**ITT - 701576413**

**Counter Explosive Ordnance Capability Development Project - Ghana**

**Annex B to DEFFORM 47**

**Award Criteria, Tender Evaluation and Tender Response Evaluation Answer Sheet**

**Version**

**ITT 1.0**

**ITT COMPLETION AND EVALUATION GUIDE**

**Tender Submission**

1. The Tender submission must be completed in accordance with Sections C, and E of the DEFFORM 47.
2. The Tender submission must comprise of the following documents:
3. A completed and signed Tender Submission Document (Offer) – Annex A to DEFFORM 47
4. A completed Annex 2 - Schedule of Prices and Rates – To include price breakdown.
5. A completed Tender Response Evaluation Answer Sheet- Annex B to DEFFORM 47– Response to Technical Questions to detail how you will meet the requirement (this document).
6. A completed DEFFORM 539A – Tenderers Commercially Sensitive Information - including details of nominated Freedom Of Information Act (FOIA) point of contact
7. A completed Cyber Supplier Assurance Questionnaire (SAQ) - the SAQ form can be found in the DSP the reference number is 7HTN8S8Y (along with any current Cyber Essentials Accreditation Certificate or a Cyber Implementation Plan (CIP)).
8. A completed Statement Relating to Good Standing.
9. A completed Condition 10 to Section 2 - Call Off Terms and Conditions – Key Personnel details.

**Tender Evaluation**

3. The Tender Evaluation will be conducted on the information provided in the Tender submission only. Please do not insert web links in your Tender submission.

4. The Tender evaluation will be undertaken using the Value for Money Index (VFM Index) method for the Most Economically Advantageous Tender (MEAT) - as follows:

* 1. Commercial Evaluation – Pass or Fail (not scored)
  2. Technical Evaluation / Financial Evaluation (non cost score / price)

1. The SPO Commercial Delivery team will facilitate the evaluation process, providing the Technical Evaluation Answer Sheet (Section 2 of this Annex B to DEFFORM 47) to the appointed Technical evaluators. Only The SPO Commercial Delivery team will have visibility of the whole Tender submission.

**Commercial Evaluation**

1. The Commercial Evaluation ensures that the Tender meets all the Mandatory Commercial Requirements.
2. The Commercial Evaluation is contained in Tender Evaluation Section 1 of this document.
3. The Mandatory Commercial Requirements for a Tender to be commercially compliant are:
   1. The Tenderer must accept the Terms and Conditions of Contract (Yes/No question in DSP);
   2. The Tenderer must accept that electronic trading including payment of goods and services will be made using the Authority’s Contracting, Purchasing and Finance (CP&F) tool (Yes/No question in DSP);
   3. The Tender must include a completed and scanned original signed copy of DEFFORM 47 Annex A Offer (including all the Mandatory Declarations);
   4. The Tender must include a completed Annex 2 - Schedule of Prices and Rates providing Firm Prices and a breakdown for all items listed.
   5. The Tender must include a completed Annex B to DEFFORM 47 – Tender Response Answer Sheet (this document).
   6. The Tender must include details of the nominated Freedom Of Information Act (FOIA) point of contact in DEFFORM 539A – Tenderer’s Commercially Sensitive Information Form.
   7. The Tender must include a completed and scanned original signed copy Statement Relating to Good Standing
   8. The Tender must include the Key Personnel details as per Condition 10 to Section 2 - Call Off Terms and Conditions.
4. The response to Mandatory Commercial Requirements a and b (as above) are to be completed in the DSP. If a Tenderer states “No” for any of the Mandatory Requirements in Table 1 the Tender will be assessed as non-compliant and Fail the Commercial Evaluation and will be removed from further evaluation and the competition.
5. Mandatory Commercial Requirements c-h (as above) are contained in Table 2 for the Commercial Evaluator to confirm the Tender meets the Mandatory Commercial Requirements. If the answer to any of the Mandatory Requirements in Table 2 are “No” the Tender will be assessed as non-compliant and Fail the Commercial Evaluation and will not be taken further in the Tender Evaluation process and will be removed from the competition.
6. Commercially compliant Tenders will continue to the Technical Evaluation.

**Technical Evaluation**

1. The Technical Evaluation will be undertaken by the British Peace Support Team (Africa). The evaluators will independently conduct their evaluation of each suppliers response, the Tender Evaluation Panel will then sit and the evaluation scores for each tender will be moderated, the moderated scores will be weighted and added together to produce the final scores.
2. Tenderers must provide responses to all the Technical questions in Tender Evaluation Section 2 Part B –Technical Evaluation (it would be appreciated if this document is submitted in MS Word format).
3. Tender responses to each Technical Evaluation question will be scored in accordance with the Conflict Stability & Security Fund (CSSF) Framework 2018 scoring methodology:

|  |  |  |
| --- | --- | --- |
| **Score** | **Definition** | **Interpretation** |
| **8** | **Excellent** | ***Meets and exceeds:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution **over and above** the Authority’s minimum requirement.  Response demonstrates **factors that will offer potential added value**. |
| **6** | **Good** | ***Meets:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution for the Authority’s requirement. |
| **4** | **Minor Reservations** | ***Almost meets or minor reservations only:***  Some minor reservations and/or limited evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement. |
| **2** | **Serious Reservations / Potentially Non Compliant** | ***Serious Reservations:***  Serious reservations and/or lack of evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.  The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |
| **0** | **Unacceptable/ Non-Compliant** | ***Unacceptable:***  No demonstration and/or no evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.  The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |

1. The Technical Evaluation Questions and weightings are as follows:

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| --- | --- | --- |
| **Criteria 1** | **Weighting** | **Proposed solution** |
|  |  | *These questions are designed to provide the Authority with a clear understanding of your proposed solution.* |
| 1.1 | 30 | Please provide an outline of your approach and methodology to delivering against the requirements laid out in the SOR. You should support your response with:   * Your rationale for selecting this approach; * Evidence of the expertise of your organisation to deliver in Africa against the requirements of the project; * Evidence of the expertise of your organisation in delivering CIED Training in Africa in support of Peace Support Operations; * Supporting evidence from similar or relevant projects you have delivered; * How Monitoring and Evaluation (M&E) will be incorporated throughout each Phase of the project. |
| 1.2 | 20 | Please provide a proposal that shows your solution for delivering the requirement, and supporting detail:   * Timeline; * Preparation and Delivery; * Course Programme; * Course method of delivery and student assessment methods and criteria. * Course alignment to UN Standards; * M&E * Budget and resource allocation; * Demonstrate, where applicable, how efficiencies can be achieved by the incorporation of individuals and/or equipment from other concurrent regional activity. * Contingency plan, and cost associated, if host nation fails to provide necessary kit and equipment for training |
| **Criteria 2** |  | **Resource, capacity and capability** |
|  |  | *This element is designed to provide the Authority with an understanding of both the capacity of your organisation, and the capability of the staff and/or subcontractors proposed, in order to deliver your proposed solution in a controlled, effective and appropriate manner.* |
| 2.1 | 15 | Please provide details of the delivery team for the full the duration of the requirement together with an organisation chart for your proposed delivery team:   * Details, including CVs of both the core delivery team and the manager responsible for overall operational delivery (‘Key Personnel’) together with a short commentary for each that explains how their experience is appropriate to the delivery of your proposed solution. Please confirm that the Key Personnel will be available to deliver the services for each iteration of the contract; * An outline description of the roles and/or specialities of all staff shown on the organisational chart, clearly indicating if they are an employee of the Bidder, or (where they are not employed by the Bidder) provide the name of their employer or clearly indicate that an individual is self-employed; |
| 2.2 | 5 | Please provide evidence of the capacity of your organisation to either replace (in the event of unforeseen circumstances) Key Personnel, or to allocate additional resource, where necessary for the successful delivery of the project. |
| 2.3 | 10 | Please provide evidence in terms of previous relevant experience of, or related activities to demonstrate the delivery team’s knowledge and experience of CIED Operations. |
| 2.4 | 5 | Please provide evidence of a scenario which demonstrates your ability to adapt to change and modification to training programmes during course delivery. |
| 2.5 | 5 | Please describe or offer examples of the training design products, training aids and supporting material you will provide to enable the course delivery and describe the training products to be handed over to BPST(A) following the course to be used thereafter at their discretion. |
| **Criteria 3** |  | **Risk management and duty of care** |
|  |  | *These questions are designed to provide the Authority with an understanding of the processes you have in place for the management of risk, and to satisfy it that those processes are sufficiently robust mitigate any risks that may materialise.* |
| 3.1 | 10 | Please include a risk register and management plan. Your response should include:   * Details of your organisation’s approach to monitoring and managing risk and to ensuring that projects are delivered as specified; * A description of the plans, systems and insurances that you have in place specifically to monitor risk and to manage any emergencies or issues that may arise with respect to this requirement; * An indication of the impact/severity of each of the risks identified; * Your proposed plans to mitigate those risks; * Your assessment of the level of residual risk remaining post-mitigation; * Any specific COVID-19 dependencies, risks and mitigations; * Detail of how your organisation will safely deliver training during the COVID pandemic. |

1. To be Technically Compliant and pass the Technical Evaluation, the Tender must score 6 or 8 for questions 1.1, 1.2, 2.1 and 2.3 (a score of 4 or below will be non-compliant).
2. Technically compliant Tenderers will then continue to the Financial Evaluation.

**Financial Evaluation**

1. The Financial Evaluation, evaluation of price, will be undertaken using the prices submitted in the Annex 2 – Schedule of Prices and Rates to the 701576413 – CSSF Framework 2018 Call-Off Contract.

**Overall Tender Score**

1. The overall tender score will be calculated using the Value for Money index where the Technical Score (non cost score) will be divided by the Price (as submitted in the Schedule of Requirements) to obtain the overall Tender Score as shown in the example below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tender | Technical (Non-cost) score | Cost (£NPV) | VFM Index | Rank |
| A | 62 | 20 | 3.10 | 3 |
| B | 85 | 24 | 3.54 | 1 |
| C | 100 | 29 | 3.44 | 2 |

**Winning Tender**

The winning Tender shall be the Commercially compliant Tender which has the highest VFM Index (as shown in the example above). In the instance that two or more Tenders have the same VFM Index, the Tender with the highest score for Technical question 1.1 will be the winning Tender. In the unlikely event that two or more Tenders have the same score and the same highest score for Technical question 1.1, the wining Tender will also have the highest score for Technical question 1.2

**TENDER EVALUATION SECTION 1**

**Commercial Evaluation Tender Response Sheet - To be completed by the Tenderer in the DSP.**

MANDATORY REQUIREMENTS – Table 1

|  |  |
| --- | --- |
| Do you accept the Terms and Conditions of Contract | YES/NO |
| Do you accept that electronic trading including payment of goods and services will be made using the Authority’s Contracting, Purchasing and Finance (CP&F) tool? | YES/NO |

**To be completed by Commercial Evaluator:**

MANDATORY REQUIREMENTS – Table 2

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| --- | --- |
| Does the Tender include a completed and signed copy DEFFORM 47 Annex A Offer (including all the Mandatory Declarations)? | YES/NO |
| Does the Tender include a completed Annex 2 – Schedule of Prices and Rates providing Firm Prices for all items listed? | YES/NO |
| Does the Tender include a completed Annex B to DEFFORM 47-Tender Response Evaluation Answer Sheet (this document) | YES/NO |
| Does the Tender include details of the nominated Freedom Of Information Act (FOIA) point of contact in DEFFORM 539A – Tenderer’s Commercially Sensitive Information Form. | YES/NO |
| Has the supplier completed a Cyber Supplier Assurance Questionnaire (SAQ) and does the Tender include a Cyber Essentials Certificate or Cyber Implementation Plan (CIP)? | YES/NO |
| Has the supplier completed the Statement Relating to Good Standing? | YES/NO |
| Has the supplier completed Condition 10 - Key Personnel details in Section 2 - Call Off Terms and Conditions? | YES/NO |

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| Commercial evaluation | PASS /FAIL |
| Tender Commercially Compliant  (To be Commercially Compliant the Tender must pass the Commercial Evaluation by having all YES answers to the Mandatory Commercial Requirements) | YES/NO |
| Evaluators Comments: | |

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| --- | --- |
| EVALUATOR SIGNATURE |  |
| POSITION |  |
| DATE |  |

**TENDER EVALUATION SECTION 2**

**Technical Evaluation – Tender Response Evaluation Answer sheet**

1. The Technical Evaluation will be scored as follows:

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| --- | --- | --- |
| **Score** | **Definition** | **Interpretation** |
| **8** | **Excellent** | ***Meets and exceeds:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution **over and above** the Authority’s minimum requirement.  Response demonstrates **factors that will offer potential added value**. |
| **6** | **Good** | ***Meets:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution for the Authority’s requirement. |
| **4** | **Minor Reservations** | ***Almost meets or minor reservations only:***  Some minor reservations and/or limited evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement. |
| **2** | **Serious Reservations / Potentially Non Compliant** | ***Serious Reservations:***  Serious reservations and/or lack of evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.  The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |
| **0** | **Unacceptable/ Non-Compliant** | ***Unacceptable:***  No demonstration and/or no evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.  The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |

1. The Technical Evaluation questions will be weighted as follows (please note page limits for each question):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Question** | **Weighting** | **Available marks** | **Page limit (sides of A4)** |
| 1. Proposed solution | 1.1 | 30 | 240 | 3 |
| 1.2 | 20 | 160 | 1 |
| 2. Resource, capacity and capability | 2.1 | 15 | 120 | 3 |
| 2.2 | 5 | 40 | 1 |
| 2.3 | 10 | 80 | 2 |
| 2.4 | 5 | 40 | 1 |
| 2.5 | 5 | 40 | 1 |
| 3. Risk management and duty of care | 3.1 | 10 | 80 | 2 |
| Totals |  | 100 | 800 | 14 |

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| **Score** | **Definition** | **Interpretation** |
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| **6** | **Good** | ***Meets:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution for the Authority’s requirement. |
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| **0** | **Unacceptable/ Non-Compliant** | ***Unacceptable:***  No demonstration and/or no evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.  The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |

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| **Question 1.1** |
| Please provide an outline of your approach and methodology to delivering against the requirements laid out in the SOR. You should support your response with:   * Your rationale for selecting this approach; * Evidence of the expertise of your organisation to deliver in Africa against the requirements of the project; * Evidence of the expertise of your organisation in delivering CIED Training in Africa in support of PSO. * Supporting evidence from similar or relevant projects you have delivered. * How Monitoring and Evaluation (M&E) will be incorporated throughout each Phase of the project. |

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| **Tender Response** (Please input your tender response to this question) |
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| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |

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| **Score** | **Definition** | **Interpretation** |
| **8** | **Excellent** | ***Meets and exceeds:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution **over and above** the Authority’s minimum requirement.  Response demonstrates **factors that will offer potential added value**. |
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| **Question 1.2** |
| Please provide a proposal that shows your solution for delivering the requirement and supporting detail:   * Timeline; * Preparation and Delivery; * Course Programme; * Course method of delivery and student assessment methods and criteria; * Course alignment to UN Standards; * M&E; * Budget and resource allocation; * Demonstrate, where applicable, how efficiencies can be achieved by the incorporation of individuals and/or equipment from other concurrent regional activity; * Contingency plan, and cost associated, if host nation fails to provide necessary kit and equipment for training. |

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| **Tender Response** (Please input your tender response to this question) |
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| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |

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| --- | --- | --- |
| **Score** | **Definition** | **Interpretation** |
| **8** | **Excellent** | ***Meets and exceeds:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution **over and above** the Authority’s minimum requirement.  Response demonstrates **factors that will offer potential added value**. |
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| **0** | **Unacceptable/ Non-Compliant** | ***Unacceptable:***  No demonstration and/or no evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.  The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |

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| **Question 2.1:** |
| Please provide details of the delivery team for the full the duration of the requirement together with an organisation chart for your proposed delivery team:   * Details, including CVs of both the core delivery team and the manager responsible for overall operational delivery (‘Key Personnel’), together with a short commentary that explains how their individual experience is appropriate to the delivery of your proposed solution. Please confirm that the Key Personnel will be available to deliver the services for each iteration of the contract; * An outline description of the roles and/or specialities of all staff shown on the organisational chart, clearly indicating if they are an employee of the Bidder, or (where they are not employed by the Bidder) provide the name of their employer or clearly indicate that an individual is self-employed |
| **Tender Response** (Please input your tender response to this question) |
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| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |

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| **Score** | **Definition** | **Interpretation** |
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| **6** | **Good** | ***Meets:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution for the Authority’s requirement. |
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| **0** | **Unacceptable/ Non-Compliant** | ***Unacceptable:***  No demonstration and/or no evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.  The Authority reserves the right to consider bidders scoring this rating as being non-compliant. |

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| **Question 2.2:–** |
| Please provide evidence of the capacity of your organisation to either replace (in the event of unforeseen circumstances) Key Personnel, or to allocate additional resource where necessary for the successful delivery of the project. |
| **Tender Response** (Please input your tender response to this question) |
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| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |

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| --- | --- | --- |
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| **Question 2.3:** |
| Please provide evidence in terms of previous relevant experience of or related activities to demonstrate the delivery team’s knowledge and experience of CIED Operations. |
| **Tender Response** (Please input your tender response to this question) |
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| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |

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| --- | --- | --- |
| **Score** | **Definition** | **Interpretation** |
| **8** | **Excellent** | ***Meets and exceeds:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution **over and above** the Authority’s minimum requirement.  Response demonstrates **factors that will offer potential added value**. |
| **6** | **Good** | ***Meets:***  Demonstration by Potential Provider with evidence of its ability to deliver a solution for the Authority’s requirement. |
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| **Question 2.4:** Please provide evidence of a scenario which demonstrates your ability to adapt to changes or modifications to training programmes during course delivery.; |
| **Tender Response** (Please input your tender response to this question) |
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| --- | --- |
| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |

|  |  |  |
| --- | --- | --- |
| **Score** | **Definition** | **Interpretation** |
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| **Question 2.5:** |
| Please describe or offer examples of the training design products, training aids and supporting material you will provide to enable the course delivery and describe the training products to be handed over to BPST(A) following the course to be used thereafter at their discretion. |
| **Tender Response** (Please input your tender response to this question) |
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| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |

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| --- | --- | --- |
| **Score** | **Definition** | **Interpretation** |
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| **Question 3.1:** |
| Please include a risk register and management plan. Your response should include:   * Details of your organisation’s approach to monitoring and managing risk and to ensuring that projects are delivered as specified; * A description of the plans, systems and insurances that you have in place specifically to monitor risk and to manage any emergencies or issues that may arise with respect to this requirement; * An indication of the impact/severity of each of the risks identified; * Your proposed plans to mitigate those risks; * Your assessment of the level of residual risk remaining post-mitigation; * Any specific COVID-19 dependencies, risks and mitigations; * Detail of how your organisation will safely deliver training during the COVID pandemic. |
| **Tender Response** (Please input your tender response to this question) |
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| --- | --- |
| **Evaluator’s Score** |  |
| **Evaluator’s Comments** |  |
| **Score with weighting applied** |  |