

**Invitation to Tender
for
The Direct Repair/Replacement Scheme for the
Supply & Fit of Windscreens, Body Glass &
Associated Accessories**

**List of Suppliers Invited to Submit a Tender for ITT No.
IRM17/4766**

Supplier Name	Supplier Address and Phone No	Supplier Point of Contact
J Huggins & Son Ltd (T/A National Windscreens)	Huggins House Carr Road Industrial Estate Peterborough, PE1 5YA.	John Poole jpoole@nationalwindscreens.co.uk
Belron UK Ltd (T/A Autoglass)	1 Priory Business Park Cardington, Bedford, MK44 3US	Amanda Arthurs Amanda.Arthurs@BelronUK.com
Nationwide Windscreen Services Ltd	6 Geoff Monk Way Birstall, Leicester, LE4 3BU	Steve Greenway Steve.Greenway@natwin.co.uk

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This invitation consists of the following documentation:

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DEFFORM 47 Definitions

Section A – Introduction

- A1. "The Authority" means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown.
- A2. "Tenderer" means the economic operator or group of operators in the form of a consortium, including sub-contractors, who have been invited to submit a response to this Invitation to Tender. Where "you" is used this means an action on you the Tenderer.
- A3. "Invitation to Tender" (ITT) refers to the first document that the Authority sends out to potential Tenderers that initiates a tender response, competitive dialogue or negotiation.
- A4. A "Tender" is the offer that you are making to the Authority.
- A5. "Contractor Deliverables" means the works, goods and / or the services, including packaging (and Certificate(s) of Conformity supplied in accordance with any Quality Assurance (QA) requirements, if specified) and any associated technical data which the contractor is required to provide under the contract in accordance with the Schedule of Requirements, but excluding incidentals outside the Schedule of Requirements such as progress reports.
- A6. "Schedule of Requirements" Schedule 2 in Standardised Contracting Template 2 (SC2) means that part of the contract which identifies, either directly or by reference, the Contractor Deliverables to be supplied or carried out, the quantities involved and the price or pricing terms in relation to each Contractor Deliverable.
- A7. The "Statement of Requirement/Statement of Work" details the technical requirements and acceptance criteria in Schedule 8 of the Contractor Deliverables. The Statement of Requirement is attached at Annex B to Schedule 2 of the Terms and Conditions of Contract IRM17/4766. This may include the System Requirements Document (SRD).
- A8. "Conditions of Tendering" means the conditions set out in the DEFFORM 47 that govern the competition.
- A9. "Contract Conditions" means the attached conditions that will govern any resultant contract.
- A10. A "Third Party" is any person who is not an employee of the Authority or Tenderer, as defined at A2.

Purpose

- A11. The purpose of this ITT is to invite you to propose a solution / best price to meet the Authority's requirement. This documentation explains and sets out the:
- a. tender process and timetable for the next stages of the procurement;
 - b. instructions and conditions that govern this competition;
 - c. information you must include in your Tender and the required format;
 - d. administrative arrangements for the receipt and evaluation of Tenders; and
 - e. Contract Conditions that shall apply in the event that the Authority awards a contract following this competition.
- A12. The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.
- A13. This ITT has been issued to all potential Tenderers chosen during the supplier selection stage, listed on page 2 of this DEFFORM 47.
- A14. The requirement was advertised by the Authority in the DCO / Contracts Finder dated 5th December 2017 with reference to the requirement for IRM17/4766 – Direct Repair Scheme for the Supply and Fit of Windscreens, Body Glass & Associated Accessories.

ITT Documentation and ITT Material

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

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

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

Tender Expenses

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

Material Change of Control from Supplier Selection

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

Contract Conditions

A19. The full text of Defence Conditions (DEFCONs) and Defence Forms (DEFFORMS) are available electronically via the [Acquisition System Guidance \(ASG\)](#).

Consultation with Credit Reference Agencies

A20. As questions were asked, relating to financial and economic standing of potential suppliers, at Pre-Qualification Questionnaire Stage, there will be no need to consult with Credit Reference Agencies to assess your creditworthiness.

Section B – Key Tendering Activities

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

Stage	Date and Time	Initiated By	Submit to:
Final date for Clarification Questions / Requests for additional information	28/03/2018	Tenderers	Naomi.Yale@babcoc-kinternational.com Procurement Officer
Final Date for Requests for Extension to return date ²	28/03/2018	Tenderers	Naomi.Yale@babcoc-kinternational.com Procurement Officer
The Authority issues Final Clarification Answers	03/04/2018	The Authority	All Tenderers ³
Tender Return	18/04/2018 at 1400hrs	Tenderers	The Tender Board, using DEFFORM 28
Tender Evaluation	19/04/2018	The Authority	N/A

Notes

1. The Tenderer must make requests for an extension in writing (email is sufficient) to the above named contact, by the date and time shown. Any extension is at the sole discretion of the Authority and if granted will be granted to all Tenderers.
2. The Authority will automatically copy questions and answers to all Tenderers, removing the names of those who have raised the questions. If you do not want your question disclosed you must inform the Authority of this and the reason why when submitting the question. The Authority may choose to discuss with you whether it is appropriate to disclose the question or response, or both, to other Tenderers. If the Authority decides to disclose, you will be given the opportunity to withdraw your question. Where a question reveals a piece of information that could significantly impact the Tenderers responses this may result in an extension of the Tender return date. The Authority will endeavour to ensure that you have at least 10 working days to submit your Tender.
3. Negotiations are not permitted under the Open or Restricted Procedures.

Section C - Instructions on Preparing Tenders

Tenders for Selected Contractor Deliverables

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

Construction of Tenders

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

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

Validity

C4. In accordance with F3 your Tender must be valid / open for acceptance for 90 calendar days from the Tender return date. If successful, your Tender must be open for acceptance for a further thirty (30) calendar days.

Variant Bids

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

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

Section D – Tender Evaluation

This section details how your Tender will be evaluated, the tools used to evaluate the Tender and the evaluation criteria.

Mandatory Criteria:	
Full completion of the table in DEFFORM 47 Annex A (Offer) (See section F, paragraph 19).	Pass / Fail
You must submit responses to each of the technical evaluation questions at section D.	Pass / Fail
You must submit a completed Commercial Compliance Matrix to demonstrate unqualified acceptance of the Terms and Conditions of the contract at Annex B of the DEFFORM 47 (page A7).	Pass / Fail
You must submit a completed Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) at Schedule 6 of the contract , or a nil return	Pass / Fail
You must submit a completed DEFFORM 528 in accordance with information on Mandatory Declarations, appendix 1 to DEFFORM 47	Pass / Fail
Your pricing must be submitted using Schedule 2 Annex A to the contract. Your pricing must be firm, excluding VAT and inclusive of costs to the provide the specified service.	Pass / Fail
Pricing must be received for all items.	Pass / Fail
You must submit a draft Quality Plan	Pass / Fail
Failure to meet the above Mandatory Criteria will result in your Tender being non-compliant.	

The Tender Evaluation will be on the basis of:

MEAT Ratio – Highest combined technically and financially scored compliant tender

50% technical and 50% price.

- This tender will be evaluated using the MEAT method. This is a comparative score and the scoring method is worked out using the ratio and calculations below. The optimum is the highest technical score and the lowest pricing, this together would get the highest total score. If you had the highest technical score but you're pricing was double that of the lowest priced compliant tender, this would receive a lower score
- Failure to meet mandatory Criteria will result in the Authority being unable to award a Contract. You must ensure the prices are firm and inclusive of packaging and delivery as specified in Schedule 2 of the Contract.

Criterion Scores for technical questions 1-4

Concern	0%
Low Confidence	30%
Good Confidence	70%
High Confidence	100%

Criterion scores for technical question 5

Concern	0%
Confidence	100%

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

Pricing Score + Technical Score

e.g. 43.9 + 34.5 = 78.4 (out of possible maximum score of 100)

Pricing Score:

The pricing element of this Tender will be scored using the pricing supplied from the potential providers for all years of the Contract duration, as set out on Annex A to Schedule 2. Babcock DSG Limited reserves the right to exclude and bidder who does not provide a price for all line items as outlined on Annex A to Schedule 2.

$$\text{Pricing Score} = \text{Total Available Marks} \times \left(\frac{\text{Lowest Priced Technically and Commercially Compliant Tender}}{\text{Tender Price}} \right)$$

$$\begin{aligned} \text{e.g.} &= 50 \times \left(\frac{1,189,621}{1,356,721} \right) \\ &= 50 \times 0.877 \\ &= 43.9 \text{ (rounded to one decimal place)} \end{aligned}$$

Technical Score:

The technical element of this Tender will be scored using the scores resulting from the Technical Evaluation Questions. The responses from each Tenderer to the questions listed below will be evaluated by the Repair Manager, who will score each question using the scoring matrix outlined. The scores for each section of the Technical Evaluation Questions will be added together to produce a total technical score out of a possible maximum score of 50.

$$\begin{aligned} \text{Technical Score} &= \text{Total Available Marks} \times \frac{\text{Tender Technical Mark}}{\text{Highest Technical Mark}} \\ &= 50 \times \left(\frac{316}{400} \right) \\ &= 50 \times 0.79 \\ &= 39.5 \text{ (rounded to one decimal place)} \end{aligned}$$

Technical Evaluation Questions

D1 - ROADSIDE CALL OUT UK & NORTHERN IRELAND (EMERGENCY)

The Authority may require on occasions, an "emergency" service, for example broken windscreen whilst out on the road which requires immediate attention. Describe how you propose to fulfil such requirements in the event they arise.

Total marks available for this question = 120

Weighting: 30%

0	Concerns - Bidder has either failed to submit a response, indicating that they cannot meet the Authorities requirements or they have confirmed that they are unable to provide any means of Roadside-Emergency service.
36	Low Confidence - Bidder's response is very limited in detail, the response addresses some elements of the requirement but contains insufficient detail or explanation to demonstrate how they would fulfil the requirement. The bidder fails to detail their proposed process that would apply in the event of a Roadside-Emergency request.
84	Good Confidence - Bidder has submitted a sufficiently detailed response and has demonstrated understanding of the requirement. Details as to how the requirement shall be fulfilled have been provided.
120	High Confidence - Bidder has submitted a highly detailed response that is completely relevant and has provided detailed proposals on how they intend to meet the Authorities requirement. Bidder clearly has the full capacity and capability to provide a comprehensive 24 hour emergency service. The bidder has provided details of their proposed process that would apply in the event of a Roadside-Emergency request.

D2 - SUPPLY FOR WORKSHOPS UK & NORTHERN IRELAND (ROUTINE)

Demonstrate how you will achieve completion of task requests within a maximum of 48 hours from request, taking into consideration the Authority's units are spread throughout the UK Mainland and Northern Ireland.

Total marks available for this question = 120

Weighting: 30%

0	Concerns - Bidder has either failed to submit a response indicating that they can meet the Authorities requirements or have confirmed that are unable to routinely complete tasks within the required 48 hours.
36	Low Confidence - Bidder response is very limited in detail; the response addresses some elements of the requirement but contains insufficient detail or explanation to demonstrate how they would meet a 48 hour turn around. The Bidder is able to demonstrate how they will routinely meet requests within a maximum of 48 hours from request for some, but not all geographical areas
84	Good Confidence - The Bidder has advised that they would be able to achieve completion of tasks for all geographical areas within 48 hours, however details of how they plan to achieve this are limited.
120	High Confidence - The Bidder has submitted a very detailed response and has very clearly demonstrated how they would achieve completion of task requests within a 48 hour turn around. The Bidder demonstrates they have the capacity and capability to receive, task and complete service provision requests for all geographical areas within this timescale.

D3 - MANAGEMENT OF WINDSCREEN SERVICES IN NORTHERN IRELAND

The Authority requires support across Northern Ireland. Considering the delicate security situation, demonstrate how you would fulfil requests for work to be undertaken in Northern Ireland. To advise bidders, it is normal practice for such activity to be undertaken on MoD Premises rather than at Contractor Premises.

Total marks available for this question = 80

Weighting: 20%

0	Concerns The potential provider has either failed to submit a response indicating that they can meet the Authorities requirements or has confirmed that they unable/unwilling to carry out work in Northern Ireland.
24	Low Confidence - Bidder's response is very limited in detail, the response addresses some elements of the requirement but contains insufficient detail or explanation to demonstrate how they would fulfil the requirement. No information is provided to indicate how the Contractor will ensure work is undertaken on MoD Sites.
56	Good Confidence - Bidder has submitted a sufficiently detailed response to demonstrate an understanding of the requirement and that they have the capability to undertake work in Northern Ireland has provided details as to how the requirement shall be fulfilled. Insufficient information is provided to indicate how the Contractor will ensure work is undertaken on MoD Sites.
80	High Confidence - Bidder has submitted a highly detailed response that is completely relevant to the requirement. The Bidder clearly demonstrates that they have the capability to undertake work in Northern Ireland and has submitted detailed proposals on how they intend to undertake work requests in Northern Ireland. Bidder shows commitment and understanding with regard to the security aspects of undertaking work in Northern Ireland. The Bidder has submitted a proposal that outlines how Bidders Personnel would intend to undertake necessary work on MoD Sites.

D4 - MANAGEMENT OF WINDSCREEN SERVICES IN GERMANY

The Authority requires support across the Germany. Demonstrate how you would fulfil requests for work to be undertaken. To advise bidders, it is normal practice for such activity to be undertaken on MoD Premises as well as at Contractor Premises.

Total marks available for this question = 60

Weighting: 15%

0	Concerns The potential provider has either failed to submit a response indicating that they can meet the Authorities requirements or has confirmed that they unable or unwilling to carry out work in Germany.
18	Some Confidence - Bidder's response is very limited in detail, the response addresses some elements of the requirement but contains insufficient detail or explanation to demonstrate how they would fulfil the requirement. No information is provided to indicate how the Contractor will ensure work is undertaken on MoD Sites.
42	Good Confidence - Bidder has submitted a sufficiently detailed response to demonstrate an understanding of the requirement and that they have the capability to undertake work in Europe has provided details as to how the requirement shall be fulfilled. Insufficient information is provided to indicate how the Contractor will ensure work is undertaken on MoD Sites.
60	High Confidence - Bidder has submitted a highly detailed response that is completely relevant to the requirement. The Bidder clearly demonstrates that they have the capability to undertake work in Europe and has submitted detailed proposals on how they intend to undertake work requests. The Bidder has submitted a proposal that outlines how Bidders Personnel would intend to undertake necessary work on MoD Sites.

D5 - MANAGEMENT OF WINDSCREEN SERVICES IN OTHER EUROPEAN COUNTRIES

The Authority may require support across other European Countries. Demonstrate how you would fulfil requests for work to be undertaken. To advise bidders, it is normal practice for such activity to be undertaken on MoD Premises as well as at Contractor Premises.

Total marks available for this question = 20

Weighting: 5%

0	Concerns The potential provider has either failed to submit a response indicating that they can meet the Authorities requirements or has confirmed that they unable/unwilling to carry out work in other European Countries.
20	Confidence - Bidder's response has some detail and addresses most elements of the requirement and contains an explanation to demonstrate how they would fulfil the requirement.

Babcock DSG acting as agent for the Authority reserve the right to exclude anyone who scores a concern on any of the technical evaluation questions D1 – D5.

Section E – Instructions on Submitting Tenders

Submission of your Tender

- E1. Tenders must be sent to the Tender Board by the date and time stated in the covering letter to this DEFFORM 47. The Authority reserve the right to reject any Tender received after the stated date and time. You must provide 2 priced copies of your Tender. You must not email electronic copies until after the Tender Board has taken place. **If you email your Tender before the Tender Board date, your Tender may be excluded from the competition.**
- E2. You must include the electronic copy/ies of the priced Tender with the associated paper copy/ies only. You must label CDs containing electronic copies of the Tender with "Includes Prices" or "Unpriced". The electronic copies of the Tenders must be compatible with Microsoft Office Word 2010 and other MS Office 2010 applications. If you, password protect or encrypt any information on CDs containing prices you must supply the password / use compatible encryption methods so that the Authority can undertake a pricing evaluation.
- E3. You must complete and include DEFFORM 47 Annex A (Offer) with your Tender. Where you select 'Yes' to any questions you must attach the relevant information.
- E4. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.
- E5. You must submit your paper and CD copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.
- E6. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.
- E7. If you intend to hand deliver your Tender you must inform the named Commercial Officer of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned.
- E8. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

Samples

- E9. Samples are not required.

Section F – Conditions of Tendering

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

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

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

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

Conforming to the Law

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

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

Bid Rigging and Other Illegal Practices

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

Defence Regulatory Reporting Cell Hotline:

0800 161 3665 (UK) or +44 137 185 4881 (Overseas)

Conflicts of Interest

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

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

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

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

Government Furnished Assets

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

Standstill Period

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

Publicity Announcement

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

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

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

Sensitive Information

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

F15. For these purposes, the Authority may share within Government any of the Contractor's documentation / information (including any that the Contractor considers to be confidential and / or commercially sensitive such as specific bid information) submitted by the Contractor to the Authority during this procurement. Contractors taking part in this competition must identify any sensitive material in the Schedule 5 and consent to these terms as part of the competition process. This allows the MOD to share information with other Government Departments while complying with our obligations to maintain confidentiality.

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

Reportable Requirements

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

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

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

Ministry of Defence

Tender Ref No. IRM17/4766

Tender Submission Document (Offer)

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

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

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

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

Information on Mandatory Declarations

Part Tender

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

Minimum Order Quantities

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

IPR Restrictions

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

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

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

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

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

Notification of Foreign Export Control Restrictions

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

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

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

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

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

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

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

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

Import Duty

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

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

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

Sub-contracts Form 1686

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

Small and Medium Enterprises

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

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

BiP Solutions Ltd
Web address: www.contracts.mod.uk
Tel No: 0845 270 7099

Transparency, Freedom of Information and Environmental Information Regulations

21. You should be aware that the contents of any resultant contract may be published in line with government policy set out in the Prime Minister's letter of May 2010 ([Government Transparency and Accountability](#)) and the information contained within **SC2 Conditions of Contract Clauses 13,14, 15 and 16**.
22. Before publishing the contract, the Authority will redact any information which is exempt from disclosure under the Freedom of Information Act 2000 ("the FOIA") or the Environmental Information Regulations 2002 ("the EIR").
23. You should complete the attached Tenderer's Commercially Sensitive Information Form (**DEFFORM 539A (SC1B Schedule 4 or SC2 Schedule 5)**) explaining which parts of your Tender you consider to be commercially sensitive. This includes providing a named individual who can be contacted with regard to FOIA and EIR.
24. You should note that while your views will be taken into consideration, the ultimate decision whether to publish or disclose information lies with the Authority. You are advised to provide as much detail as possible on the form. It is highly unlikely that a Tender will be exempt from disclosure in its entirety. Should the Authority decide to publish or disclose information against your wishes, you will be given prior notification.

Electronic Purchasing

25. Babcock DSG Limited do not operate under the MoD electronic purchasing system. Please refer to Condition 36 of the Terms and Conditions proposed for Tender Reference: IRM17/4766

Change of Circumstances

26. **Not Applicable**

Asbestos, Hazardous Items and Depletion of the Ozone Layer

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

Military Aviation Authority (MAA) Requirements

28. There are no MAA Requirements.

Bank or Parent Company Guarantee

A Bank or Parent Company Guarantee is not required.

The Armed Forces Covenant

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

30. The Covenant's two principles are that:

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

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

31. [The Armed Forces Covenant](#) provides guidance on the various ways you can demonstrate your support through the Corporate Covenant.

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

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant Team

Zone D, 6th Floor, Ministry Of Defence

Main Building, Whitehall, London, SW1A 2HB

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

DEFFORM 47 Annex B - Commercial Compliance Matrix

The Tenderer shall indicate their compliance or otherwise with the terms of the ITT and the Terms and Conditions of the Draft Contract by completing the Compliance Statement below. Any proposed changes and the reasons for them must be clearly stated when completing the Compliance Statement, which you are required to return as part of your tender response:

CONDITIONS, DEFCONS & SPECIAL CONDITIONS - The Authority SHALL consider any non-compliance of the conditions listed below as a Commercially Non-Compliant bid.	
Condition	State "Yes "if Compliant
General Contract Provisions	
1. General	
2. Duration of Contract	
3. Entire Agreement	
4. Governing Law	
5. Precedence	
6. Amendments to Contract	
7. Variations to Specification	
8. Authority Representatives	
9. Severability	
10. Waiver	
11. Assignment	
12. Third Party Rights	
13. Transparency	
14. Disclosure of Information	
15. Publicity and Communications with the Media	
16. Change of Control of Contractor	
17. Environmental Requirements	
18. Contractor's Records	
19. Notices	
20. Progress Monitoring, Meetings and Reports	
Supply of Contractor Deliverables	
21. Supply of Contractor Deliverables and Quality Assurance	

22. Marking of Contractor Deliverables	
23. Packaging and Labelling (excluding Contractor Deliverables containing Munitions)	
24. Supply of Hazardous Materials or Substances in Contractor Deliverables	
25. Timber and Wood-Derived Products	
26. Certificate of Conformity	
27. Access to Contractor's Premises	
28. Delivery/Collection	
29. Acceptance	
30. Rejection	
31. Diversion Orders	
32. Self-to-Self Delivery	
Licences and Intellectual Property	
33. Import and Export Licences	
34. Third Party Intellectual Property – Rights and Restrictions	

Pricing and Payment	
35. Contract Price	
36. Payment and Recovery of Sums Due	
37. Value Added Tax	
38. Debt Factoring	
39. Sub-Contracting and Prompt Payment	
Termination	
40. Dispute Resolution	
41. Termination for Insolvency or Corrupt Gifts	
42. Termination for Convenience	
43. Material Breach	
44. Consequences of Termination	
Additional Conditions	

45. Project Specific DEFCONs/DEFCON SC Variants that apply to this Contract are;	
DEFCON 611 SC2 (Edn 02/16) - Issued Property.	
DEFCON 630 SC2 (Edn 11/17) - Framework Agreements.	
DEFCON 637 (Edn 05/17) - Defect Investigation and Liability	
DEFCON 694 SC2 (Edn 11/17) Accounting for Property of the Authority.	

46.The Special Conditions that apply to this Contract are:		
46.1	Scope of Contract	
46.2	Quality	
46.3	Responsibility of the Contractor	
46.4	Pricing	
46.5	Key Performance Indicators	
46.6	Warranty	
46.7	Turnaround Time	
46.8	Remedies In the event of failure to achieve turnaround time	
46.9	Surge	
46.10	Contract Novation	
47.The Processes that apply to this Contract are;		
47.1	Authority for Work Process	
47.2	Deficiencies/discrepancies and Damages Process for articles issued for repair/ remanufacture	
47.3	Beyond Economical Repair Process	<i>Not applicable in this Instance.</i>
47.4	Disposal process for redundant parts/materials etc	
47.5	Contract Change Process	
47.6	Payment and Invoicing Process	
47.7	Delivery Process	<i>Not required in this instance.</i>
47.8	Non-Conforming Deliveries	
47.9	Contract Status Report	
47.10	Management Information Report – Reason for Failure Codes	
47.11	Management Information Report – Service Code for KPI Monitoring	
Schedules that apply to this Contract are;		
Schedule 1 - Definitions of Contract		
Annex A to Schedule 1 - Additional Definition of Contract in accordance with Additional Conditions 45-47	<i>Not used.</i>	
Schedule 2 - Schedule of Requirements for Services		
Annex A to Schedule 2 – Pricing Schedule for Contract No: IRM17/4766		
Annex A to Schedule 2 – Statement of Work		
Schedule 3 - Contract Data Sheet		
Annex A to Schedule 3 - DEFFORM 111		
Schedule 4 - Contract Change Procedure		
Schedule 5 - Contractor's Commercially Sensitive Information (or a Nil Return if not applicable)		
Schedule 6 - Hazardous Articles, Material or Substances Supplied (or a Nil Return if not applicable)		

Schedule 7 – Timber and Wood Derived Products (or a Nil Return if not applicable)	
Schedule 8 – Acceptance Procedure	<i>Not Required in this Instance.</i>
Schedule 9 Purchase Order Template	<i>Not Required in this Instance</i>
Schedule 10 Discrepancy Report	<i>Not Required in this Instance</i>
Schedule 11 Strip and Survey Form	<i>Not Required in this Instance</i>
Schedule 12 BR/BER Form	<i>Not Required in this Instance</i>
Schedule 13 Management Information Report	
Schedule 14 Sample Agreement to novate a Contract (for information only)	
Schedule 15 Deliverable Quality Plan Evaluation Form	
Schedule 16 Draft Quality Plan Evaluation Form	<i>Schedule not used</i>
Schedule 17 DEFFORM 528 – Import and Export Controls Data Submission	
Schedule 18 DEFFORM 129J – Shipping Form Design	<i>Schedule not used</i>

CONDITIONS - The Authority MAY consider any non-compliance of the conditions listed below as a Commercially Non-Compliant bid. Please add comments if non-compliant

Key Performance Indicators	
DEFFORMS and Documents	Tick to indicate completion/inclusion
DEFFORM 47(Annex A)	
DEFFORM 539A (Edn 08/13) - Commercially Sensitive Information Form – (Schedule 5 of contract conditions)	
Commercial Compliance Matrix – (DEFFORM 47 Annex B)	
DEFFORM 528 Import and Export Information	

***Where the document refers to the Authority this shall represent Babcock DSG who are acting as the Procurement Agent on behalf of the Authority.**

