

DPQQ Questions (v13 Nov 2018)

Please include in the PQQ
template in the order given

Electronic Trading

- Amend the question reference Electronic Trading to read 'Please confirm that you are willing to conduct electronic trading, currently via email invoicing, with Babcock DSG Ltd'
- The Minimum Standard is a positive response. A failure to provide a positive response will exclude your organisation from further participation in this requirement.
- Delete question any other question relating to Electronic Trading

- Evaluation – to be assessed Procurement.

Core Capability

- Please describe the capability within the business activities of your organisation which will be used to deliver this requirement, including the number of years you have been involved in these activities. If you do not currently have the capability and your intention is to develop this capability, please demonstrate how your organisation intends to achieve this capability. The Minimum Standard is to demonstrate to the satisfaction of the Authority that you have the capability to provide this requirement by supplying detailed information on the measures within your organisation, or to be developed in your organisation, to produce goods and/or deliver services similar in nature, scale and complexity to the goods and/or services required under this contract. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed by Technical, Repair Manager and Procurement as required
- PASS/FAIL. (Large text field)

ISO Accreditation

- Please provide evidence (by way of valid certificate(s)) of your ISO 9001:2015 or equivalent accreditation including full details of scope. The scope must be relevant to this requirement. Should this requirement fall outside your scope of activities, but you intend to establish a supply chain who holds the relevant accreditation, please provide evidence of such. To be valid the certificate(s) must be in date and to a recognised European (EN) Quality Management System (QMS) standard and be issued by a Certified Body holding suitable accreditation from a National Accreditation Body (NAB) who is a signatory to the International Accreditation Forum (IAF) or IAF Accredited Regional Multi-Lateral Agreement (MLP).). If you have answered b) or c) to Q1.3 please provide the information requested for the sub-contractor you detailed or your consortia. The Minimum Standard is to provide a valid certificate of ISO 9001:2015 or equivalent accreditation detailing a scope relevant to this requirement. Failure to so provide will exclude your organisation from further participation in this requirement, save where a satisfactory response to [Q4] is provided
- Evaluation – to be assessed by Supplier Quality, Technical or Repair Manager.
- PASS/FAIL.. (Document Upload)

Accreditation (where ISO not held)

- If you do not hold ISO 9001:2008/2015 or equivalent accreditation (as required by [Q3], you must provide a explanation stating why such certification is not held, and full details of what Quality Management System is embedded within your organisation, including details of the procedures you have in place for periodically reviewing, correcting and improving your Quality Management System. Your response must demonstrate that your Quality Management System is comparable with the standard required for ISO 9001:2008/2015 or equivalent accreditation (as required by [Q3]). The Authority reserves the right to conduct a site audit to confirm your response, at your cost; this audit may be conducted by a competent 3rd party. The Minimum Standard is to demonstrate to the satisfaction of the Authority that you have a Quality Management System which is embedded within your organisation and which satisfies the above listed requirements. Failure to so demonstrate will exclude your organisation from further participation in this requirement. If you have answered question *** please respond with 'N/A' in this section *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed by Supplier quality, Technical, Repair Manager and Procurement officer as required.
- PASS/FAIL. (Large text Field)

Non Compliant Work and Goods

- Please describe the processes and procedures your organisation has in place for identifying, recording, controlling and rectifying any non-compliant goods and/or works/services before delivery. Please describe how you periodically review, correct and improve quality performance in this area. The Minimum Standard is to demonstrate to the Authority's satisfaction processes and procedures which ensure that non-compliant goods and/or works/services are identified, quarantined and rectified before delivery, which comply with the above listed requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. Links to processes are not acceptable. *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed by Supplier Quality, Technical, Repair Manager and Procurement officer as required
- PASS/FAIL. (Large Text Field)

Compliance to Specification/Statement of Work

- Please describe your process and procedures for ensuring compliance to specifications and/or statements of work. Please include a description on how you maintain document control. Please describe how you periodically review, correct and improve performance in this area.). If you have answered b) or c) to Q1.3 please provide the information requested for the sub-contractor you detailed or your consortia. The Minimum Standard is to demonstrate to the Authority's satisfaction processes and procedures which ensure compliance to specifications and/or statements of work, which comply with the above listed requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field. Links to processes are not acceptable.)*
- Evaluation – to be assessed by Supplier Quality, Technical, Repair Manager and Procurement officer as required
- PASS/FAIL. (Large text Field)

Supply Chain Management

- Please provide details of how you qualify and monitor the performance of your approved or preferred suppliers. You must demonstrate a formal approach to selecting suppliers suitable to meet the requirements of this contract and a process for monitoring their performance, including a process for recovering poor performance if necessary. The Minimum Standard is to demonstrate to the Authority's satisfaction an adequate process for selecting and monitoring your supply chain which complies with the above requirements and which is embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed Procurement, supplier development
- PASS/FAIL. (Large text Field)

Sourcing of Goods

- Please demonstrate your ability to source the Authority's requirements by NATO Stock Number using Codification Support Information System' (CSIS). Please also indicate whether you have, or how you plan to attain, full access to CSIS. The Minimum Standard is to demonstrate that you have, **or will have**, full access (as necessary to provide this requirement) to CSIS and to demonstrate to the satisfaction of the Authority an adequate process for ensuring that goods and/or parts used in repairs are compliant to CSIS. Failure to so demonstrate will result in your organisation being excluded from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed by Technical, Repair Manager and Procurement officer as required
- PASS/FAIL. (Large Text Field)

Obsolescence

- Please describe your organisation's processes and procedures for identifying and reporting on obsolescence. The Minimum Standard is to demonstrate to the satisfaction of the Authority an adequate process for identifying and reporting on obsolescence. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed Procurement, Supplier Development, technical/Repair Manager
- PASS/FAIL. (Large Text Field)

Security

- Please describe your security processes and procedures relating to (i) creation and storage of information and documentations (howsoever stored) and (ii) access control and security at all your organisation's locations and sites of activity in each case so as to ensure the safe keeping of the Authority's information/documentations and/or equipment/articles. These processes and procedures must demonstrate that the Authority's information/documentations and/or equipment/articles will be stored in locations that are secure with appropriate monitoring in place. Please confirm the arrangements you have in place to ensure that your suppliers meet and comply with your own security requirements. The Minimum Standard is to demonstrate to the Authority's satisfaction security processes and procedures which comply with the above requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed by Technical or Repair Manager
- PASS/FAIL. (Large text Field)

Risk Management

- Please describe how risk management is handled within your organisation. You must demonstrate a proportionate approach to risk management which is capable of identifying and mitigating potential risks relevant to this requirement. Please describe how you periodically review, correct and improve performance in this area. The Minimum Standard is to demonstrate to the satisfaction of the Authority a proportionate risk management approach which satisfies the above listed requirements and which is embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field)*
- Evaluation – to be assessed Procurement
- PASS/FAIL. (Large Text Field)

Health and Safety

- Please provide details of your organisation's written health & safety policy, including details of processes and procedures to ensure that all legal requirements are met. Please provide details, together with supporting evidence, of how you monitor and review your health & safety policy, processes and procedures in order to improve health & safety performance and embed health & safety into your organisation's culture. Please confirm and provide evidence that you have in place a policy and processes for providing your workforce with health & safety training and information appropriate to the type of work they are undertaking. The Minimum Standard is to demonstrate, to the Authority's satisfaction by providing narrative and supporting evidence and/or a copy of a valid OHSAS certificate, a health & safety policy and associated processes and procedures which comply with the above listed requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must be less than the allowable 3800 characters for the large text field and not contain any links to processes)*
- Evaluation – to be assessed Procurement and supplier development
- PASS/FAIL. (Large text Field)

Environmental

- Please provide details of your organisation's written environmental policy, including details of processes and procedures to ensure all legal requirements are met. Please provide confirmation, together with copies thereof, that you hold all environmental certificates, licences, authorisations and/or permits required pursuant to applicable environmental legislation and/or regulations in order to deliver the requirements of this contract. The Minimum Standard is (i) to demonstrate to the Authority's satisfaction an environmental policy which complies with the above listed requirements and which is embedded within your organisation and (ii) to provide any necessary certificates, licences, authorisations and/or permits. Failure to so demonstrate will exclude your organisation from further participation in this requirement. *(Your response must narrative and be less than the allowable 3800 characters for the large text field and not contain any links to processes)*
- Evaluation – to be assessed Procurement
- PASS/FAIL. (Large Text Field)

Insurance

- Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:
- Employers (Compulsory) Liability Insurance = £5m
- It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. Failure to self-certify will exclude your organisation from further participation in this requirement. Evidence of insurance as indicated above will be required prior contract commencement.

Evaluation

Yes / No – pass/fail