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**RFI/0025**

**REQUEST FOR INFORMATION**

**PORT AGENCY CONTRACT CYPRUS**



20230811\_RFI/0025\_PACC\_FINAL

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**RFI Title: PORT AGENCY CONTRACT CYPRUS**

**Issue Date: 11/08/2023**

**Reference: RFI/0025**

**Version: 1.0**

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## 1. Introduction

This RFI is not a bidding opportunity but a means by which industry can provide information.

This RFI is an information gathering exercise, further future discussions with industry are indicatively planned as outlined below in **Section 10**. Future procurement activity will be advertised in line with public procurement regulations on the Defence Sourcing Portal and Contracts Finder.

## 2. Background

The Authority (Royal Navy (RN)) requires Port Agency Support Services to visiting vessels in Cyprus in order to maintain and support operational deployment. The Authority is looking to place a circa £40M<sup>1</sup> support contract to provide a wide range of services (indicative outline at **Annex A**) in Cyprus for an interim duration of 2/3 years (anticipated), whilst the wider Global Port Agency Service Contract is preparing for retender. The Authority anticipates expected annual usage of circa £13M in services whilst remaining dedicated to delivering operational effectiveness, securing benefits and ensuring value for money.

The Authority is looking to understand the market's Capability, Commercial and Financial views and consider market feedback to enable insight into the potential future needs in relation to Port Agency Services in Cyprus.

## 3. RFI Intended outcomes

This RFI aims to achieve 4 outcomes:

- Understand the Industry Commercial preferences
- Understand the Industry Financial preferences
- Understand the Industry's Capability
- Gather Interest for further Market Engagements

The Authority will analyse the information provided in Industry's responses to this RFI to establish a baseline scope of supply. In order for the Authority to become a more intelligent customer, the Authority will use the information provided to make informed decisions and challenge assumptions using data gathered in the lead up to and during subsequent engagement with Industry.

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<sup>1</sup> Indicative total Contract value only, with anticipated £13M per year spend.  
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#### 4. RFI Procedure

Following release of this RFI on the Defence Sourcing Portal, Respondents will have until Friday 18<sup>th</sup> August 2023 11:00 BST to seek clarification from the Authority on any part of this RFI. Any clarifications received after this deadline may not be responded to.

Authority responses to all clarifications received by the submission deadline will be provided by Tuesday 22<sup>nd</sup> August 2023 11:00 BST.

Responses to this RFI will be reviewed by subject matter experts from different functional areas within the Authority.

If upon review of submitted responses, any clarifications or additional information is required, organisations will be contacted using the details provided in your RFI response **Section 9: Part 1**.

The results and analysis of this RFI shall not constitute any form of pre-qualification exercise.

Any formal procurement process will be undertaken in accordance with the relevant Procurement Law.

Nothing in this RFI, or any other engagements with Industry prior to a formal procurement process, shall be construed as a representation as to the Authority's ultimate decision in relation to any future requirement.

#### **Key Activities Timeline**

<b>Activity</b>	<b>Date Open</b>	<b>Submission Deadline</b>
PACC RFI (Part 1 & Part 2 required)	Friday 11 <sup>th</sup> August 2023	Friday 1 <sup>st</sup> September 2023 11:00 BST
Respondents can submit clarification questions about the RFI (in accordance with Section 8)	Friday 11 <sup>th</sup> August 2023	Friday 18 <sup>th</sup> August 2023 11:00 BST
Authority will provide responses to all clarification questions received by the submission deadline.	Friday 18 <sup>th</sup> August 2023 11:01 BST	Tuesday 22 <sup>nd</sup> August 2023 12:00 BST
Respondents can register for Market Interest Event	Friday 11 <sup>th</sup> August 2023	Friday 1 <sup>st</sup> September 2023 11:00 BST

## 5. RFI Instructions: How to submit responses to this RFI

Respondents **must provide responses** in accordance with the format provided in **Section 9: Part 1 and Part 2**, quoting the RFI reference on all documentation and emails. Respondents must pay careful attention to the page limits provided and ensure that the responses to each Question (1-10) are provided within a maximum of three (3) pages each (30 pages total).

Please do not submit additional documents or materials not required as part of the RFI response; such as company overviews. The purpose of the RFI is to collect information related to the Questions as outlined in **Part 1** and **Part 2**, any additional documents will not be included in the review process.

Once completed, please return electronically to the e-mail address(es) shown below in **Section 8**, no later than **Friday 1<sup>st</sup> September 2023 11:00 BST**.

Responses will be acknowledged electronically by return e-mail.

Any responses received after the deadline will be passed to the subject matter experts for information, however they may not be included in the RFI review meetings which are to be held immediately following the deadline.

## 6. Confidentiality & Proprietary Information

No information included in your response, or in discussions connected to it, will be disclosed to any other third party.

Proprietary information, where included, should be kept to minimum and must be clearly marked.

For the purposes of this RFI, any documentation submitted should be at the classification of **OFFICIAL**.

## 7. Disclaimer

Any costs relating to the preparation and submission of a response to this RFI are the sole responsibility of the respondent. The Authority will not be liable to reimburse any costs by any parties who respond to this notice or register and interest; either on the Defence Sourcing Portal or for further market engagements.

## 8. Contact

Quoting the RFI reference, please submit

- i) any requests for clarification
- ii) all responses to this RFI and
- iii) any questions regarding Classification of document(s) intended for submission, to:  
[NAVYCOMRCL-RFI@mod.gov.uk](mailto:NAVYCOMRCL-RFI@mod.gov.uk)

9. RFI: RFI/0025 - PORT AGENCY CONTRACT CYPRUS  
 a. Part 1: Company Details

**RFI/0025 - PORT AGENCY CONTRACT CYPRUS**

Question	Answer
Company Name	
Company Address	
Is the company a Small - Medium Enterprise as defined by UK government ( <a href="#">Small to medium sized enterprise (SME) action plan - GOV.UK (www.gov.uk)</a> ) ?	
Name of Company representative completing the RFI	
Contact details (e-mail and telephone number)	
Company web site address	
Main products/services/line of business	
Main market sector	
Number of years in this market sector	

## 9. RFI: RFI/0025 - PORT AGENCY CONTRACT CYPRUS

### b. Part 2: RFI Questions

#### RFI/0025 - PORT AGENCY CONTRACT CYPRUS: QUESTIONS

*Instructional Notes: Please provide your responses **within a maximum of three (3) pages per question**. e.g Question 1) response to a,b,c & d (including d i if applicable) must not exceed three (3) pages in total.*

- 1) **Scope:** The indicative services can be found at **Annex A**. Please provide a response about the service capability that your organisation offers.
  - a) Does your organisation offer the service capabilities that are indicated at **Annex A**?  
Yes or No, Please provide an explanation of your response including details of any partially met capabilities.
  - b) What geographic areas does your capability support? (countries/states or counties/regions as necessary) Please provide an explanation of your response and whether you would be able to deliver services within Cyprus
  - c) For our wider awareness of global services what geographic areas are you unable to support? (countries/states or counties/regions as necessary) Please provide an explanation of your response
  - d) Has the capability been deployed or provided by your organisation to the UK or other governments previously? Yes or No
    - i) If Yes, Please provide overview of previously provided services, including value, duration of services and locations/countries where applicable.
- 2) **Duration:** The Authority is considering an interim contractual arrangement to inform and support longer term decision making about the future of the wider global port agency services. The proposed term of the potential Port Agency Contract Cyprus is looking to ensure the optimal duration delivering best value for money while retaining longer term flexibility. Please provide a response about your views as to preferred duration of the services. Please select and respond to all that apply.
  - a) Would your organisation prefer the proposed contract duration of 1 year with Optional 1 + 1 years? Please provide an explanation of your response.
  - b) Would your organisation prefer the proposed contract duration of 2 years with additional Option 1 year a preferred length? Please provide an explanation of your response.
  - c) Would your organization prefer the proposed contract duration of 3 years with additional Option 1 year a preferred length? Please provide an explanation of your response.
- 3) **Commercial Method:** The Authority makes use of standardised contract Terms and Conditions Templates where possible. Please provide a response about the preferred Commercial Method.
  - a) Does your organisation have a preference for Defence Standard Contract Template 2 (SC2) Contract Terms and Conditions<sup>2</sup>? Yes or No, Please provide an explanation of your response.

<sup>2</sup> Illustrative Example of SC2 available online at [www.contractsfinder.service.gov.uk%2FNotice%2FAttachment%2F0f681e0b-d363-4800-a645-8d80784353a9&usg=AOvVaw09C7\\_5tGWb1BGDF48GOLcM&opi=89978449](http://www.contractsfinder.service.gov.uk%2FNotice%2FAttachment%2F0f681e0b-d363-4800-a645-8d80784353a9&usg=AOvVaw09C7_5tGWb1BGDF48GOLcM&opi=89978449)



- b) Does your organisation have a preference for Model Service Contract Terms and Conditions Template<sup>3</sup>? Yes or No, Please provide an explanation of your response.
- 4) **Social Value:** The Authority includes Social Value proportionately within all contracts over £125,000.<sup>4</sup> The main areas of Social Value focus for Defence are: **Tackling Economic Inequality; Fighting Climate Change and Equal Opportunity.**
- a) Does your organisation foresee any challenges in meeting the above listed social value areas? Yes or No, Please provide an explanation of your response including any details of initiatives that your organisation currently delivers in the abovementioned areas.
- 5) **Security:** The Authority has the need for potential providers to achieve, maintain and assure security both within the prime organisation as well as within the supply chain in accordance with Joint Service Publications<sup>5</sup>; Industry Security Notices (ISN)<sup>6</sup> and the Security policy framework<sup>7</sup>.
- a) Does your organisation foresee any challenges in compliance with the abovementioned security aims? For example; cyber security accreditation (such as Cyber Essentials and Cyber Essentials Plus<sup>8</sup> or equivalents) may be a requirement, is this something that your organisation foresees as a challenge? Yes or No, Please provide an explanation of your response.
- 6) **Mobilisation:** The Authority envisages that a mobilisation period may be required in order to prepare for the commencement of service delivery following a contract award.
- a) Given your organisation's technical experience what period do you feel would provide enough time for effective mobilisation? Please provide an explanation of your response
- 7) **Financial Approach (Payment Terms):** The Authority payment terms are usually within 30 days or at otherwise agreed contractual payment milestones, irrespective of the types of costs (e.g. fuels or cash facilities).
- a) Does your organisation foresee any risks or challenges in relation to standardised 30 day payment terms? Yes or No, Please provide an explanation of your response.
- b) Does your organisation utilise prompt payment discounts? Yes or No, Please provide an explanation of your response.
- c) Would your organisation prefer differing payment terms to the standard 30 days in relation to Fuels and/or Cash payments? Yes or No, Please provide an explanation of your response and what the benefit to the Authority would be.

<sup>3</sup> Model Service Contract available online at [www.gov.uk/government/collections/model-services-contract](http://www.gov.uk/government/collections/model-services-contract)

<sup>4</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf)

<sup>5</sup> Including but not limited to JSP490.

<sup>6</sup> <https://www.gov.uk/government/publications/industry-security-notices-isns>

<sup>7</sup> <https://www.gov.uk/government/publications/security-policy-framework>

<sup>8</sup> <https://iasme.co.uk/cyber-essentials/>  
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- 8) Financial Approach (Payment Tool): The Authority uses Exostar for the processing of Invoices and Payments.
- a) Are there any known impacts to payment receipt dates for your organisation as a result of the use of Exostar that the Authority should be aware of? Yes or No, Please provide an explanation of your response
- 9) Risk Considerations: The Authority aim is to better understand the risks that may be present within the indicative scope of the services as found at **Annex A**.
- a) Is your organisation aware of any material risks that the Authority should be aware of in relation to the indicative scope of services or potential future contract? Yes or No, Please provide an explanation of your response
- 10) Innovation: Innovative capabilities or potential solution considerations are most welcome, even if they do not meet all of the requirements in **Annex A**, the Authority would welcome the opportunity to consider any information.
- a) Does your organisation believe there are innovative capabilities or potential solutions that would support the requirements in **Annex A**? Yes or No, If Yes, Please provide an explanation of your response.

## 10. Registration for Future Port Agency Contract Cyprus (PACC) Market Engagements

A Market Interest Event to set out the scope of the requirement will be held virtually from 10:30 on Tuesday 12<sup>th</sup> September 2023.

The Authority are considering various commercial, finance and business approaches to deliver the requirement and would welcome the market's feedback.

The day will include: an Authority presentation, a post event questionnaire and 1-to-1 sessions.

The session will provide potential suppliers and sub-contractors with:

- Background and detail on the requirement
- The opportunity to speak to the Authority team and other stakeholders
- The opportunity to ask questions in a 1-to-1 session
- The opportunity to further inform the Authority approach

### **Event Programme**

Date	Time	Event
Tuesday 12 <sup>th</sup> September 2023	10:25-10:30	Dial In
	10:30-10:35	Administration and Etiquette
	10:35-10:40	Welcome
	10:40-10:50	Context and Overview
	10:50-11:00	Requirements
	11:00-11:10	Commercial Overview
	11:10-11:15	Timeline
	11:15-11:50	Open Discussion and Questions
	11:50-onwards	1-to-1s

***Table 1: Indicative Timetable of Events (subject to change)***

Potential suppliers and sub-contractors should limit the number of attendees at the presentation and 1-to-1 sessions to a maximum of 3 per company. This is owing to the virtual nature of the meetings and network hosting capacity.

Any suppliers who would like to register interest in attending the Market Interest Event should do so by emailing [NAVYCOMRCL-RFI@mod.gov.uk](mailto:NAVYCOMRCL-RFI@mod.gov.uk) by **Friday 1<sup>st</sup> September 2023 11:00 BST**.

Emails should be titled "Navy PACC Market Interest Attendance" and the contents should include the company name(s) and the name(s) and email(s) of attendee(s) for both the presentation and the 1 to 1 (if this is being requested).

Interested suppliers will be notified of the relevant Microsoft Teams dial in details and their allocated 1 to 1 time slot (if requested) by 17:00 BST Friday 8<sup>th</sup> September 2023.

## 11. Annex A Port Agency Contract Cyprus (PACC) Indicative Service Requirements

On this page is an an indicative list of broad service areas only, on the subsequent page is an indicative example list of potential services required with greater detail.

1. Pilots, Tugs, Cranage, Berthing facilities, berthing parties and harbour dues
2. Pontoons and fenders (when cost effective and appropriate), Gangways, Booms
3. Buoy jumpers, work boat and boat part
4. Purchase and delivery of food and catering provision
5. Customs clearance of goods inwards/outwards and haulage of stores and equipment from APOD/SPOD to ship
6. Arranging of physical security of ship
7. Provision of potable and demineralised waste
8. Postal expenditure
9. Arranging disposal facilities for food, refuse, black and grey water, oily waste, clinical waste and hazardous waste
10. Facilitating medical and dental care services if cannot be provided by pre-existing Authority arrangement (eg British Forces Cyprus BFC)
11. Provision of liberty boat and landing facilities for personnel and equipment
12. Arrangement of laundry facilities if cannot be provided by pre-existing Authority arrangement (eg British Forces Cyprus BFC)
13. Provision of hire vehicles/taxis and other transport for official duty travel
14. Arranging secure delivery and return of cash in conjunction with DBS Cash
15. Hotel accommodation when alongside foreign ports, and for joiners and leavers of surface ships when unavoidable
16. Delivery and collection of personnel to and from airport, including immigration assistance
17. Delivery and Collection of mail
18. Provision of Fuels as required
19. Provision of Generators as required
20. Provision of Mobile lines as required

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INDICATIVE SERVICES FOR PORT AGENCY CONTRACT CYPRUS (PACC)	
SR ID	DESCRIPTION OF THE SERVICES
1	3x PUSH AND PULL TUGS FENDERED 1.5M BELOW WATERLINE (P&O Tariff 1.1 up to 100 meters)
2	6X ADDITIONAL LINE HANDLERS
3	BERTHING LINES
4	3X 13.5M BROWS
5	CRANAGE FOR ARRIVAL AND DEPARTURE FOR BROWS
6	2X CAMEL FENDERS 4.5X4.5X6M INCLUDING POSITIONING AND REMOVAL
7	DIVING FOR DAY OF ARRIVAL TO FIT STRAINERS & CONDUCT INSPECTION
8	TRANSPORTATION (POLICE ESCORTS)
9	HAZMAT SKIP ON ARRIVAL AND REPLACEMENT DAILY
10	EXCHANGE OF 3x SANITARY BINS
11	2x MOBILE LINES (CALL SMS-50MB DATA)
12	JETTY SUBMERSIBLE PUMP FOR FIRE FIGHTING WITH CAPACITY OF 30T @ 8BAR
13	LIGHTING FOR GANG WAY
14	4 X PORTALOOS
15	CASH AND BANK SERVICES
16	ACCOMODATION (HOTEL ROOMS FOR DIFFERING RANKED PERSONNEL)
17	5 M3 PORTABLE WATER DAILY
18	SECURITY BARRIER 3 X CONTAINER HIGH SURROUNDING THE JETTY MANNED
19	TRANSPORTATION REQUESTED UPON ARRIVAL
20	LAYOVER FEES
21	CONTAINER HIRE 45 UNITS X 40FT