Dear Sir/Madame.

The Authorises response to Clarification Questions received prior to 10am on the 22nd of March can be located both in the table below and hosted online on Contracts Finder, where you will have viewed the original Tender Documents.

The Authority wishes you to be aware that the clarification question period is now closed and that the deadline for submission of your tender is 8th April

Kind regards

Jonathan Stringer

Clarification Question Responses

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| **CLARIFICATION QUESTIONS** | **CLARIFICATION ANSWERS** |
| **Are hard copies are required by 8 April, with electronic copies after 10 April? If so, then please confirm the postal address to which the hard copies are to be sent. Should there have been an address label with the documentation?** | **The Authority wishes to restate that only electronic/soft responses are being sought in response to ITT and that the final deadline remains 10:00 AM on the 8th of April 2019.** **There is no need to send hardcopy** |
| **Please Clarify the Contract Number** | **The Contract Number is CCDT/584** |
| **How will the trainer average pass rate be evaluated?** | **Trainer average pass rate will be evaluated in accordance with the technical evaluation criteria, Part 2, Paragraph 2 'Are SQEP to deliver quality outputs** |
| **Do you want the pass rate by course?** | **12-month average pass rate per trainer and number of courses run in 12-month period will be evaluated. Pass rate per course can be provided in addition if considered by the bidder to be informative supporting data** |
| **Would MoD see the benefit of considering more creative solutions than the standard 5-day instructor led training course that still follow the same APMG syllabus and lead to the same accreditation?** | **The ITT requests bids for delivery of the standard 5-day instructor led training course only as this is the format required** |
| **Can you confirm in the financial evaluation criteria of the ITT the maximum price for all courses in year 1 (CA to 31st Mar 20) if for the core 12 courses and should not include the cost for the optional 10 courses (Between CA and 31st Mar 20)** | **Price against 12 courses on the understanding that if one of the optional courses doesn't happen the Authority will not be billed for this course.**  |
| **Can you confirm that the firm price for the venue hire of each year is for all the courses requested (i.e. total venue hire for all 12 courses in first year)** | **The provision of a venue is meant to be a contingency please price for 12 courses on the understanding that it is a contingency that should only happen on few, if any, occasions.**  |
| **Paragraph E1 first states to send via email the tender to the Tender Board before the deadline, then the last couple of sentences says that the Tender may be excluded if we email the Tender before the Tender Board date. Could you clarify please?** | **Please discount the last few sentences. The Authority wishes to restate that only electronic/soft responses are being sought in response to ITT and that the final deadline remains 10:00 AM on the 8th of April 2019.** **There is no need to send hardcopy** |
| **Travel and Subsistence: Can you clarify what travel and subsistence costs you are referring to? Are you referring T&S to Abbey Wood only or do you want T&S costs for other venues across the UK.** | **All courses are to be held in Bristol, please price Travel and Subsistence for Bristol rather than MoD Abbey wood** |
| **In the financial evaluation criterial, regarding the “TOTAL Maximum Price for 12 courses per annum including Exam Fees”. Can you confirm which year this is referring to?** | **It is envisioned that the prices for courses should remain consistent for the life of the Contract** |
| **Do we want to add a CQ re: conditions? I.e. minimum knowledge, notice period prior to course, cancellation periods, re-sits, failure of foundation course (like the last bid) etc? Point 5 of the ITT states caveated bids may be non-compliant.** | **This is not information the authority has requested as part of this ITT, however if there is standard details on such information that go out as part of your standard proposal, it won't be classed as commercially non-compliant.** |
| **How will the authority break down/contract the firm price for the venue hire? You have requested a firm price for the year, however take up of the venue hire will be on a course by course basis.** | **The provision of a venue is meant to be a contingency please price for 12 courses on the understanding that it is a contingency that should only happen on few, if any, occasions.** |
| **Can you confirm if the pre-course reading material will be delivered to a Point of Contact in ABW?** | **Confirmed, the point of contact throughout the contract will be at Abbey Wood. Details of this Point of Contact will follow Contract Award.**  |
| **Is the reduction to the Max Price should the 80% pass rate per course not be met considered in the Tender scoring?** | **The maximum price for all courses is the only scored element of the Financial Criteria** |

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