



Ministry
of Defence

Redacted under FOI act,
section 40:
Personal information



The Science Inside

ITT Reference:
FURN-33266-2024

Contract Reference:
PA0000002326

Date:
9th May 2024

Dear Sir/Madam

Smart Working Furniture 2

Invitation To Tender (ITT) Reference No. FURN-33266-2024

1. You are invited to submit a tender for the above project under the Crown Commercial Services (CCS) Construction Professional Services Framework (RM6308), Lot 1 (Office Furniture), in accordance with the attached documentation.
2. This Invitation to Tender (ITT) comprises the following volumes of documents:

Volume 1: Instructions to Tenderers
Volume 2: Tender Return/ Evaluation Methodology
Volume 3: Scope of Services
Volume 4: The Form of Contract
3. The requirement is for the supply of office-based furniture and associated services using CCS call-off contract schedules.
4. The anticipated date for the Contract award decision is June 2024. Please note that this is an indicative date and may change.

5. You must submit your Tender to the Defence Sourcing Portal (DSP) by **16:00 GMT on Friday 7th June 2023**.
6. Please note the weightings in the DSP do not align with those in this document due to system issues. Please refer to Volume 2 within this document for the correct weighting and scoring instructions.
7. If you do not intend to submit a tender, please notify Redacted under FOI act, section 40 within 72 hours of receipt. As part of our quality initiative it would be helpful for us to know your reasons for not tendering.

Yours faithfully

Redacted under FOI act,
section 40:
Personal information

Defence Science Technology Laboratory (DSTL)

Smart Working Furniture 2

Invitation to Tender (ITT)

VOLUME 1

INSTRUCTIONS TO TENDERERS

The CCS reference number for this procurement is FURN-33266-2024

Introduction

1. The purpose of this ITT is to invite you to submit a Tender, in accordance with the instructions set out in this ITT, to propose a solution and best price to meet the buyer's requirement. This documentation explains and sets out the:
 - a. timetable for the next stages of the procurement;
 - b. instructions, conditions and processes that governs this competition;
 - c. information you must include in your Tender and the required format;
 - d. arrangements for the receipt and evaluation of Tenders;
 - e. criteria and methodology for the evaluation of Tenders; and
 - f. Contract Terms & Conditions;
2. ITT Documentation, ITT Material and any Intellectual Property Rights (IPR) in them shall remain the property of the Buyer 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 ITT Material 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 Buyer 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 Buyer in giving its approval under sub-paragraph 2.c., which as 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 Buyer;
 - 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 Buyer'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 confirm destruction of (or in the case of software, that it is beyond use) 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 Buyer 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'.
3. Some or all the ITT Documentation and ITT Material may be subject to one or more confidentiality agreements made between you and either the Buyer or a Third Party, for example a confidentiality agreement established in the form of DEFFORM 94. The obligations contained in any such agreement are in addition to, and do not derogate from, your obligations under paragraph 2 above.
4. The Buyer reserves the right not to award any contract following the tender process.

Tender Expenses

5. You will bear all costs associated with preparing and submitting your Tender. The Buyer will not be liable for the costs of any Tender, work or effort incurred by you participating in this tender process, including where the tender process is terminated or amended by the Buyer, where the Buyer decides not to award a Contract or where you withdraw from the tender process either directly or indirectly as costs under any other Contract with the Buyer.

Key Tendering Activities

Stage	Date and Time	Responsibility	Submit to:
Final date for Clarification Questions/Requests for additional information	16:00 GMT 24 th May 2024	Tenderers	Defence Sourcing Portal
The Buyer issues Final Clarification Answers	16:00 GMT 28 th May 2024	The Buyer	All Tenderers
Tender Return	16:00 GMT 7 th June 2024	Tenderers	Defence Sourcing Portal
Tender Evaluation	7 th Jun– 28 th Jun 2024	The Buyer	N/A

Clarification Questions – Defence Sourcing Portal

6. The Buyer will automatically copy clarification questions and answers to all Tenderers, removing the names of those who have raised the clarification questions. If you wish the Buyer to treat the clarification as confidential and not issue the response to all Tenderers, you must state this when submitting the clarification question and provide justification. If in the opinion of the Buyer, the clarification is not confidential, the Buyer will inform the Tenderer, who will have an opportunity to withdraw the question. If the clarification question is not withdrawn, the response will be issued to all Tenderers.

Tender Return Date

7. The Buyer may, in its own absolute discretion extend the deadline for receipt of tenders and in such circumstances the Buyer will notify all Tenderers of any change.
8. The Buyer reserves the right to disqualify any tender submission received beyond the stated deadline

Tender Validity

9. Your Tender must be valid and open for acceptance for 60 days from the Tender return date. In the event that legal proceedings challenging the award of the Contract are instituted, before entry into Contract, you must hold your Tender open for acceptance during this period, and for up to fourteen (14) calendar days after any legal proceedings have concluded.

The Requirement

10. Your Tender must be written in English, using Arial font size 11. Prices must be in £GBP ex VAT. Prices must be Firm Price and the Price Matrix must be completed and submitted with your Tender.
11. The Scope of Services are defined within the Specification and supporting contract schedules, this can be found within Volume 3. Change will be managed in accordance with the Contract.
12. Tenderers attention is drawn to the proposed Terms and Conditions and supporting documents referenced at Volume 4 which is a CCS Call-off Contract under Crown Commercial Services (CCS) Framework RM6308.
13. Tenderers shall not be permitted to submit any amendments to the proposed Contract, or qualify their bid submissions in any way. If a Tenderer submits any amendments to the proposed Contract or qualifies their bid submission in any way, the Buyer may reject their Tender as a non-compliant bid.
14. Any successful tenderer who seeks to amend the Contract following notification of award may be excluded and the Buyer reserves the right to award a contract to a losing tenderer with the next highest scored bid.

Submission

15. Your Tender must be submitted electronically via the Defence Sourcing Portal (DSP) by **16:00 GMT on the 7th June 2024**. The Buyer reserves the right to reject any Tenders received after the stated date and time.
16. All priced Tender documentation must only be included in the commercial submission. **You must ensure** that no price information is present in either the technical or qualification (if applicable) submission. The Buyer has the right to request that any pricing information found in the technical or qualification (if applicable) submission is redacted in accordance with para 16.

17. The Buyer may, in its own absolute discretion, allow the Tenderer to rectify any irregularities identified in the Tender by the Buyer or provide clarification after the Tender return date. For example, this may include, but is not limited to, redacting pricing information in the technical or qualification (if applicable) envelopes, rectifying, or providing clarification in relation to a corrupt or blank document. Tenderers will be provided with instructions via the DSP on how they can correct such irregularities which must be completed by the deadline set. The Buyer will cross reference the amended Tender with the original Tender submitted to the DSP before the Tender return date to ensure that no other amendments, other than in relation to the specific irregularity/clarification communicated by the Buyer, have been made. Should Tenderers make additional amendments to the Tender other than those relating to the specific irregularity/clarification communicated to the Tenderer by the Buyer, this will result in a non-compliant bid
18. The Tenderer must ensure that the Tender Certificate is signed, scanned and uploaded to DSP with the Tender as a PDF (it must be a scanned original). The remainder of the Tender must be compatible with MS Word and other MS Office applications. The Tender Certificate must only be signed by a person who is authorised to commit the Tenderer to any subsequent Contract that may be entered into.
19. The DSP is accredited to OFFICIAL SENSITIVE. Material that is protectively marked above this classification must not be uploaded to the DSP. Please contact Redacted under FOI act, section 40: Personal Information if you have a requirement to submit documents above OFFICIAL SENSITIVE.
20. Tenderers are required to:
 - a. complete and answer all of the questions set out in Volume 2 of this ITT;
 - b. hold their tenders open for a minimum period of 60 days;

Tender Evaluation

21. Tenders will be evaluated against the evaluation methodology set out in Volume 2.
22. The successful Tender will be selected on the basis of the Most Economically Advantageous Tender (MEAT), in accordance with the evaluation criteria specified below:

Question Number	Evaluation Criteria	Weighting
	Compliance Assessment	
1	Company Insurance documents	Info only
	Mandatory Questions	
1.1	Compliance with RM6308 framework agreements	Pass/Fail
1.2	Project Manager to be Security Cleared	
1.3	Works Control Form	

1.4	No waste to Landfill	
1.5	Key Personnel	
1.6	Price Matrix and Out of Normal Working Hours Price Variance	
1.7	Tender Certificate	
1.8	Statement Relating to Good Standing	
1.9	Defform 539A	
1.10	Conflicts of Interest	
1.11	Acceptance to Form of Contract	
	Qualitative and Quantitative Assessment	
2	Quality 50%	
2.1	Assurance of Supply	
2.2	Delivery Lead-Time	
2.3	Technical Assistance	
2.4	After Sales	
2.5	Technical Dimensions and/or functions to ensure fitness for purpose	
3	Social Value 20%	
3.1	Tackling economic inequality	
3.2	Fighting Climate Change	
3.3	Wellbeing	
4	Price 30%	
4.1	Core Items list Total Price	
4.2	Out of Normal Working Hours rate variance	

23. The buyer shall not be bound to accept any Tender received or to award any contract pursuant to this ITT.

Contract

24. Tenderers attention is drawn to the proposed Contract at Volumes 3 and 4 which is a Call-off Contract under Crown Commercial Services (CCS) Framework (RM6308) Lot 1 (Office Furniture).
25. Tenderers shall not be permitted to submit any amendments to the proposed Contract, or qualify their bid submissions in any way. If a Tenderer submits any amendments to the proposed Contract or qualifies their bid submission in any way, the Buyer may reject their Tender as a non-compliant bid.
26. Any successful tenderer who seeks to amend the Contract following notification of award may be excluded and the Contracting Buyer reserves the right to award a contract to a losing tenderer with the next highest bid.

Conditions of Tender

27. The Buyer does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
28. Each Tender will be checked initially for compliance with all requirements and instructions of the ITT. Tenders which are not substantially complete or which are non-compliant with any of the instructions set out in any part of the ITT may be rejected. The Buyer is under no obligation to fully evaluate Tenders before declaring them non-compliant.
29. Where the pricing of a Tender is abnormally low and the Buyer is not satisfied with the explanation given the Buyer reserves the right to reject the Tender in accordance with the requirements of the Public Contracts Regulations 2015.

Confidentiality & Security

30. Save as provided below, this ITT has been classified as Official and it is a condition of the Tenderers that they should follow the appropriate requirements for such as detailed in the Security Aspects Letter (SAL).
31. This applies whether information is provided in electronic, written, oral or by any other media.
32. This does not apply to any such information which is in the public domain other than by breach of this obligation or other act or omissions of the Tenderer.
33. Tenders shall not be canvassed or discussed with any other Tenderers or employees of the Buyer.

Cyber Risk

34. Cyber risk has been considered and in accordance with the Cyber Security Model. However, the Buyer is yet to receive the results and will update the Tenderers with the Cyber Risk Profile and Risk Assessment Reference number once received. Tenderers will be then required to complete the Supplier Assurance Questionnaire (SAQ) on the Supplier Cyber Protection Service and submit this as part of their Tender response, together with a Cyber Implementation Plan as appropriate.

Freedom of Information, Environmental Information Statement and Transparency Agenda

35. The Buyer is subject to The Freedom of Information Act 2000 ("Act"), The Environmental Information Regulations 2004 ("EIR") and Government obligations in respect of transparency in procurement.
36. As part of the Buyer's duties under the Act or EIR, it may be required to disclose information concerning the further competition process or the Contract to anyone who makes a request.

37. If the Tenderer considers that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the Tenderer if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties" together with valid reasons in support of the information as being exempt from disclosure under the Act or EIR.
38. The Buyer will not be held liable for any loss or prejudice caused by the disclosure of information that;
 - a. has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
 - b. does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
 - c. in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.
39. The Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. As part of the transparency agenda, the Government has made certain commitments with regard to procurement and contracting. This includes the requirement to publish all Tender and contract documents for contracts over £10,000 from January 2011. Tenderers should therefore be aware that the Tender documents and the resulting Contract (with appropriate redactions made in accordance with the exemptions under the Act) will be published as part of the Clients' obligations under the transparency agenda.
40. 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 Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.
41. For these purposes, the Buyer may disclose within Government any of the Tenderer's documentation/information (including any that the Tenderer considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Tenderer to the Buyer during this Procurement. The information will not be disclosed outside Government. Tenderers taking part in this competition consent to these terms as part of the competition process. Only the Tenderers on the CCS RM6308 Framework Agreement Lot 1 are permitted participate in this competition.
42. The Buyer may consult with the Tenderer, should it be successful, to inform its decision regarding any exemptions applicable for redacting parts of the resulting Contract, but Buyer shall have the final decision in its absolute discretion.

VOLUME 2
TENDER RETURN

PLEASE COMPLETE ALL SECTIONS/ QUESTIONS in the document below
If the Tenderer fails to answer a question or part of a question, it shall be
awarded 0 marks for that question.

Details of Tenderer

1. Name of Tenderer.....

2. Contact details:

Name of main Tender contact.....

Position.....

Address.....

Telephone.....Mobile.....

Email.....

Name of alternative contact.....

Position.....

Address.....

Telephone.....Mobile.....

Email.....

Please note that the word/page limits inserted in brackets after each question are not to be exceeded. Responses will be ignored to the extent they exceed the relevant word/page limit, inclusive of attachments.

Tenderers must not alter this document in any way.

1. Compliance Assessment – PASS/FAIL

1.	PASS/FAIL QUESTIONS	Pass/Fail	
Please Note: The following questions are Pass / Fail, therefore if a Tenderer cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Tenderer should confirm by deleting the inappropriate answer.			
1	Have copies of the Tenderer's Public Liability/Professional indemnity/ Employer's liability and product liability insurance documents been submitted to CCS within the last 12 months?	Yes	No
1.1	Confirmation that the Tenderer is compliant with SUPPLY DELIVERY AND INSTALLATION OF FURNITURE AND ASSOCIATED SERVICES 2 Framework Agreement with reference RM6308. Note: The Customer reserves the rights to request the relevant supporting documentation from successful Tenderer related to financial status, company's good standing, insurances and certifications, timber sourcing.	Yes	No
1.2	A nominated person/ persons to have or obtain Security clearance in order to access sensitive information after award of the contract.	Yes	No

1.3	<p>As part of our health and safety procedure on site, we are required to provide the following documentation to our permits and coordination office before each site visit in the form of a 'Works Control Form', this has to be approved before we can allow contractors on site. The supplier must confirm that they agree to provide the following 7 days prior to any site visit for works:</p> <ul style="list-style-type: none"> - Risk assessment and method statements to cover the work no older than 12 months from date of visit (this can be generic and sent to us once a year – unless anything changes) - Engineer competencies or training record (a letter stating contractors are competent) - Company insurances (Employer's, Public and Product liability) 	Yes	No
1.4	<p>Provide a statement to confirm that under this contract supply there will be no waste to landfill.</p> <p>Provide evidence of your end to life policy and processes to confirm how you would achieve no waste to landfill and/or provide an example of evidence supplied to other customers for their no waste to landfill audit purposes.</p>	Yes	No
1.5	<p>Provide Key Personnel's e.g. Project Manager, Site Supervisor, Space Planner/Designer brief resume (professional qualification, typical experience) and responsibilities (Maximum 2 x A4 in total)</p> <p>Note: The Customer reserves the rights to request the relevant supporting documentation from successful Tenderer.</p>	Yes	No
1.6	<p>The Tenderer must submit a fully completed Price Matrix. The areas to be evaluated are detailed in the pricing questions.</p>	Yes	No
1.7	<p>Has a signed and dated PDF copy of the signed Tender Certificate been submitted?</p>	Yes	No
1.8	<p>Has a signed and dated Statement Relating to Good Standing been provided?</p>	Yes	No
1.9	<p>Has a completed DEFFORM 539A been provided?</p>	Yes	No
1.10	<p>Has a statement on how Conflicts of Interest will be addressed been provided? Statements must include how they deal with any current conflict of interest, or one which may arise during the provision of the service (including conflicts within the supply chain)</p>	Yes	No

1.11	Does the Tenderer accept the Form of Contract specified in Volume 4?	Yes	No
------	--	-----	----

2. Qualitative/ Technical Questions

[2.1] Quality Question - Assurance of Supply		Weighting [10]%
Guidance:		
In order to meet the Buyer's requirements the following information is requested to be supplied in respect to the Assurance of Supply . The supporting statement below will confirm the Specification can be met.		
Question:		
Please provide details how will you ensure that your company and your company's supplier base will be able to support the Customer's requirement, and your process to deal with non-conforming products/defective items or damaged items irrespective if they are under guarantee. The process must also include non-delivery of goods. Your statement shall cover any currently known supply chain risks and provide details how they are mitigated.		
Maximum A4 page x 2 and in Arial font size 11		
Marking Scheme:		
The following marking scheme will be used to assess the response provided to this question:		
100 - Good	The response fully meets all requirements with detail provided minimising risks to delivery. The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that outlined within the Statement of Requirements.	
66 – Acceptable – Minor Concerns	The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.	
33 – Non Acceptable - Major Concerns	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required. The response does not demonstrate a full understanding of the requirement posing major concerns.	
0 - Unsuitable	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.	

[2.2] Quality Question - Delivery Lead-Time		Weighting [10]%
Guidance:		

In order to meet the Buyer's requirements the following information is requested to be supplied in respect to **Delivery Lead-Time**. The supporting statement below will confirm the **Specification** can be met.

Question:

Please provide delivery lead times for **three** recent contracts, on similar scale to any of the future projects listed in the Volumes section of the Statement of Requirement, performed within the last 24 months.

Note:

The Buyer reserves the right to contact them.

Client's organisation	Delivery Lead Time in weeks		Contacts Name Email address Telephone Number
	Agreed	Actual	

Marking Scheme:

The following marking scheme will be used to assess the response provided to this question:

100 - Good	The response fully meets all requirements with detail provided minimising risks to delivery.
	The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that outlined within the Statement of Requirements.
66 – Acceptable – Minor Concerns	The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.
33 – Non Acceptable - Major Concerns	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required. The response does not demonstrate a full understanding of the requirement posing major concerns.
0 - Unsuitable	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.

Space Planning	
Guidance:	
In order to meet the Buyer's requirements the following information is requested to be supplied in respect to Technical Assistance . The supporting statement below will confirm the Specification can be met.	
Question: Technical Assistance	
Please provide details of the Space Planning Service your Company offers in respect of: <ul style="list-style-type: none"> • Adherence to <ul style="list-style-type: none"> - the Smart Working Principles - legislative conformity - best practice of space management • Identification of wider cost saving opportunities 	
Maximum A4 page x 2 and in Arial font size 11	
Marking Scheme:	
The following marking scheme will be used to assess the response provided to this question:	
100 - Good	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that outlined within the Statement of Requirements.</p>
66 – Acceptable – Minor Concerns	The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.
33 – Non Acceptable – Major Concerns	<p>The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required.</p> <p>The response does not demonstrate a full understanding of the requirement posing major concerns.</p>
0 - Unsuitable	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.

[2.4]	Quality Question – After Sales Services	Weighting [5]%
Guidance:		
In order to meet the Buyer's requirements the following information is requested to be supplied in respect to the After Sales Services . The supporting statement below will confirm the Specification can be met.		
Question:		

Please provide details of the After Sale Services offered by your Company in respect of:

- Maintenance services and spare parts
- Guarantee period

Provide a case study or recent example to support your answer. We are interested in understanding how you support extending the life of goods through spare parts and repairs.

Maximum A4 page x 2 and in Arial font size 11

Marking Scheme:

The following marking scheme will be used to assess the response provided to this question:

100 - Good	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that outlined within the Statement of Requirements.</p>
66 – Acceptable – Minor Concerns	<p>The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.</p>
33 – Non Acceptable – Major Concerns	<p>The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required.</p> <p>The response does not demonstrate a full understanding of the requirement posing major concerns.</p>
0 - Unsuitable	<p>The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.</p>

[2.5]

Quality Question – Technical Dimensions and/or functions to ensure fitness for purpose

Weighting [5]%

Guidance:

In order to meet the Buyer's requirements the following information is requested to be supplied in respect to **Technical Dimensions and/or functions to ensure fitness for purpose**. The supporting statement below will confirm the **Specification** can be met in terms of Customer colour palette.

Question:

Core Items List of furniture to be provided in an Excel spreadsheet with closest match of proposed colour (where appropriate) to support Dstl colour palette as detailed in Section 5.8.5 of the Specification.

Material swatches and/or colour charts may be provided to support the colours proposed.

Excel Spreadsheet and maximum A4 page x 2 and in Arial font size 11

Marking Scheme:

The following marking scheme will be used to assess the response provided to this question:

100 - Good	The response fully meets all requirements with detail provided minimising risks to delivery. The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that outlined within the Statement of Requirements.
66 – Acceptable – Minor Concerns	The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.
33 – Non Acceptable – Major Concerns	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required. The response does not demonstrate a full understanding of the requirement posing major concerns.
0 - Unsuitable	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.

3. Social Value Questions

[3.1]	Social Value Model Theme 2: Tackling economic inequality – Model Award Criteria 2.1: Entrepreneurship, growth and business creation	Weighting [2.5]%
Guidance:		
The award criteria and sub-criteria will be used to evaluate your response.		
Question:		
<p>Policy Outcome: Create new businesses, new jobs and new skills</p> <p>Award Criteria: Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors.</p> <p>Describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:</p> <ul style="list-style-type: none"> • your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and • a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: 		

- timed action plan
- use of metrics
- tools/processes used to gather data
- reporting
- feedback and improvement
- transparency
- how you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.

Sub-Criteria for MAC 2.1:

Activities that demonstrate and describe the tenderer's existing or planned:

- Understanding of the level of Small, Medium and Large organisations and Voluntary, Community and Social Enterprises and Mutuals participation in the contract supply chain.
- Identification of opportunities to grow supplier diversity in the contract supply chain or in the location/community where the contract is performed, including SME and VCSE participation and new business creation.
- Engagement activities for potential new suppliers to the contract supply chain, prior to awarding subcontracts. Illustrative examples: advertising upcoming opportunities in accessible media; raising awareness of future opportunities to target audiences; meet the buyer events; awareness raising by guidance or events of how to tender effectively for public supply chain contracts.
- Measures to make the supply chain working environment conducive to a diverse range of suppliers and growing businesses, including but not limited to:
 - structuring the supply chain selection process in a way that ensures fairness (e.g. anti-corruption) and encourages participation by new and growing businesses.
 - advertising supply chain opportunities openly and to ensure they are accessible to new and growing businesses, including advertising subcontracting opportunities on Contracts Finder.
 - ensuring accessibility for disabled business owners and employees.
 - prompt payment.
 - **Illustrative examples:** co-design and co-creation of services; collaborative performance management; appropriate commercial arrangements; inclusive working methods and use of inclusive technology; creating opportunities for entrepreneurship and helping new, small organisations to grow.

Maximum A4 page x 2 and in Arial font size 11

Marking Scheme:

The following marking scheme will be used to assess the response provided to this question:

100 - Good	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that</p>
-------------------	---

	outlined within the Statement of Requirements.
66 – Acceptable – Minor Concerns	The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.
33 – Non Acceptable - Major Concerns	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required. The response does not demonstrate a full understanding of the requirement posing major concerns.
0 - Unsuitable	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.

[3.2]	Social Value Model Theme 3: Fighting climate change – Model Award Criteria 4.1: Additional environmental benefits	Weighting [15]%
Guidance:		
The award criteria and sub-criteria will be used to evaluate your response.		
Question:		
<p>Policy Outcome: Effective stewardship of the environment</p> <p>Award Criteria: Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions</p> <p>Describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:</p> <ul style="list-style-type: none"> • your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and • a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: <ul style="list-style-type: none"> ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency <p>Sub-Criteria for MAC 4.1:</p> <p>Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> • Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative 		

<p>example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.</p> <ul style="list-style-type: none"> • Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions • Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative examples: <ul style="list-style-type: none"> ○ Enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators ○ Green space creation in and around buildings in towns and cities, e.g. green walls, utilising roof tops for plants and pollinators. ○ Improving air quality. 	
Maximum A4 page x 2 and in Arial font size 11	
Marking Scheme:	
The following marking scheme will be used to assess the response provided to this question:	
100 - Good	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that outlined within the Statement of Requirements.</p>
66 – Acceptable – Minor Concerns	<p>The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.</p>
33 – Non Acceptable – Major Concerns	<p>The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required.</p> <p>The response does not demonstrate a full understanding of the requirement posing major concerns.</p>
0 - Unsuitable	<p>The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.</p>

[3.3]	Social Value Model Theme 5: Wellbeing – Model Award Criteria 7.1: Support health and wellbeing in the workforce	Weighting [2.5]%
Guidance:		
The award criteria and sub-criteria will be used to evaluate your response.		
Question:		

Policy Outcome: Improve health and wellbeing

Award Criteria: Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce

Describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:

- your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and
- a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
 - timed action plan
 - use of metrics
 - tools/processes used to gather data
 - reporting
 - feedback and improvement
 - transparency

Sub-Criteria for MAC 7.1:

Activities that demonstrate and describe the tenderer's existing or planned:

- Understanding of issues relating to health and wellbeing, including physical and mental health, in the contract workforce.
- Inclusive and accessible recruitment practices, development practices and retention-focussed activities including those provided in the [Guide for line managers on recruiting, managing and developing people with a disability or health condition](#).
- Actions to invest in the physical and mental health and wellbeing of the contract workforce. **Illustrative examples:**
 - implementing the 6 standards in the [Mental Health at Work commitment](#) and, where appropriate, the mental health enhanced standards for companies with more than 500 employees in [Thriving at Work](#) with respect to the contract workforce, not just 'following the recommendations'.
 - public reporting by the tenderer and its supply chain on the health and wellbeing of staff comprising the contract workforce, following the recommendations in the [Voluntary Reporting Framework](#).
 - engagement plans to engage the contract workforce in deciding the most important issues to address.
- Methods to measure staff engagement over time and adapt to any changes in the results.
- Processes for acting on issues identified

Maximum A4 page x 2 and in Arial font size 11

Marking Scheme:

The following marking scheme will be used to assess the response provided to this question:

100 - Good	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Buyer, other than that outlined within the Statement of Requirements.</p>
66 – Acceptable – Minor Concerns	The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Buyer to meet its deliverables.
33 – Non Acceptable - Major Concerns	<p>The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required.</p> <p>The response does not demonstrate a full understanding of the requirement posing major concerns.</p>
0 - Unsuitable	The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, no understanding of the requirement.

4. Pricing Criteria

[4.1] PRICE - Core Items	Weighting [25]%
Guidance:	
<p>Bidders must enter their price by uploading the relevant Price Matrix in the Commercial envelope on the Defence Sourcing Portal.</p> <p>This question is evaluating the price submitted for the Core Items in Table 2b in the Price Matrix.</p> <p>Your prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.</p> <p>Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.</p>	
Question:	
Please attach a completed Price Matrix in response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the contract period unless increased in accordance with the Framework agreement.	
Marking Scheme:	
<p>The maximum score available for this question is 25%.</p> <p>A score of 25% will be awarded to the lowest priced tendered fee. Remaining Tenders will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest tendered fee.</p> <p>The calculation that will be used to determine scores is as follows:</p> $\text{Score} = \frac{\text{Lowest Tendered Fee}}{\text{Lowest Tendered Fee}} \times 25\%$	

Tendered Fee	
e.g.	$\frac{\pounds 65,000}{\pounds 100,000} \times 25\% = 16\%$
Once all weighted scores have been calculated for each price question, they will be added together to identify your Total Commercial Weighted Score.	

[4.2]	PRICE - Out of Normal Working Hours rate variance	Weighting [5]%
Guidance:		
<p>Bidders must enter their price by completing and uploading the relevant Price Matrix in the Commercial envelope on the Defence Sourcing Portal.</p> <p>This question is evaluating the Non Standard Hours Mark Up percentages submitted in Table 3c in the Price Matrix.</p>		
Question:		
Please attach a completed Price Matrix in response to this question. In so doing, you are also confirming that % offered is inclusive of any expenses, exclusive of VAT and firm for the contract period, unless an increase is agreed in accordance with the Framework agreement.		
Marking Scheme:		
<p>The maximum score available for this question is 5%.</p> <p>A score of 5% will be awarded to the lowest priced Mark Up. Remaining Tenders will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest Mark Up.</p> <p>The calculation that will be used to determine scores is as follows:</p> $\text{Score} = \frac{\text{Lowest Tendered Mark Up}}{\text{Tendered Mark Up}} \times 5\%$ <p>e.g. $\frac{7}{10} \times 5\% = 3.5\%$</p> <p>Once all weighted scores have been calculated for each price question, they will be added together to identify your Total Commercial Weighted Score.</p>		

Tender Certificate

Total Value of Tender (ex VAT) £.....

WORDS.....

I/We the undersigned, hereby Tender and offer to provide the Services which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of Tendering for the provision of the Services and upon the terms thereof.

I/we certify that the information supplied is accurate to the best of my/our knowledge and I/we understand that false information could result in the exclusion of my/our Tender.

I/we understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will entitle the Buyer to cancel any contract currently in force and will result in my/our exclusion from the list of Tenderers invited to Tender and/or exclusion of my/our Tender.

I/we hereby certify that I/we have/will not canvassed any Director, employee, representative or adviser of the Buyer in connection with the proposed award of the contract by the Buyer and that no person employed by me/us or acting on my/our behalf, or advising me/us, has/will done any such act.

I/we confirm that save as expressly provided for, the Tenderer undertakes to keep confidential all information concerning is ITT and all other information concerning the business and affairs of the Buyer which the tender has received or obtained in connection with this ITT, or in discussion relating to it.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within 10 business days of such acceptance (or otherwise as agreed with the Buyer).

I/We agree that the Buyer may disclose the Contractor's information/documentation (submitted to the Buyer during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes

Statement of non-canvassing.

I/we hereby certify that I/we have not canvassed any Minister, Director, employee, representative or adviser of the Buyer in connection with the proposed award of the Contract by the Buyer, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any Minister, Director, employee, representative or adviser of the Buyer in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

Statement of non-collusion

The essence of selective Tendering for the Contract is that the Buyer shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer; intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person.

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

- (a) communicate to a person other than the Buyer, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- (b) enter into any agreement or agreements with any other person that they shall refrain from Tendering or as to the amount of any offer submitted by them; or
- (c) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

Conflict Of Interest

I/we confirm that, based on the information provided in the ITT and in the general public domain I/we would have no conflicts of interest in respect of providing the Services if offered this appointment

I/we agree that the Buyer may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

I/we confirm that the Tender remains valid for a minimum of sixty (60) days from the date of this Tender Certificate.

I/we confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed: Witnessed:

Name: Name:

Position: Position:

For and on behalf of **[Tenderer]**

Redacted under FOI act, section 26: Defence

VOLUME 3 – Scope of Services

Issued on the DSP separate from this Document

Redacted under FOI act, section 26: Defence

Redacted under FOI act, section 26: Defence

VOLUME 4 – The Form of Contract

Issued on the DSP separate from this Document

Redacted under FOI act, section 26: Defence

Redacted under FOI act, section 26: Defence