

Defence Equipment & Support

Pre-Qualification Questionnaire for 708901450 - BOATS/0011 Workboats In- Service Support

Guidance Instructions

Issue: 1

Dated: 24 August 2023

Contracting Authority:

Defence Equipment and Support Boats

Ash 2a #3203

MoD Abbey Wood (South)

Bristol

BS34 8JH

Contact: [REDACTED]

Email: [REDACTED]

Requirement: 708901450 - BOATS/0011 Workboats In-Service Support

Issue date: 24th August 2023

Return date: 26th September 2023 @ 1700

Note that PQQs received after the return date will not be considered.

| Amendment No | Changes |
|--------------|---------|
| | |

1. Introduction

- 1.1. The Authority issues this Pre-Qualification Questionnaire ("PQQ") for the In-Service Support of Workboats, which we will conduct in accordance with the **accelerated Restricted Procedure** under the Defence and Security Public Contract Regulations 2011 ("the DSPCR").
- 1.2. The Authority requires the information sought in this DPQQ from each Potential Provider that wishes to proceed further in this procurement. Only Potential Providers who are successful at this Dynamic PQQ stage (up to a maximum of four Potential Providers) will be eligible to receive Invitation to Tender (ITT) material.

2. Notes for completion by Potential Provider

- 2.1. The following definitions are used in this document:

"We" or "Authority" means the United Kingdom Secretary of State of Defence

"You" or "Your" or the "Potential Provider" means the business or company which is completing this DPQQ.

There are further definitions at Annex E (Glossary) to this document

- 2.2. Please ensure that you complete the questionnaire as requested. Failure to do so may result in your application to participate in the procurement procedure or Competition being disqualified. If the question does not apply to you, please write N/A and add a supporting justification to explain your assessment of "Non-Applicability", if you do not know the answer please write N/K. Where you cannot complete a question, the Authority reserves the right to request further clarification or supplementary information.
- 2.3. Where you have a valid reason for being unable to provide the specific information requested in relation to Economic and Financial Standing, Technical and Professional Ability, Project Matters and Defence and Security Sector Matters; other information may be accepted but only if it is considered appropriate by the Authority.
- 2.4. All questions should be answered without reference to general marketing or promotional material.
- 2.5. Please answer every question in English. For those questions that require the Potential Provider to upload an attachment, please answer every question in English and in **Arial Font 11**. If any of the required information is not in English, you must supply a copy of the original document and an English translation of that information. Documents translated into English from another language will take precedent over any original documents supplied as part of a DPQQ response in a different language.
- 2.6. Where financial information is quoted in figures other than pounds sterling, the sum should be stated in both the original currency and pounds sterling. You should use exchange rates quoted (by national central banks, international institutions or commercial banks operating in the foreign exchange market) on the day this DPQQ was issued for all currency conversions, and you must state the exchange rate used in your response.
- 2.7. You must inform the Authority of any material changes to the information provided as soon as you become aware of the change.
- 2.8. When evaluating the DPQQ, the Authority will evaluate each question on the basis that the Authority has no previous knowledge of that Potential Provider. Please do not make any assumptions about the level of knowledge or awareness that the Authority's evaluation

team (across all grades and disciplines) have about any Potential Provider's capability or competence. For example, assessment of certain questions may be undertaken by the Authority's personnel outside of the Boats team. Therefore, it is imperative that full detailed responses are provided against each question in the DPQQ.

- 2.9. Potential Providers are to note that there is a character limit per question, as set out in the response instructions at Annex B (DPQQ Questions, section and question weightings and response instructions) of this document. Should the Potential Provider exceed this character limit all information beyond the character threshold will be disregarded for DPQQ evaluation purposes. Responses must match the character limit and format as specified in Annex B (DPQQ Questions, section and question weightings and response instructions). Potential Providers will only be marked against the text contained within the text field, except where a Document Upload has been specified. The Authority will NOT accept or mark any documents submitted by email.

3. Return of the DPQQ

- 3.1. Please submit the DPQQ on the Defence Sourcing Portal (DSP) and do not submit a hard copy. This should be done no later than **26th September 2023 at 17:00**.
- 3.2. If you have any difficulties sending the completed DPQQ please contact the Authority at least 48 hours prior to the return date. Email: [REDACTED]

4. Selection of Tenderers

- 4.1. The objective of the DPQQ evaluation is to pre-qualify and select tenderers from Potential Providers.
- 4.2. The DPQQ will be evaluated in two stages:
- 4.2.1. **Stage 1 (PASS / FAIL Evaluation)** – Qualification Envelope. PASS / FAIL questions which must be passed by the Potential Provider in order to progress to the Stage 2 (except where the Authority has discretion not to fail the Potential Provider).
- 4.2.2. **Stage 2 (Scored and PASS / FAIL Evaluation)** – Technical Envelope. Those Potential Providers who are successful in the Stage 1 evaluation will then be taken forward into the Stage 2 evaluation where their capability will be assessed using a series of PASS/FAIL and weighted questions which include a scoring regime across a range of weighted criteria detailed in paragraph 8.2 (DPQQ Questions Scoring) to this document. The weighted questions and criteria have been weighted to reflect the relevant importance of the question and criteria to the assessment of the capability of the Potential Provider.
- 4.3. The Stage 2 evaluation scores and weightings are detailed in paragraph 8.2 (DPQQ Questions Scoring). An individual weighted score is calculated for each question by multiplying the question weighting by the appropriate score allocated to the Potential Provider for that question. A total weighted score is then calculated by adding together the entire individual question weighted scores for the Potential Provider.
- 4.4. The Potential Provider's response to each question shall be evaluated in accordance with the Potential Provider selection criteria detailed in paragraph 8.2 (DPQQ Questions Scoring).

5. Selection of Potential Provider

- 5.1. During the DPQQ stage, the intention is to arrive at a list of a maximum of four Potential Providers based on the Evaluation Criteria set out in the DPQQ at Annex B (DPQQ