



Crown
Commercial
Service

FURTHER COMPETITION

FOR

**Media Suite Systems and Technology Upgrade and the
Maintenance of Equipment in the DDC Media Suite**

CONTRACT

**UNDER FRAMEWORK RM3733 TECHNOLOGY PRODUCTS 2
LOT 3**



Ministry
of Defence

Def Comrcl HOCS 3



To All Tenderers

Your Reference:
Our Reference: 700001175
Date: 26th November 2018

Dear Sir/Madam,

Invitation to Tender – 700001175 Media Suite Systems and Technology Upgrade and Maintenance of Equipment in the DDC Media Suite

1. You are invited to tender for Media Suite Systems and Technology Upgrade and Maintenance of Equipment in the DDC Media Suite in accordance with the attached documentation.
2. The requirement is for The Directorate of Defence Communications (DDC) who are the central communications directorate of the Ministry of Defence. DDC requires a Media Suite to deliver press briefings, training courses, VTC Conferences as well as traditional style meetings. The Media Suite needs an upgrade and subsequently will require a maintenance agreement.
3. DDC would like to invite you to attend a Briefing Day on the 3rd of December 2018. This Briefing Day will take place at Ministry of Defence Main Building [REDACTED]. The day will consist of an overview of the tender documentation, the aims of the procurement and will allow Contractors to visit the Media Suite for a fuller understanding of the requirement.

Could we please ask that all attendees confirm attendance via the email address [REDACTED] by 12.00 Thursday 29th November. Please note that attendance at the Briefing Day of a suitably qualified technical representative falls within the Mandatory Criteria.

We will require you to provide the below information for all attendees in this email:

Salutation, Full Name, Company, Nationality, Phone Number and Email Address

We will also require all attendees bring with them a valid picture ID – Passport or Driving Licence.

4. The anticipated date for the contract award decision is 28th January 2019, please note that this is an indicative date and may change.

5. You must submit your Tender to arrive no later than 10.00am on the 13th December 2018. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority.

6. Please confirm receipt of this tender to the Commercial Officer:

Yours faithfully,

A solid black rectangular box used to redact the signature of the Commercial Officer.

Def Comrcl CC HOCS3

**List of Suppliers Invited to Submit a Tender for ITT No.
700001175**

Supplier Name	Supplier Address and Phone No	Supplier Point of Contact
Software Box Limited	East Moor House, Green Park Business Centre, Goose Lane, York, YO61 1ET	 tenders@softbox.co.uk
SOFTCAT Plc	Solar House, Fieldhouse Lane, Marlow, Buckinghamshire, United Kingdom, SL7 1LW	 psitq@softcat.com

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1. GLOSSARY

1.1 In this Further Competition Invitation the following words and phrases have the following meanings:

“**Authority**” means Ministry of Defence, Secretary of State for Defence of United Kingdom of Great Britain and Northern Ireland.

“**CCS**” means Crown Commercial Service;

“**Contract**” has the meaning set out in Framework Agreement Schedule 4;

“**Further Competition**” means the process used to establish a Contract that facilitates the provision of Media Suite Systems and Technology Upgrade and Maintenance of Equipment in the DDC Media Suite

“**Further Competition Template and Invitation to Tender**” means this document and all related documents published by the Authority in relation to this Further Competition;

“**Marking Scheme**” means the range of marks that may be given to a Potential Provider depending on the quality of its response to a question which is located in the boxes below the applicable question;

“**Minimum Total Score**” means the minimum score that the Potential Provider must obtain in order to be awarded the Contract;

“**Total Score Available**” means the maximum potential score that can be awarded for a response to a question;

“**Potential Provider**” means a company that submits a Tender in response to the Further Competition Invitation;

“**Supplier**” means the Potential Provider with whom the Authority has concluded the Contract;

“**Tender**” means the Potential Provider’s formal offer in response to the Invitation to Tender;

“**Tender Clarifications Deadline**” means the time and date set out in paragraph 4 for the latest submission of clarification questions; and

“**Tender Submission Deadline**” means the time and date set out in paragraph 4 for the latest uploading of Tenders.

2. INTRODUCTION

2.1 This Further Competition Invitation relates to the Further Competition to award a Contract for Media Suite Systems and Technology Upgrade and Maintenance of Equipment in the DDC Media Suite to a sole Supplier.

2.2 This Further Competition Invitation contains the information and instructions the Potential Provider needs to submit a Tender.

2.3 This Further Competition is being conducted under the CCS Technology Products 2 Framework Agreement (reference RM3733).

3. OVERVIEW OF INVITATION TO TENDER

3.1 The following appendices accompany this ITT:

3.1.1 Appendix A – Order Form

Sets out rights and obligations which apply to the Potential Provider and the Authority during this Further Competition as per the core clauses of the contract, alternative and additional provisions and specific standards.

3.1.2 Appendix B – Specification of goods or services under the relevant Lot

A detailed description of the Goods and/or Services that the Supplier will be required to supply to the Authority.

3.1.3 Appendix C – Further Competition Questionnaire

The questionnaire created by the Authority, is used to test the suitability of the Suppliers to meet necessary criteria in order to provide the required goods/ or services. This is used to provide final scoring and decide the successful supplier.

3.1.4 Appendix D – Pricing Schedule

The

4. FURTHER COMPETITION TIMETABLE

4.1 The timetable for this Further Competition is set out in the table below.

4.2 The Authority may change this timetable at any time. Potential Providers will be informed if changes to this timetable are necessary.

4.3 The Authority must receive all Tenders before the Tender Submission Deadline.

4.4 Tenders received on or after the Tender Submission Deadline may be rejected by the Authority to ensure that all Potential Providers are treated fairly. The decision whether to reject a Tender received after the Tender Submission Deadline is made entirely at the Authority's discretion.

DATE	ACTIVITY
26/11/2018	Publication of the Further Competition Invitation
26/11/2018	Clarification period starts
03/12/2018	Clarification period closes (" Tender Clarification Deadline ")
03/12/2018	Mandatory Briefing Day
06/12/2018	Deadline for the publication of responses to Tender Clarification questions
13/12/2018	Deadline for submission of a Tender to the Authority Contract (" Tender Submission Deadline ")
17/01/2019	Letters of intent to award and start date of 10-day Standstill period
28/01/2019	Stand Still Period Completed
29/01/2019	Expected commencement date for the Contract

5. QUESTIONS AND CLARIFICATIONS

5.1 Potential Providers may raise questions or seek clarification regarding any aspect of this Further Competition at any time prior to the Tender Clarification Deadline.

5.2 Please send any Clarification Questions to the Commercial Officer at the below email addresses:



5.3 The Authority will not enter into exclusive discussions regarding the requirements of this Further Competition with Potential Providers.

5.4 To ensure that all Potential Providers have equal access to information regarding this Further Competition, the Authority will publish all its responses to questions raised by Potential Providers on an anonymous basis.

5.5 Responses will be published in a Questions and Answers document to all companies who expressed an interest and were subsequently invited to tender.

5.6 At times the Authority may issue communications to the email address for the Potential Provider contact provided in Appendix C (Tender Questionnaire), therefore please ensure that this mailbox is reviewed on a regular basis.

6. PRICE

6.1 Pricing is split into 2 sections in Appendix D. The first section is a total price for the Media Suite technology upgrade and should be a firm price for all works and technology that are required (supply and installation). EX VAT. The second section is for the maintenance of the equipment in the media suite. This is to be an annual firm price, EX VAT.

7. PURPOSE OF TENDER

- 7.1 The purpose of this ITT is to invite you to propose a solution / best price to meet the Authority's requirement.
- 7.2 The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.
- 7.3 This ITT has been issued to all potential Tenderers that expressed an interest.
- 7.4 The requirement is a call-off from a framework and therefore there are no advertising obligations. The ITT and Contract documents will be published under the Transparency initiative (ITT within 24 hours and Contract documents within 20 days.)

8. ITT DOCUMENTATION AND ITT MATERIAL

- 8.1 ITT Documentation means any information in any medium or form (for example drawings, handbooks, manuals, instructions, specifications and notes of pre-tender clarification meetings), issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Material means any other material (including patterns and samples), equipment or software issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Documentation, ITT Material and any intellectual property rights (IPR) in them shall remain the property of the Authority 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 any part of it 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 Authority 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 Authority in giving its approval under sub-paragraph 8.1.c, which at 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 Authority;
 - e. accept that any further disclosure of ITT Documentation, or further use of ITT Documentation or ITT Material, without the Authority'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 Commercial Team if you decide not to submit a Tender;
 - g. immediately return 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 Authority 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'.

Some or all of the ITT Documentation and ITT Material may be subject to one or more confidentiality agreements made between you and either the Authority or a Third Party, for example a confidentiality agreement established in the form of DEFFORM 94. The obligations contained in any such agreement will be in addition to, and not derogate from, your obligations under paragraph 8.1 above.

8.2 Tender Expenses

You will bear all costs associated with preparing and submitting your Tender. If the Tender process is terminated or amended by the Authority, the Authority will not reimburse you.

8.3 Material Change of Control from Supplier Selection

You must inform the Authority in writing if there is any material change in control, composition or membership of your organisation and / or consortium members, including any sub-contractors at any time during the procurement process. This may affect your right to stay in the competition.

8.4 Contract Conditions

The Contract conditions for the CSSF Framework RM3733 Lot 3. Failure to conform to the framework conditions will result in your Tender being non-compliant.

The following MOD DEFCONs and DEFFORMs will also form part of this Call off Contract:

DEFCON No	Version	Description
DEFCON 658	10/17	Cyber
DEFCON 522	11/17	Payment
DEFFORM No	Version	Description
DEFFORM 539A	08/13	Commercially Sensitive Information Form
DEFFORM 28	N/A	Tender Return Label

9. INSTRUCTIONS ON PREPARING TENDERS

- 9.1 You must Tender for all the Contractor Deliverables listed in the attached Schedule of Requirements. The Authority reserves the right to reject your Tender where you have not tendered for all of the Contractor Deliverables.
- 9.2 Prices must be in £GBP ex VAT. Prices must be Firm Price and detail any price breakdown.
- 9.3 Your tender is to be submitted in the English language, in a sealed package (e.g. envelope / box), bearing the enclosed label (DEFFORM 28), to the address shown thereon, for receipt no later than the date and time stated above. The outer packaging must clearly distinguish between commercial and technical tenders. For health and safety reasons no individual package should weigh more than 11 kilos.
- 9.4 **The envelope bearing the DEFFORM 28 label will not be opened until the date and time shown (the tender return date).** The Authority cannot undertake to give consideration to any tender submitted in a different manner (for example, by telephone, facsimile or email) or any tender not received on time. Where the Tenderer is required to provide electronic copies of tenders, these must be provided with the tender(s) to the Tender Board.
- 9.5 A Tender must remain valid and capable of acceptance by the Authority for a period of 30 calendar days following the Tender Submission Deadline. A Tender with a shorter validity period may be rejected.

10. INSTRUCTIONS ON SUBMITTING TENDERS

10.1 Submission of your Tender

- 10.2 Tenders must be sent to the Tender Board by the date and time stated in the covering letter to this Further Competition Document. The Authority reserve the right to reject any Tender received after the stated date and time. You must provide 1 paper copy and 1 CD unpriced and 1 paper copy and 1 CD priced of your Tender. You must not email electronic copies until after the Tender Board has taken place. If you email your Tender before the Tender Board date, your Tender may be excluded from the competition.
- 10.3 You must include the electronic copy/ies of the priced and unpriced
- 10.4 Tender with the associated paper copy/ies only. You must label CDs containing electronic copies of the Tender with "Includes Prices" or "Unpriced". The electronic copies of the Tenders must be compatible with Microsoft Office Word 2010 and other MS Office 2010 applications. If you, password protect or encrypt any information on CDs containing prices you must supply the password / use compatible encryption methods so that the Authority can undertake a pricing evaluation.
- 10.5 You must complete and include DEFFORM 47 Annex A (Offer) with your Tender. Where you select 'Yes' to any questions you must attach the relevant information.
- 10.6 You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.

- 10.7 You must submit your paper and CD copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.
- 10.8 You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.
- 10.9 If you intend to hand deliver your Tender you must inform the named Commercial Officer of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned.
- 10.10 You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.
- 10.11 **Samples**

Samples are not required.

11. TENDER EVALUATION

- 11.1 Tenders will be evaluated in line with the Marking Scheme set out in Section 12 against the criteria set out in Appendix C (Tender Questionnaire).
- 11.2 The Evaluation will be on the basis of the Meat Ratio: Most Economically Advantageous Tender

MEAT RATIO Technical 70%: Financial 30%

Mandatory Criteria:	
<p>Cyber Risk Assessment:</p> <p>The Cyber Risk Profile is Very Low, you are therefore required to complete a Supplier Assurance Questionnaire (SAQ), to demonstrate compliance.</p> <p>This can be done at the below link: https://suppliercyberprotection.service.xgov.uk/</p> <p>The associated Risk Assessment Reference (RAR) is:</p> <p>RAR-59ASHHDK - Maintenance RAR -8JQ29M45 - Systems & Technology Upgrade</p>	Pass / Fail
<p>Key Requirements:</p> <p>Crucially the solution MUST provide the KEY requirements, these are listed together at point 1. of the Requirement and can then be found repeated within the statement of requirement (SOR) document.</p>	Pass/ Fail
<p>Briefing Day:</p> <p>Attendance at the briefing day.</p>	Pass/ Fail
Failure to meet the Mandatory Criteria will result in non-compliance.	

11.3 The Total Score Available for each question set out in Appendix C (Tender Questionnaire) is as follows:

Criterion Scores - Each individual criterion will be evaluated against the following scoring mechanism.	Mark awarded
The Supplier's Service Offering (Service Definition and Supporting Documentation) provides information of such a poor standard as to provide no confidence that the service meets the requirements.	0
The Supplier's Service Offering (Service Definition and Supporting Documentation) provides little confidence that the Service meets the requirements. The response shows many or all of the issues listed at mark 2.	1
<p>The Supplier's Service Offering (Service Definition and Supporting Documentation) demonstrates some clear strengths but giving some concern, because some of the following apply:</p> <ul style="list-style-type: none"> • The approach described appears to only partially meet the requirement; and/ or • The approach described appears not to deliver expected levels of (as appropriate) functionality, performance, environmental performance, outcome, ease of use or other relevant characteristics; and/or • The approach does not reflect accepted good practice; and/or • The response is insufficiently specific; and/ or • The supporting documents are of insufficient quality, depth or relevance. 	2
The Supplier's Service Offering (Service Definition and Supporting Documentation) demonstrates degree of weakness but where the weakness does not cause fundamental concerns and is outweighed by the strengths.	3
<p>A good Service Offering (Service Definition and Supporting Documentation) where the strengths clearly outweigh any minor weakness(es), and the majority of aspects below apply:</p> <ul style="list-style-type: none"> • The approach described fully meets the requirement • The approach reflects accepted good practice • The response specifically meets our organisational requirements and, where relevant, to the organisation's specific circumstances • The approach offers good levels of (as appropriate) functionality, performance, environmental performance, outcomes, ease of use and other relevant characteristics; and • The supporting documents are of good quality, relevant and of sufficient depth. 	4
A robust and fully comprehensive Service Offering (Service Definition and Supporting Documentation) with all relevant bullet points from a mark of 4 applying.	5

12. MARKING SCHEME: TECHNICAL 70% PRICE 30%

- 12.1 The Technical Mark will be converted to a score out of 70. The best technical score will be awarded the top possible mark (70) and each other bidder will be awarded a proportionate score out of 70 dependent on how their particular score equates to the top technical score as per the example below.

The Financial Evaluation will be evaluated by allocating a score of 30. The lowest Firm Price bid received will be awarded top possible mark (30) and each other bidder will be awarded a proportionate score out of 30 dependent on how their price equates to the top price as per the example below.

Technical/Financial Award Evaluation Example-

The example below demonstrates evaluation results using the Percentage Score Method for the MEAT combined Technical and Price Evaluation which is the basis for this Tender. (Technical 70/Commercial 30)

Bidder A scores an actual technical score of 40/55, proposes a price of £50,000.
Bidder B scores an actual technical score of 45/55, proposes a price of £30,000
Bidder C scores an actual technical score of 50/55, proposes a price of £20,000
Bidder D scores an actual technical score of 35/55, proposes a price of £45,000

All the bids have been deemed technically and commercially compliant and the evaluation will therefore be conducted as follows:

Bidder C has provided the best technical score and will score 60
Bidder C has provided the best financial score and will score 40

Bidder A will score $40/50 = 80\%$ of 70 = 56, $£20,000/£50,000 = 40\%$ of 30 = 12 total 68
Bidder B will score $45/50 = 90\%$ of 70 = 63, $£20,000/£30,000 = 67\%$ of 30 = 20 total 83
Bidder **C** will score $50/55 = 60$ (full marks best Technically), $£20,000 = 40$ (full marks for lowest bid) totaling = **100**
Bidder D will score $35/50 = 70\%$ of 70 = 49, $£20,000/£45,000 = 45\%$ of 30 = 13.5 total 62.5

- 12.1 Therefore, the bidder wins with the top combined score, which in this example would be Bidder C.

13. CONTRACT AWARD

- 13.1 The Potential Provider that achieves the highest total score will be awarded the Contract.
- 13.2 If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the requirement ID DI4, DI7, S1 & BQ1 elements of the tender evaluation will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender in relation to this Further Competition, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of 3 for each criterion.

14. SUPPLIER OUTCOME LETTERS AND CALL OFF CONTRACTS

- 14.1 Upon Contract Award Suppliers will be notified of the tender outcome by Letter or other formal means.

APPENDIX A – ORDER FORM - TERMS OF THE FURTHER COMEPTITION

1. INTRODUCTION

- 1.1 The Terms of the Further Competition regulate the conduct of the Potential Provider and the Authority throughout the Further Competition. These terms also grant the Authority specific rights and limit its liability.
- 1.2 In these Terms of the Further Competition any reference to 'person' includes, but is not limited to, any person, firm, body or association, corporate or incorporate.

2. CONDUCT

The Potential Provider agrees to abide by these Further Competition Terms and any instructions given in the Further Competition Invitation and agrees to ensure that any of its staff, contractors, subcontractors, consortium members and advisers involved or connected with the Further Competition abide by the same.

2.1 Contact and Canvassing During the Further Competition

The Potential Provider must not directly or indirectly canvass any Minister, public sector employee or agent regarding this Further Competition or attempt to procure any information from the same regarding the Further Competition (except where permitted by the Further Competition Invitation). Any attempt to do so may result in the Potential Provider's disqualification from this Further Competition.

2.2 Collusive Behaviour

2.2.1 The Potential Provider must not (and shall ensure that its subcontractors, consortium members, advisors or companies within its Group do not):

2.2.1.1 fix or adjust any element of the Tender by agreement or arrangement with any other person;

2.2.1.2 communicate with any person other than the Authority about the value, price or rates set out in the Tender; or information which would enable the precise or approximate value, price or rates to be calculated by any other person;

2.2.1.3 enter into any agreement or arrangement with any other person, so that person refrains from submitting a Tender;

2.2.1.4 share, permit or disclose to another person access to any information relating to the Tender (or another Tender to which it is party) with any other person;

2.2.1.5 offer or agree to pay, give or does pay, give any sum or sums of money, inducement or valuable consideration directly or indirectly to any other person, for doing or having done or causing or having caused to be done in relation to the Tender any other Tender or proposed Tender, any act or omission,

except where such prohibited acts are undertaken with persons who are also participants in the Potential Provider's Tender, such as subcontractors, consortium members, advisors or companies within its group, or where disclosure to such person is made in confidence in order to obtain quotations necessary for the preparation of the Tender or obtain any necessary security.

2.2.2 If the Potential Provider breaches paragraph 2.2.1, the Authority may (without prejudice to any other criminal or civil remedies available to it) disqualify the Potential Provider from further participation in the Further Competition.

2.2.3 The Authority may require the Potential Provider to put in place any procedures or undertake any such action(s) that the Authority in its sole discretion considers necessary to prevent or curtail any collusive behaviour.

3. COMPLIANCE

The Potential Provider agrees that in cases where their Tender is deemed non-complaint when compared with the requirements set out within the Invitation to Tender (e.g. budget, terms and conditions) they will be excluded from the Further Competition.

4. RIGHT TO CANCEL OR VARY THE FURTHER COMPETITION

4.1 The Authority reserves the right:

4.1.1 to amend, clarify, add to or withdraw all or any part of the Further Competition Invitation -at any time during the Further Competition;

4.1.2 to vary any timetable or deadlines set out in the Further Competition Invitation;

4.1.3 not to conclude a contract for some or all of the goods and/or services (as applicable) for which Tenders are invited;

4.1.4 to cancel all or part of the Further Competition at any stage at any time.

4.2 The Potential Provider accepts and acknowledges that by issuing the Further Competition Invitation, the Authority is not bound to accept a Tender or obliged to conclude a contract with the Potential Provider at all.

APPENDIX B – SPECIFICATION

Media Suite Upgrade

Purpose

1. Due to years of underfunding there have only ever been ad-hoc upgrades to the media suite, even though full upgrade proposals have been submitted. The ad-hoc upgrades have only remedied key issues that were caused by technology shift and replaced failed legacy equipment that was not fit for purpose in a modern broadcast/conference environment.
2. Whilst these upgrades fixed some of the most important issues, other fundamental flaws have arisen due to the crossover of new and existing legacy systems, mainly in the Analogue/Digital sphere. The main flaws exist in the matrix transit of analogue signals and digital signals, where the signal is converted from one type to the other and vice-versa. Due to the conversions going constantly back and forth there is degradation in the image signal being transmitted. Additionally, there is a mismatch in analogue and digital signal dimensions which in most cases causing resizing with degradation of image quality; and in some cases, does not pass the signal at all due to the incompatibility of image size.
3. The lighting issues in the media suite remain since the suite was first designed. With the onset of newer, higher standards of broadcasting, it has become imperative that we address the issues of lighting as the BBC and other News Broadcasters have complained and refuse to film important public announcements in the media suite due to the poor lighting setup.
4. There is no mechanism at current to deliver events live over the web and have any interaction whilst these events are being delivered. The upgrade will give the department the capability to live stream events and have social media interaction whilst doing so.
5. Although the department works to the best of its abilities, with the equipment it holds, there remains capability gaps. The purchase of this upgrade in its entirety will fill these gaps and expand upon the remit laid down by the Director of DDC to become more capable of fulfilling the needs of the department in delivering well delivered conferences with modern technologies. The system will be able to cater for several presentation scenarios enabling the department to be at the forefront of the modern conference facilities.

Background to the Contracting Authority

6. The Directorate of Defence Communications is the central communications directorate of the Ministry of Defence, a central government department. DDC provides policy and guidance on defence-wide media and communications.

Background to Requirement

7. Since the redevelopment of Main Building, circa 2006, DDC has managed the Media Suite, which can record Ministerial statements and hold important press conferences at very short notice. Especially during times of high operational tempo, e.g. Salisbury attack response, Hurricane Irma & Counter Daesh briefings.

8. In 2009 the Media suite was upgraded into its current iteration and removed the need for specialist engineers that were required to carry out the recording of such events. It also simplified the general workings of the control room, ensuring that it could be carried out by a single competent operator. This was only a partial upgrade that fulfilled the requirement to simplify operability and add some, now outdated, functionality to the system. The main legacy cable infrastructure was left in place and built upon/integrated into this upgrade of the media suite architecture.
9. Since then there has been very little change in the way of upgrading the technology used in the media suite, some of which is now 12 years old. The two minor upgrades that have occurred are the Tricaster Software upgrade and Camera replacement, which were brought about by failures of equipment.

Scope of Requirement

10. DDC requires a media suite to deliver press briefings, training courses, VTC Conferences as well as traditional style meetings (around the table and theatre style). This is a fundamental requirement for DDC and Defence Communications to meet Government communications objectives.
11. There are several requirements that need to be met to ensure that media suite upgrade requirements are met. They are broken down into 3 sections as follows:
 - a. Digital Infrastructure
 - i. The video signals being used must be fully digital within the core system, meaning that no conversions should be taking place within the AV matrix. It is acceptable that an analogue signal may be required from a legacy source (old laptop - VGA) but this will be converted at point of entry and remain digital thereafter.
 - ii. All access points (laptops etc) will offer direct digital in ports, for newer devices avoiding the use of analogue input.
 - iii. The production vision mixer should be capable of recording and streaming simultaneously. It should also have the capability of providing social media interaction.
 - iv. The digital matrix should be able to take an input source and send it to any destination point required in a simple intuitive manner operated by AMX input panels.
 - b. Lighting
 - i. The replacement of the current Tungsten lighting is to be replaced with new LED and Fluorescent fixture ensuring that the subject matter is well lit in an energy efficient manner. This will be coupled with building services upgrading the ceiling lighting in accordance with the building upgrade schedule.
 - c. Legacy Integration and removal
 - i. Where possible legacy systems and cabling will be removed from the setup to ensure that a clean install is provided. It is noted that some legacy cabling and hardware provision will remain due to the upgrade only catering for the core requirements. It is essential that engineers have a thorough understanding of the current setup and can integrate the legacy systems into the new setup in the least downtime possible.

Authority's Responsibilities

12. The authority will ensure that payment will be made via the CP&F system after receiving a paper invoice. This will be done in a 2-part equal payment split, once upon the receipt of goods and once upon completion on installation.
13. DDC will provide a sole point of contact for management of the account. This is to include account administration, reporting of faults and urgent requirements for configuration changes that may be required by DDC for matters of security.
14. The authority will ensure that the operators and managers of the equipment are properly trained, operate the equipment to the proper standards and comply with the authority's reasonable advice about the use and operation of the equipment.

Customer Service

15. Support from the supplier must be available 8am to 5pm Monday to Friday, (statutory holidays excluded) as a minimum.
16. DDC will provide a sole point of contact for management of the account. This is to include account administration, reporting of faults and urgent requirements for configuration changes that may be required by DDC for matters of security or compatibility.

Security Requirements

17. Security requirements will be as per the authority's internal security rules and regulations (MoD Security) which will be configured by DDC at the point contract commencement or when new security rules are implemented.

Payment

18. Payment must be made in accordance with MOD policy, upon receipt of goods and completion of works, through the Contracting Purchasing & Finance system. A soft copy of costs should be sent to support the CP&F invoice.

Location

19. The location of the equipment will be centrally managed by DDC Strategy Digital Equipment Technical Manager, [REDACTED].

Media Suite Maintenance

Purpose

1. The purpose of the Media Suite is to have a conference room that can be utilised by DDC, the wider department and Other Government Departments for meetings, VT conferences and briefings to the press. This resource is rare in government departments and as such is a vital asset for communications. The purpose of the maintenance contract is to ensure that all systems are up to date and remain operational. Without a maintenance contract in place, systems may become non-operational and in turn could result in reputational damage and significant impact to our ability to communicate with audiences and deliver key messages.

Background to the Contracting Authority

2. The Directorate of Defence Communications is the central communications directorate of the Ministry of Defence, a central government department. DDC provides policy and guidance on defence-wide media and communications.

Background to Requirement

3. The initial install of the Media Suite occurred in 2007 and only technical specialists were able to operate it.
4. DDC's Media Suite had a partial overhaul in 2011. This involved the upgrade of some key equipment and additional cable routing to allow all systems to talk to each other. It also provided the means to manage the systems in the media suite without the requirement for specialist technical staff (operational use only).
5. To ensure the smooth operation of the Media Suite it is imperative that all Audio/Visual (AV) related systems are kept up to date and patched with the latest firmware. Additionally, all equipment must be maintained in good working order and serviced regularly to avoid failures.
6. DDC's Media Suite needs to have a maintenance agreement in place to safeguard all the technologies involved in providing operational capability. These include the maintenance of Audio-Visual equipment in the Media Suite and Video Editing Suite except for Network devices and Custom-Built PC's and their associated software (maintained by DDC IT). Support should be within business hours (8am – 5pm, daily – Mon-Fri). Equipment replacements will be like for like if equipment is deemed non-repairable.

Scope of Requirement

7. DDC requires a maintenance agreement for the Media Suite AV system. Minimum requirements are listed below:
 - A qualified broadcast technician will visit site two days a month for the duration of the contract, as well as performing maintenance issues flagged by DDC staff, the technician will also carry out the Routine Maintenance schedules.
 - Equipment maintenance and repair shall comprise the following services. 30 Minute offsite/1 Hour On-Site Engineer Response (being 8am to 5pm Monday to Friday,

(statutory holidays excluded). Unlimited Email assistance. Unlimited Telephone assistance.

- The maintenance charges payable will cover all costs associated with the maintenance and repair of the equipment.
- Any additional equipment supplied and installed by the contractor into the Media Suite will automatically be covered under this agreement at no extra charge.
- The Contractor will use its best endeavours to repair faulty equipment within three working days from receipt of notification and subject to availability of spare parts.
- If the faulty equipment cannot be repaired/replaced within the 3 working days, the contractor will offer DDC a heavily discounted hire rate or free of charge replacement of a similar item for the duration of repair/replacement. The Contract will only include maintenance/repair of existing equipment owned or leased by DDC.
- Equipment maintenance will not include labour expense or materials necessary to repair damage to equipment caused by accident or abuse or arising from acts of third persons or any force of nature, computer virus, excessive current or any other cause beyond the contractors control nor will it include the cost of altering or replacement of any complete unit of equipment. DDC will make such repairs, alterations or replacements only upon special order from the contractor.
- Covered in this contract are the cost of all repairs, parts and labour except for VT head, TV tubes, Plasma Gas, LCD/LED Panels, which unless are under manufactures warranties will be deemed beyond economical repair.
- Other additional items such as cables, software and consumables should be purchasable through the contractor at manufacturers' list prices at date of dispatch.
- All maintenance work will be carried out by the contractor efficiently and in a professional manner to comply with the reasonable requirements of DDC. The contractor will be responsible for ensuring that it and its employees and other persons having access to the Equipment observe all normal safety precautions both statutory and otherwise concerning the equipment and the premises where the equipment is located.

Service Levels and Performance

8. The supplier should note the following service levels that the authority will measure the quality of delivery against:

Service Level ID	Service Level Description	Timeframe
1	Planned Maintenance visit	Twice monthly
2	Ad-hoc repair request	As required
3	Support availability	8am to 5pm Monday to Friday, initial responses within 30 mins/ On-Site 1 hour
4	Unlimited email and telephone assistance	As required
5	Systems Training	As required

9. Reports of these service levels must be received monthly alongside the monthly invoice it relates to.

Authority's Responsibilities

10. The authority will ensure that installation facilities are in accordance with the contractor's installation recommendations as much as reasonably possible and that environmental conditions are continuously maintained in accordance with any contractor's recommendations as much as reasonably possible.
11. The authority will provide adequate working space around the equipment for use of the contractor's field engineers. The authority shall also provide adequate facilities and equipment for storage and safekeeping of test equipment and spare parts where appropriate.
12. The contractor's personnel are to have full access to the equipment subject to the authority's internal security rules.
13. The authority will ensure that the operators and managers of the equipment are properly trained, operate the equipment to the proper standards and comply with the contractor's reasonable advice in connection with the use and operation of the equipment.
14. The authority will give reasonable notice to the Contractor of any changes in location of the Equipment that is to be maintained under this Agreement. The contractor shall have the right to reasonably require longer notice if a location will cause difficulty for service to be rendered properly under the terms of this agreement.

Staff and Customer Service

15. Support from the contractor must be available 8am to 5pm Monday to Friday, (statutory holidays excluded). Must have a 30 minute offsite/1 Hour On-Site Engineer Response.
16. The contractor must provide support and training on how to use, service and administer equipment within the Media Suite system. Including any new equipment installed.
17. The contractor must provide unlimited email and telephone assistance.

Security Requirements

18. Security requirements will be as per the authority's internal security rules (MoD Security)

Intellectual Property Rights

19. The MOD owns the rights to all IPR of all MOD's data and installation designs that the contractor produces as part of this contract.

Payment

20. Payment must be made in accordance with MOD policy, monthly in arrears, and through the Contracting Purchasing & Finance system.

Location

21. The location of the equipment and all onsite repairs are at
 - DDC Media Suite, Main Building [REDACTED]

APPENDIX C – FURTHER COMPETITION QUESTIONNAIRE

1. INTRODUCTION

- 1.1 Appendix C sets out the questions that will be evaluated as part of this Further Competition.
- 1.2 The following information has been provided in relation to each question (where applicable):
- 1.2.1 Weighting – highlights the relative importance of the question;
- 1.2.2 Guidance – sets out information for the Potential Provider to consider when preparing a response; and
- 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation.

1.3 EVALUATION CRITERIA

- 1.3.1 The Evaluation will be on the basis of Meat Ratio (Most Economically Advantageous Tender)

MEAT RATIO Technical 70%: Financial 30%

1.4 Crucially the solution MUST provide all of the following KEY requirements:

Req't ID	Requirement Title	Requirement Description	Priority	Pass/Fail
MSM1	UOR On Site Support Availability	8am to 5pm Monday to Friday, initial responses within 30 mins/ On-Site 1 hour.	Key	
MSM2	Support Availability	Unlimited email and telephone assistance as required.	Key	
MSM3	Training Support	Systems Training as required.	Key	
MSM4	On Site Maintenance	Planned maintenance visit - twice monthly.	Key	
MSM5	Ad Hoc Repair	Ad-hoc repair request as required.	Key	
MSU1	Digital Infrastructure	The video signals must be fully digital within the core system.	Key	
MSU2	Digital Infrastructure	The production vision mixer should be capable of recording in several formats and streaming simultaneously.	Key	
MSU3	Digital Infrastructure	The production vision mixer should have the capability of providing social media interaction with You Tube Facebook & Twitter.	Key	

MSU4	Digital Infrastructure	The production vision mixer should provide enough storage and redundancy for several days of filming	Key	
MSU5	Digital Infrastructure	The production vision mixer should be capable of on the fly titling, pre-sets and overlays.	Key	
MSU6	Digital Infrastructure	The production vision mixer should have a means of supplying video and audio to an aux channel.	Key	
MSU7	Digital Infrastructure	The digital matrix should be able to take any input source and send it to any destination point	Key	
MSU8	Digital Infrastructure	Control of the systems is to be by touch screen panels in the media suite and maintenance panels for administrators in the control room and frame room	Key	
MSU8	Digital Infrastructure	The microphones installed must be able to take audio from the lecterns, top tables and the room (audience) without interference from the chill beams in the ceiling.	Key	
MSU9	Lighting	lighting will be Colour temperature-controlled LED	Key	

1.5 Furthermore, there are several distinct requirement areas that the system must cater for, which have been broken down into individual requirements in the table below. These requirements have been prioritised from Highest (2) requirements down to lowest priority (1).

The rank will be multiplied by the weighting factor (“Weight”) attributed to that criterion, giving the final score for that Contractor against that criterion

Please provide details and confirmations as appropriate to each of the Award/Evaluation Criteria below:

Please provide Req ID	Title	Description	Priority	Score	Final Score
DI1	Digital Infrastructure	The technology in the room should be easy to operate via control panels without the need for administrative intervention.	1		
DI2	Digital Infrastructure	Analogue signals may be required from a legacy source (old laptop - VGA) but this will be converted at first point of entry into the digital matrix	2		
DI3	Digital Infrastructure	Sound should be ingested and then converted to digital, if ingesting via analogue (legacy only).	1		
DI4	Digital Infrastructure	All access points (laptops etc) will offer direct digital inputs (including audio), for newer devices avoiding the use of analogue input.	2		
DI5	Digital Infrastructure	Wireless connectivity should be present for ease of presenter setup.	2		

DI6	Digital Infrastructure	There should be a means of supplying video and audio to an aux channel from the production vision mixer and audio mixer for use by the departmental VTC channel.	2		
DI7	Digital Infrastructure	The production vision mixer should be capable of taking a different source on the Aux channel (switchable) other than the program output.	2		
S1	Screen	The screen should be a crisp, clear, LED wall panel, capable of presenting a multi-channel input supporting 4k, the minimum viewing distance for a clear image is to be 2.5m.	2		
S2	Screen	The LED wall panel must fit into a 1.5m x 4.0m aperture.	2		
RR1	Remote Recording	The remote equipment should be able to record (2 x PTZ cameras minimum with a 4k resolution)	2		
RR2	Remote Recording	The remote equipment should be able to record various wireless mic setups of a broadcast quality (Pin, table, lectern or handheld mics) to record on multiple channels.	2		
RR3	Remote Recording	The remote equipment should match the same technology as used in the main vision mixer so that minimal training on the system will be required.	1		
RR4	Remote Recording	The remote system should be able to operate on its own wireless network for camera and audio ingest, without the need for internet capability, as well as on SDI, NDI.	1		
RR5	Remote Recording	The system should have its own control surface and monitor(s) to be completely independent.	1		
RR6	Remote Recording	There should be on board storage, enough to cater for at least 1 day of filming.	2		
PC1	PC	2 x PC's to be supplied capable of producing 4K output (UHD). These must be capable of passing video and audio direct to control screens and audio monitors in another room, as well as to the presentation screen and vision mixer for recording purposes.	2		
PC2	PC	The PC's should be a custom build quality with high end components, especially for the motherboard, CPU, GPU, Memory, Hard Drives and Audio. They must also have recordable Blu-ray drives for playing and exporting content.	2		
RC1	Room Control	Control of the systems is to be by touch screen panels in the media suite and maintenance panels for administrators in the control room and frame room	2		

AC1	Audio Control	The audio system installed must be easy to manage and controllable via a digital audio mixer in the control room and via the touch screen type panels in the media suite.	2		
AC2	Audio Control	Speakers (monitors) should be hardwearing and fit into the aesthetics of the room. These should operate independently of the vision mixer for output of simple presentations that don't require any technical assistance. Volume control should/ is to be via touch screen panel or audio mixer.	1		
AC3	Audio Control	2 sets of pro audio monitors will be required in the edit suite and control room for playback purposes. This should also include noise cancelling headphones of a professional quality.	1		
BQ1	Broadcast Quality	All systems should be of a broadcast Quality as the components will be in an "always on" state.	2		

APPENDIX D – PRICING SCHEDULE:

MEDIA SUITE UPGRADE 700001175

ITEM NO	CONTRACTOR DELIVERABLES	NOTES TO SUPPLIER	NOTES FROM CONTRACTOR	FIRM PRICE £ (EX VAT)
1	Digital 'Matrix' Infrastructure Equipment, including Audio	Any clarification required will be provided on industry day in Q&A.		
2	Upgraded Switcher	Any clarification required will be provided on industry day in Q&A.		
3	Portable Production Recording Package	Any clarification required will be provided on industry day in Q&A.		
4	Studio Lighting Equipment	Any clarification required will be provided on industry day in Q&A.		
5	Cabling, Electrical, Video and Metalwork			
6	Engineering, Wireman, Project Management			
7	Projection Display and Processors	Any clarification required will be provided on industry day in Q&A.		
TOTAL FIRM PRICE £ (EX VAT)				

MEDIA SUITE MAINTENANCE 700001175

ITEM NO	CONTRACTOR DELIVERABLES	NOTES TO SUPPLIER	NOTES FROM CONTRACTOR	YEAR 1 FIRM PRICE (EX VAT)	YEAR 2 FIRM PRICE (EX VAT)	OPTION YEAR 1 (EX VAT)
1	<p>Two Year (Plus one option year) Contract for Maintenance and Support for the Audio Visual & Broadcast Equipment located within Media Suite Main Building [REDACTED]</p> <p>Period of cover: 01 April 2019 – 31st March 2021 (Including Option Year- 31st March 2022)</p>					
2	<p>Services Include: Unlimited telephone support, Unlimited email support, Unlimited emergency engineer call outs, Repairs of faulty equipment (within warranty), Like for like replacements if deemed non-repairable, Routine pre-booked on site support, Monthly preventative maintenance visits, Support and updates on equipment covered, Reduced rates on consumables, Reduced Rates on upgrades (*Subject to fair use policy and genuine faults and breakdowns)</p>					

3	<p>Site Visits: Technicians will visit site two days per month for the duration of the contract, Technician will carry out routine maintenance schedule, including, but not restricted to checking and testing: Display & Projection Monitoring Video/ Audio Systems Inc. Matrix Microphone & Processors Control Hardware & Software Camera & Streaming Hardware & Software</p>					
4	<p>Software updates; carried out only with permission</p>					
	<p>FIRM PRICE PER ANNUM £ (EX VAT)</p>					

2. DOCUMENT COMPLETION

2.1 Potential Providers **must** provide a response to every question in the blue shaded boxes. All responses must be in Arial font, no less than size 11.

2.2 Potential Providers **must not** alter / amend the document in any way.

2.3 Variant Bids

2.3.1 A variant bid is a Tender that offers an alternative approach to, or method of, meeting the Authority's requirements as set out in the ITT Documentation.

2.3.2 You may submit a variant bid, as defined at paragraph 2.3.1. The Authority will give full and careful consideration to any permitted variant bids received. Any variant bid should, as far as possible, meet the attached Conditions of Tendering and Contract Conditions. Where you submit a variant bid, you are required to submit two Tenders, one against the Statement of Requirement and one variant bid. The standard Tender must meet the 'minimum' tender evaluation criteria as set out in Section D (Tender Evaluation), and must be submitted in accordance with the Conditions of Tendering. Variant bids will be evaluated in accordance with the tender evaluation criteria as set out in Appendix C (Tender Evaluation) and must be submitted in accordance with the Conditions of Tendering.

3. RESPONSE TEMPLATE

[1] COMPANY INFORMATION	
[1.1]	Please state your full company name

[2] POTENTIAL PROVIDER CONTACT	
[2.1]	Please state the contact's name
[2.2]	Please state the contact's telephone number
[2.3]	Please state the contact's e-mail address

[3] PASS/FAIL QUESTIONS	Pass/Fail
Please Note: The criteria detailed at Section 1.4 are [<i>Pass / Fail</i>], therefore if a Potential Provider is scored a 'Fail' their Tender will be deemed non-compliant and they will be unable to be considered for this requirement.	

[5] PRICE	Weighting 30%
Guidance:	
Please complete the two Pricing Schedules found at Appendix D	
All prices shall be in GBP and exclusive of VAT.	

Tender Submission Document Annex A (Offer)

**To the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland
(hereafter called “the Authority”)**

The undersigned Tenderer, having read the ITT Documentation, offers to supply the Contractor Deliverables at the stated price(s), in accordance with any referenced drawings and / or specifications, subject to the Conditions of Tendering. It is agreed that only the Contract Conditions or any amendments issued by the Authority shall apply.

Applicable Law				
I agree that any contract resulting from this competition shall be subject to English Law *Where ‘No’ is selected, Scots Law will apply.				Yes / No*
Total Value of Tender (excluding VAT)				
£				
WORDS				
UK Value Added Tax				
If registered for Value Added Tax purposes, please insert:				
a. Registration No				
b. Total amount of Value Added Tax payable on this Tender (at current rate(s)) £.....				
Location of work (town / city) where contract will be performed by Prime:				
Where items which are subject of your Tender are not supplied or provided by you, state location in town / city to be performed column (continue on another page if required)				
Tier 1 Sub-contractor Company Name	Town / city to be Performed	Contractor Deliverables	Estimated Value	SME Yes / No
Mandatory Declarations (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)):			Tenderer’s Declaration	
Is the offer subject to the Authority contracting for all the Contractor Deliverables?			Yes* / No	
Is the offer made subject to a Minimum Order Quantity?			Yes* / No	
Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding?			Yes* / No	
Are the Contractor Deliverables subject to Foreign Export Control and Security Restrictions? If the answer is Yes, please complete and attach DEFFORM 528			Yes* / No	
Have you obtained foreign export approval necessary to secure IP user rights for the Authority in Contract Deliverables, including technical data, as determined in the Contract Conditions?			Yes* / No	
Have you provided details of how you will comply with all regulations relating to the operation of the collection of custom import duties, including the proposed Customs procedure to be used and an estimate of duties to be incurred or suspended?			Yes / No	

Have you completed the compliance matrix/ matrices?	Yes / No / Not Required
Are you a Small Medium Sized Enterprise (SME)?	Yes / No
Have you and your sub-contractors registered with the Prompt Payment Code with regards to SMEs?	Yes / No
Have you completed and attached Tenderer's Commercially Sensitive Information Form (DEFFORM 539A)?	Yes / No
If you have not previously submitted a Statement Relating to Good Standing, or circumstances have changed have you attached a revised version?	Yes* / No / N/A
Have you completed and attached a DEFFORM 68 - Hazardous Articles, Deliverables materials or substances statement?	Yes* / No
Do the Contractor Deliverables (including Packaging) use Substances that deplete the Ozone Layer, as defined in Regulation (EC) 1005/2009 (as amended by EC 744/2010) of the European Parliament and of the Council.	Yes* / No
Have you attached The Bank / Parent Company Guarantee?	Yes* / No / Not Required
Have you completed the additional Mandatory Requirements?	Yes / No / Not Required
*If selecting Yes to any of the above questions, please attach the information detailed in Appendix 1 to DEFFORM 47 Annex A (Offer).	
Tenderer's Declaration of Compliance with Competition Law	
<p>We certify that the offer made is intended to be genuinely competitive. No aspect of the price has been fixed or adjusted by any arrangement with any Third Party. Arrangement in this context includes any transaction, or agreement, private or open, or collusion, formal or informal, and whether or not legally binding. In particular:</p> <ol style="list-style-type: none"> the offered price has not been divulged to any Third Party, no arrangement has been made with any Third Party that they should refrain from tendering, no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion, no discussion with any Third Party has taken place concerning the details of either's proposed price, and no arrangement has been made with any Third Party otherwise to limit genuine competition. <p>We understand that any instances of illegal cartels or market sharing arrangements, or other anti-competitive practices, suspected by the Authority will be referred to the Competition and Markets Authority for investigation and may be subject to action under the Competition Act 1998 and the Enterprise Act 2002.</p> <p>We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.</p> <p>We agree that the Authority may share the Contractor's information / documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. We certify that we have identified any sensitive material in DEFFORM 539A.</p>	
Dated this..... day of Year	
Signature: (Must be original)	In the capacity of (State official position e.g. Director, Manager, Secretary etc.)
Name: (in BLOCK CAPITALS) duly authorised to sign this Tender for and on behalf of: (Tenderer's Name)	Postal Address: Telephone No: Registered Company Number: Dunn And Bradstreet number:

4. PAYMENT AND RECOVERY OF SUMS DUE

- a. Payment for Contractor Deliverables under the Contract shall be made via the Contracting, Purchasing & Finance (CP&F) electronic procurement tool.
- b. The Authority shall pay all valid and undisputed claims for payment submitted by the Contractor to DBS Finance on or before the day which is thirty (30) days after the later of:
 - (1) The day upon which a valid request for approval of payment is received by the Authority; and
 - (2) The day of completion of the part of the Contract to which the request for approval of payment relates,
- c. The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor's obligations nor as a waiver of its rights and remedies under this Contract.
- d. Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department

APPENDIX E - ADDRESSES AND OTHER INFORMATION

1. Commercial Officer

Name: Def Comrcl CC-HOCS3b2

Address: [REDACTED]

Email: [REDACTED]

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly gate, Store Street, Manchester, M1 2WD 44 (0) 161 233 5394

2. Project Manager, Equipment Support Manager or PT Leader

(from whom technical information is available)

Name: [REDACTED]

Address: : Ministry of Defence [REDACTED]

Email: [REDACTED]

[REDACTED]

9. Consignment Instructions

The items are to be consigned as follows:

As per Paragraph 11 of SOR

3. Packaging Design Authority

Organisation & point of contact:

(Where no address is shown please contact the Project Team in Box 2)

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113/ 81114

EXPORTS ☎ 030 679 81113/ 81114

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138

EXPORTS ☎ 030 679 81129 / 81133/ 81138

4. (a) Supply / Support Management Branch or Order Manager: Branch/Name:

Tel No:

(b) U.I.N. D2571H

B. JSCS

JSCS Helpdesk No. lect option 2, then option 3) JSCS Fax No.

www.freightcollection.com

5. Drawings/Specifications are available from

11. The Invoice Paying Authority (see Note 1)

Ministry of Defence ☎ 0151-242-2000
DBS Finance

Fax: 0151-242-2809

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

(where no address is shown the mauve copy should be destroyed)

12. Forms and Documentation are available through*:

Ministry of Defence, Forms and Pubs Commodity Management
PO BOX 2, Building C16, C Site
Lower Arncliffe, Bicester, OX25 1LP (01869 256197)

Applications via fax or email: DESLCSLS-OpFormsandPubs@mod.uk

7. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

NOTES

2.* Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

If required forms or documentation are not available on the MOD internet site requests should be submitted through the Commercial Officer named in Section 1.

TENDERERS COMMERCIALY SENSITIVE INFORMATION FORM

ITT Ref No: 700001175
Description of Tenderers Commercially Sensitive Information:
Cross Reference(s) to location of sensitive information in Tender:
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (if applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Position: Address: Telephone Number: Email Address:

Tender Return Label – DEFFORM 28

**Not to be used for
General correspondence
with the Ministry**

AFFIX
Stamp
here

**MINISTRY OF DEFENCE
TENDER BOARD
LEVEL 1 ROOM 1.2.24
KENTIGERN HOUSE
65 BROWN STREET
GLASGOW
G2 8EX**

ITT NO: 700001175

DUE BY 10am: 13th December 2018

DEFFORM 28

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DUE BY 10am: 13th December 2018

DEFFORM 28