condition 7 of the Contract (Intellectual

Property), and DEFCONs 91 or 638 (SC1) where

specified in the contract;

(3) for death or personal injury caused by the Contractor’s

negligence or the negligence of any of its personnel,

agents, consultants or sub-contractors;

(4) for fraud, fraudulent misrepresentation, wilful

misconduct or negligence;

(5) in relation to the termination of this Contract on the

basis of abandonment by the Contractor;

(6) for breach of the terms implied by Section 2 of the

Supply of Goods and Services Act 1982; or

(7) for any other liability which cannot be limited or

excluded under general (including statute and common)

law.

c. The rights of the Authority under this Contract are in addition

to, and not exclusive of, any rights or remedies provided by

general (including statute and common) law.

**20 The Project Specific DEFCONs and DEFCON SC Variants that apply to this Contract are:**

DEFCON 5J (Edn 11/16) - Unique Identifiers

DEFCON 76 SC1 (Edn 06/21) - Contractor's Personnel at Government Establishments

DEFCON 129J SC1 (Edn 06/17) – The Use of the Electronic Business Delivery Form

DEFCON 503 SC1 (Edn 07/21) – Formal Amendments to Contract

DEFCON 532B (Edn 09/21) - Protection of Personal Data

(Where Personal Data is being processed on behalf of the Authority)

DEFCON 534 (Edn 06/21) – Subcontracting and Prompt Payment

DEFCON 538 (Edn 06/02) - Severability

DEFCON 566 Edn 10/20) - Change of Control of Contractor

DEFCON 609 SC1 (Edn 08/18) - Contractor's Records

DEFCON 620 SC1 (Edn 08/21) – Contract Change Control Procedure

DEFCON 656A (Edn 08/16) - Termination for Convenience Under £5m

DEFCON 658 SC1 (Edn 09/21) - Cyber

Further to DEFCON 658 the Cyber Risk Level of the Contract is

Low, as defined in Def Stan 05-138

**21 The special conditions that apply to this Contract are:**

AUTHORISATION BY THE CROWN FOR USE OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS

Notwithstanding any other provisions of the Contract and for the avoidance of doubt, award of the Contract by the Authority and placement of any contract task under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949. The Contractor acknowledges that any such authorisation by the Authority under its statutory powers must be expressly provided in writing, with reference to the acts authorised and the specific intellectual property involved.

**Publicity and Communications with the Media**

The Contractor shall not and shall ensure that any employee or Subcontractor shall not communicate with representatives of the press, television, radio or other media on any matter concerning the Contract unless the Authority has given its prior written consent.

**22 The processes that apply to this Contract are:**

The Contractor shall notify the Authority as soon as they become aware of any circumstance which will impact on their ability to deliver any of the requirements or meet any of the stated timescales.

A date for completion of each service will be stated in the contract or agreed between the Authority and the Contractor. In the event that any services are not completed by the Contractor until after any stated or agreed date (unless due to circumstances outside of the control of the Contractor), the Authority reserves the right to deduct 10% of the payment due for those services for each week or portion of a week that passes before the services are completed.

If, at any time, any of the services provided under the contract do not meet the required standard or quality, the Authority will not be obligated to buy any more services unless it is satisfied that the required standard or quality will be met.

**DEFFORM 68 –**

**Hazardous Articles, Deliverables, Materials or**

**Substances Statement by the Contractor**

Contract Number:

Contract Title:

Contractor:

Date of Contract:

\* To the best of our knowledge there are no hazardous Articles, Deliverables, materials or substances to be supplied.

\* To the best of our knowledge the hazards associated with Articles, Deliverables, materials or substances to be supplied under the Contract are identified in the Safety Data Sheets (Qty:     ) attached in accordance with either:

DEFCON 68 ; or

Condition 9 of Standardised Contract 1A/B Conditions ;

Contractor’s Signature:

Name:

Job Title:

Date:

\* check box (☒) as appropriate

**To be completed by the Authority**

DMC:

NATO Stock Number:

Contact Name:

Contact Address:

Contact Phone Number:

Contact Email Address:

Copy to be forwarded to:

Hazardous Stores Information System (HSIS)

Department of Safety & Environment, Quality and Technology (D S & EQT)

Spruce 2C, #1260

MOD Abbey Wood (South)

Bristol, BS34 8JH

Email: [DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk](mailto:DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk)

Dear Sir or Madam,

1. Thank you for your interest in the requirement.

2. You will be aware that the MOD expects its suppliers to maintain high standards of integrity and professionalism in their business dealings and adhere to the laws of the countries where they operate.

3. The MOD reserves the right to exclude a supplier from the procurement who has been convicted of any of the offences or misconduct listed in the Statement Relating to Good Standing.

4. The MOD therefore requires all potential suppliers to complete the Statement Relating to Good Standing. This requires a signature on behalf of the company to confirm that none of the matters referred to in the Statement (being different grounds for discretionary exclusion) apply to the supplier.

5. If any of the matters referred to in the Statement apply to a potential supplier, they must provide additional information on the circumstances, including any remedial action to prevent its recurrence. This additional information, excluding any supporting documentation, shall not exceed five (5) A4 pages in total.

6. You are required to report any final convictions or settlements for bid rigging, fraud, bribery, corruption or other dishonest irregularity in connection with procurement and if so, any measures that you have taken to prevent such behaviour happening again. Any evidence of such anti-competitive behaviour in relation to this procurement procedure could result in your disqualification from the procedure.

7. The Statement Relating to Good Standing should be signed on behalf of the legal entity seeking to contract for this requirement at Director Level or equivalent. Please return the signed Statement Relating to Good Standing and any additional information to the Authority no later than fourteen (14) calendar days from the date of this letter.

8. May I once again thank you for the interest you have shown in this requirement.

Yours faithfully

**The Statement Relating To Good Standing**

**Contract Title:**

**Contract Number:**

1. We confirm, to the best of our knowledge and belief, that [***insert potential supplier]*** including its directors or any other person who has powers of representation, decision or control or is a member of the administrative, management or supervisory body of [***insert potential supplier]*** has not been convicted of any of the following offences within the past 5 years:

a. conspiracy within the meaning of section 1 or 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;

b. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

c. common law offence of bribery;

d. bribery within the meaning of section 1,2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;

e. any of the following offences, where the offence relates to fraud affecting the European Communities financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:

(1) the common law offence of cheating the Revenue;

(2) the common law offence of conspiracy to defraud;

(3) 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) fraudulent trading within the meaning of section 458 of the Companies Act 1985, Article 451 of the Companies (Northern Ireland) Order 1986 or section 933 of the Companies Act 2006;

(5) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;

(6) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;

(7) 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) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or

(9) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

f. any offence listed:

(1) in section 41 of the Counter Terrorism Act 2008; or

(2) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;

g. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by (f) above;

h. money laundering within the meaning of section 340(11) and 415 of the Proceeds of Crime Act 2002;

i. 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;

j. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc) Act 2004;

k. an offence under section 59A of the Sexual Offences Act 2003;

l. an offence under section 71 of the Coroners and Justice Act 2009;

m. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or

n. an offence under section 2 or 4 of the Modern Slavery Act 2015;

o. any other offence within the meaning of Article 57(1) of Public Contracts Directive –

(1) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland: or

(2) created in the law of England and Wales or Northern Ireland after the day on which these Regulations were made;

p. any breach of its obligations relating to the payment of taxes or social security contributions where the breach has been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which it is established or with those of any jurisdictions of the United Kingdom.

2. **[*Insert potential supplier]*** further confirms to the best of our knowledge and belief that within the last 3 years it:

a. has fulfilled its obligations relating to the payment of taxes and social security contributions of the country in which it is established or with those of any jurisdictions of the United Kingdom;

b. is not bankrupt or is not the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an agreement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;

c. has not committed an act of grave professional misconduct, which renders its integrity questionable;

d. has not entered into agreements with other suppliers aimed at distorting competition;

e. Is not subject to a conflict of interest within the meaning of regulation 24;

f. has not been involved in the preparation of this procurement procedure which would result in distortion of competition which could not be remedied by other, less intrusive, measures other than exclusion from this procedure;

g. has not had a contract terminated, damages or other comparable sanctions taken as a result of significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract, or a prior concession contract as defined by the Concession Contracts Regulations 2016;

h. is not guilty of serious misrepresentation in providing any information required by this statement.

i. has not unduly influenced the decision-making process of the Authority or obtained confidential information that may confer upon it undue advantages in the procurement procedure;

j. in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State where the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member;

k. has fulfilled its obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in the Public Contracts Directive as amended from time to time (as listed in PPN 8/16 Annex C).

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| --- | --- |
| I confirm that to the best of my knowledge my declaration is correct. I understand that the contracting authority will use the information in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of my organisation. I understand that the Authority may reject my submission if there is a failure to provide a declaration or if I provide false or misleading information. | |
| **Organisation’s name** |  |
| **Signed**  **(By Director of the Organisation or equivalent)** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |