

IRM18/5962 - General Military Consumables - Metal, plates and Signs Spares

1. Part 1: Form A: Organisation and Contact Details

1.1. Organisation Details

1.1.1. Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).

1.1.2. Address line 1

1.1.3. Address Line 2

1.1.4. Address Line 3

1.1.5. Town

1.1.6. County

1.1.7. Post Code

1.1.8. Company or Charity Registration Number

1.1.9. Please provide your Data Universal Numbering System (DUNS) number. If your organisation does not have a DUNS number, please obtain a DUNS number from Dun & Bradstreet (which is free of charge) and provide the Duns number to the Authority no later than 15 working days after the closing date for return of this PQQ.

1.1.10. VAT Registration Number

1.1.11. Name of immediate parent company

1.1.12. Name of ultimate parent company

1.1.13. Type of organisation

- (i) a public limited company.
- (ii) a limited company.
- (iii) a limited liability partnership.
- (iv) other partnership.
- (v) sole trader.
- (vi) other (please specify).

1.1.14. If other, please specify.

1.2. Contact Details

1.2.1. Name

1.2.2. Address Line 1

1.2.3. Address Line 2

1.2.4. Address Line 3

1.2.5. Town

1.2.6. County

1.2.7. Post Code

1.2.8. Country

1.2.9. Telephone Number

1.2.10. Mobile Number

1.2.11. Email

1.3. Consortia and Sub-Contracting

1.3.1. Please confirm the following:

- a) Your organisation is bidding to provide the services required itself.
- b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services.
- c) The Potential Provider is a consortium.

1.3.2. If your answer is (b) or (c) please indicate by confirming the relevant company/organisation name, the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.

1.4. For completion by non-UK businesses only

1.4.1. Registration with professional body - Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Schedule 3 of the DSPCR) under the conditions laid down by that member state).

1.4.2. If “yes”, please provide a copy of the certificate of registration or similar record.

1.4.3. Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?

1.4.4. If yes, please provide details of what is required and confirm that you have complied with this.

2. Part 1: Form B - Grounds for Mandatory Rejection

2.1. Please state 'Yes' or 'No' to each question.

2.1.1. a) Conspiracy within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA.

2.1.2. b) Involvement in serious organised crime or directing serious organised crime within the meaning of section 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010.

2.1.3. c) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906*.

2.1.4. d) The offence of bribery.

2.1.5. e) Bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010.

2.1.6. f) Bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003.

2.1.7. g) Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union*, within the meaning of:

- (i) the offence of cheating the Revenue;
- (ii) the offence of conspiracy to defraud;
- (iii) fraud or theft within the meaning of the Theft Act 1968* the Theft Act (Northern Ireland) 1969*, the Theft Act 1978* or the Theft (Northern Ireland) Order 1978*;
- (iv) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- (v) in Scotland, the offence of fraud;
- (vi) in Scotland, the offence of theft;
- (vii) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies Act (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- (viii) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994*;
- (ix) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- (x) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968* or section 19 of the Theft Act (Northern Ireland) 1969* or making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
- (xi) in Scotland the offence of uttering; or
- (xii) in Scotland, the criminal offence of attempting to pervert the course of justice.
- (xiii) Not applicable, none of the offences apply

2.1.8. h) Money laundering within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988, section 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 or the Money Laundering Regulations 2003 or money laundering or terrorist financing within the meaning of the Money Laundering Regulations 2007*.

2.1.9. i) Terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Framework Decision 2002/475/JHA*.

2.1.10. j) An offence in connection with proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.

2.1.11. k) In Scotland, the offence of incitement to commit any of the crimes described in Regulation 23(1).

2.1.12. l) Any other offence within the meaning of Article 39(1) of the Defence and Security Procurement Directive 2009/81/EC as defined by the national law of any member State.

3. Part 1: Form C - Grounds for discretionary rejection

3.1. Please state 'Yes' or 'No' to each question.

3.1.1. a) Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State.

3.1.2. b) Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate.

3.1.3. c) Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part of the company's business or is the subject of similar procedures under the law of any other State?

3.2. Please state 'Yes' or 'No' to each question

3.2.1. a) Been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods.

3.2.2. b) Committed an act of grave misconduct in the course of its business or profession, including a breach of obligations regarding security of information or security of supply required by the contracting authority in accordance with Regulation 38 or 39 of the DSPCR during a previous contract.

3.2.3. c) Been told by a contracting authority, that the Potential Provider does not to possess the reliability necessary to exclude risks to the security of the United Kingdom*.

3.2.4. d) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the member State in which it is established.

3.2.5. e) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which it is established.

4. PART 1: FORM D - Economic and Financial Standing

4.1. Financial Information

4.1.1. What was your overall turnover in each of the last two financial years?

4.2. Please provide the information indicated below

4.2.1. A copy of your audited accounts for the most recent two years or for the period that is available if trading for less than two years.

4.2.2. A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.

4.2.3. A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

4.2.4. Alternative means of demonstrating financial status if trading for less than a year.

4.3. Insurance

4.3.1. Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place.

5. PART 1: FORM E - Technical and Professional Ability

5.1. Experience and Contract Examples

5.1.1. Customer Organisation (name)

5.1.2. Contact Name

5.1.3. Contact Telephone Number

5.1.4. Contact Email Address

5.1.5. Contract Start Date

5.1.6. Contract Completion Date

5.1.7. Contract Value

5.1.8. Brief description of contract (max 150 words) including evidence as to your technical capability in this market.

5.2. Experience and Contract Examples

5.2.1. If you cannot provide at least one example, please briefly explain why (100 words max)

5.3. Electronic Trading

5.3.1. Do you possess the technical equipment and know-how to conduct electronic trading with the Authority by being already connected to the CP&F system?

5.3.2. If you answered "No" to the above question, please confirm that you possess the technical ability to take all necessary measures to connect to the CP&F system if the Authority decides to award the Contract to you?

5.4. Mandatory Selection Criterion for the Government's Cyber Essentials Scheme

5.4.1. Your organisation currently has a current and valid Cyber Essentials certificate, which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months

5.4.2. Your organisation does not currently have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies BUT you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the Commencement Date of the Contract.

5.4.3. Your organisation does not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or will be able to demonstrate by the Commencement Date of the Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme, as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf> and that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the last 12 months) that your organisation demonstrates current compliance with Cyber Essentials technical requirements.

5.4.4. Please confirm you are working with your proposed supply chain to ensure where appropriate that they either have a Cyber Essentials certificate, are working towards obtaining one or that they can demonstrate and provide evidence that they have the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the link above, and that you will have this in place by the Commencement Date of each of your supplier Contracts. (Answer 'No' if this does not apply, i.e. there is no supply chain).

5.4.5. If you have any comments you wish to offer in support of your answers, for example if you want to explain why not every member of your supply chain holds the appropriate level of certification, you can provide them here. The Authority may, at its discretion, consider your comments when determining whether it will pass or fail your answers. Note: You are not obliged to provide any comments; the option to provide them is to allow you to offer the rationale for your answers where you feel it necessary to do so.

6. PART 2: FORM F: Project Questions

6.1. Electronic Trading

6.1.1. Please, confirm that you are willing to conduct electronic trading, currently via email invoicing, with Babcock DSG Limited. The minimum standard is a positive response. A failure to provide a positive response will exclude your organisation from further participation in this requirement.

6.2. Core Capability

6.2.1. Please describe the capability within the business activities of your organisation, to include any necessary tools, technical equipment, know-how and sources of supply, which will be used to deliver this requirement, including the number of years you have been involved in these activities. If you do not currently have the capability and your intention is to develop this capability, please demonstrate, providing full details including timescales, how your organisation intends to achieve this capability. If you are relying on sub-contractors to provide a material part of this requirement then please provide the information requested for the sub-contractor you detailed. The Minimum Standard is to demonstrate to the satisfaction of the Authority that you have the capability to provide this requirement by supplying detailed information on the measures within your organisation, or to be developed in your organisation, to produce goods similar in nature, scale and complexity to the goods required under this contract by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field). The acceptable size of the document is no more than 5 x A4 sheets to be uploaded. Scoring

Criteria to be applied - 0= No Answer 1= Poor- The potential provider has provided very little information, or the core business demonstrated cannot be linked to this requirement and is not considered to be of a similar nature. 2= Satisfactory – The potential provider has provided evidence that its core business activities demonstrate a capability to deliver this requirement or has provided credible evidence of a plan to develop a capability to deliver this requirement within the timeframe of the award of Contract. 3= Excellent – The potential provider has clearly demonstrated a well-established capability which is able to deliver this requirement.

6.3. ISO Accreditation

6.3.1. Please provide evidence, by way of valid certificate(s), of your ISO 9001:2008/2015 or equivalent accreditation including full details of scope. The scope must be relevant to this requirement. Should this requirement fall outside your scope of activities, but you intend to establish a supply chain that holds the relevant accreditation, please provide evidence of such. To be valid the certificate(s) must be in date and to a recognised European (EN) Quality Management System (QMS) standard and be issued by a Certified Body holding suitable accreditation from a National Accreditation Body (NAB) who is a signatory to the International Accreditation Forum (IAF) or IAF Accredited Regional Multi-Lateral Agreement (MLP). If you are using a sub-contractor or are part of a consortia, please provide the information requested for the sub-contractor you detailed or your consortia. The Minimum Standard is to provide a valid certificate of ISO 9001:2008/2015 or equivalent accreditation detailing a scope relevant to this requirement. Failure to so provide will exclude your organisation from further participation in this requirement, save where a satisfactory response to where no ISO Accreditation is held is provided. The acceptable size of the document is no more than 3 x A4 sheets to be uploaded.

6.4. Accreditation (where ISO is not held)

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

6.5. Non-Compliant Work and Goods

6.5.1. Please describe the processes and procedures your organisation has in place for identifying, recording, controlling and rectifying any non-compliant goods before delivery. Please describe how you periodically review, correct and improve quality performance in this area. The Minimum Standard is to demonstrate to the Authority's satisfaction processes and procedures which ensure that non-compliant goods are identified, quarantined and rectified before delivery, which complies with the above listed requirements and which is embedded within your organisation by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. Links to processes are not acceptable. (Your response must be less than the allowable 3800 characters for the large text field). Scoring Criteria to be applied - 0= No information provided. 1= Poor- The Potential Provider has provided little information and no evidence of procedures in place for identifying non-compliances. 2= Satisfactory – The Potential Provider has provided evidence of identifying and recording

non-compliant work. There is limited detail regarding implementing corrective and preventative actions. 3= Good - The Potential Provider has provided evidence of identifying and recording non-compliant work. Some detail regarding implementing corrective and preventative actions has been provided with examples of current procedures. 4= Very Good – The Potential Provider has provided well established procedures for the recording of non-compliances and evidence of where implementing corrective and preventative measures has proven successful. 5= Excellent – The Potential Provider has provided well established procedures for the recording of non-compliances and evidence of corrective and preventative measures and also provided examples of how these can be used for this requirement.

6.6. Supply Chain Management

6.6.1. Please provide details of how you qualify and monitor the performance of your approved or preferred suppliers. You must demonstrate a formal approach to selecting suppliers suitable to meet the requirements of this contract and processes for: (i) ensuring that all appropriate contractual terms and/or quality are flowed down and (ii) monitoring performance, including a process for recovering poor performance if necessary. The Minimum Standard is to demonstrate to the Authority's satisfaction an adequate process for selecting and monitoring your supply chain which complies with the above requirements and which is embedded within your organisation by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field). Scoring Criteria to be applied – 0= No Answer 1= Poor- The potential provider has provided little or no evidence of any monitoring of their supply chain. 2= Satisfactory – The potential provider has provided some information detailing a basic process in place to monitor their supply chain. 3= Good - The potential provider has demonstrated current processes in place to monitor the performance of their suppliers. 4= Very Good – The potential provider has clearly demonstrated an effective and reviewed process for selection of and monitoring the performance of their suppliers. 5= Excellent – The potential provider has clearly demonstrated a well-established and regularly reviewed process for selection of and monitoring their supply chain and included details of how dips in performance are managed.

6.7. Sourcing of Goods

6.7.1. Please demonstrate your ability to source the Authority's requirements by NATO Stock Number using Codification Support Information System' (CSIS). Please also indicate whether you have, or how you plan to attain, full access to CSIS. The Minimum Standard is to demonstrate that you have, or will have, full access (as necessary to provide this requirement) to CSIS and to demonstrate to the satisfaction of the Authority an adequate process for ensuring that goods are compliant to CSIS by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will result in your organisation being excluded from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field). Scoring Criteria to be applied - 0= No Answer 1= Poor- The Potential Provider has provided little or no evidence of their ability to source MOD requirements. 2= Satisfactory – The Potential Provider has made reference to and has confirmed the intention to obtain access CSIS and provided basic detail of their ability to source MOD requirements. 3= Excellent – The potential provider has provided evidence to indicate experience of sourcing MOD requirements by NATO Stock Number. Has full access to CSIS and understands how to identify approved sources of supply.

6.8. Obsolescence

6.8.1. Please describe your organisation's processes and procedures for identifying and reporting on obsolescence. The Minimum Standard is to demonstrate to the satisfaction of the Authority an adequate process for identifying and reporting on obsolescence by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. (Your response must be less than the allowable 3800 characters

for the large text field). Scoring Criteria to be applied – 0= No Answer 1= Poor- The potential provider has provided little or no evidence of any monitoring obsolescence. 2= Satisfactory – The potential provider has demonstrated current processes in place to identify and monitor obsolescence. 3= Good – The potential provider has clearly demonstrated an effective and reviewed process for monitoring obsolescence. 4= Excellent – The potential provider has clearly demonstrated a well-established and regularly reviewed process for monitoring and reporting obsolescence.

6.9. Organisation

6.9.1. Please confirm that your staff has the suitable qualifications, experience and skills to deliver the goods required under this contract. Please provide details of the staff who will be involved in delivering this requirement in the form of a hierarchy chart. The Minimum Standard is to demonstrate to the satisfaction of the Authority a formal process which satisfies the above listed requirements and which is embedded within your organisation by obtaining a Scoring Criteria of Satisfactory or above. Failure to do so will exclude your organisation from further participation in this requirement. Scoring Criteria to be applied – 0= No Answer – no chart provided 1= Poor- The potential provider has not provided an adequate organisation chart, no key staff are identified and/or levels of competence given. 2= Satisfactory – The potential provider has provided a chart that identifies key staff and their level of competence/experience is provided and is considered adequate. 3= Good – The chart provided is detailed and gives full information regarding key staff and levels of experience/competence, which are considered to be of a good standard. 4= Excellent – The potential provider has provided a very detailed organisation chart clearly identifying key members of staff who would be involved in any resultant contract and who have high levels of experience or competence.

6.10. Security

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

6.11. Risk Management

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

6.12. Health and Safety

6.12.1. Please provide details of your organisation's written health & safety policy, including details of processes and procedures to ensure that all legal requirements are met. Please provide details,

together with supporting evidence, of how you monitor and review your health & safety policy, processes and procedures in order to improve health & safety performance and embed health & safety into your organisation's culture. Please confirm and provide evidence that you have in place a policy and processes for providing your workforce with health & safety training and information appropriate to the type of work they are undertaking. The Minimum Standard is to demonstrate to the Authority's satisfaction a health & safety policy and associated processes and procedures which comply with the above listed requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field and not contain any links to processes)

6.13. Environmental

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

6.14. Insurance

6.14.1. Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employers (Compulsory) Liability Insurance = £5 million Public Liability Insurance = £5-10 million Professional Indemnity Insurance = £50,000 - £5 million Product Liability Insurance = £1 – 5 million It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. Failure to self-certify will exclude your organisation from further participation in this requirement. Evidence of insurance as indicated above will be required prior contract commencement. Failure to self-certify in response to this PQQ will exclude your organisation from further participation in this requirement

7. Signature

7.1. Confirmation

7.1.1. Part 1

- Form A
- Form B
- Form C
- Form D

7.1.2. Part 2

- Form E
- Form F
- Form G

7.2. Form Completed By

7.2.1. Name

7.2.2. Date

7.2.3. Signature on behalf of the Potential Provider