



Ministry
of Defence

D Docherty
DEF Comrcl CC-HOCS1

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Tel: 0141 224 3994
Email: david.docherty743@mod.gov.uk

To: All Tenderers

Your Reference:

Our Reference: 700000997

Date: 3 December 2018

“SUBJECT TO CONTRACT”

Dear Sir/Madam,

Invitation To Tender (ITT) No. 700000997 - Provision of Hardware using CCS Framework RM3733 Lot 3

1. You are invited to tender for the Provision of Hardware in accordance with the attached documentation and Crown Commercial Service (CCS) Framework RM3733: Technology Products 2 - Lot 3 within which you are a named Supplier.
2. The requirement is for the Provision of Hardware.
3. Funding for the project has been approved.
4. The anticipated date for the contract award decision is *14 January 2019, and the start date is 18 January 2019. The duration of a Contract awarded from this ITT will be decided with the agreement of the MOD Designated Officer and the Supplier. *Please note that this is an indicative date and may change.
5. The Contract will be for the period 18 January 2019 to 31 March 2019.
6. You must submit your Tender to arrive no later than 10:00 am on 20 Dec 18. You must attach the attached Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority.
7. Your attention is drawn to Section D, which includes the requirement for tenderers to comply with the MODs requirements on Cyber (DEFCON 658 Edn 10/17).
8. Please confirm receipt of this ITT by sending an email to Des McMenamin at des.mcmenamin465@mod.gov.uk as soon as possible, but no later than 10.00am hours on Wed 5 December 2018.

Yours faithfully

A handwritten signature in blue ink, appearing to read "David Docherty". The signature is fluid and cursive, with a large, prominent loop at the end of the last name.

D Docherty
Senior Commercial Manager

List of Suppliers Invited to Submit a Tender for ITT No. 70000997

Detailed below is a list of those Contractors on the CCS Framework RM3733 – Technology Products 2, Lot 3 that submitted an Expression of Interest.

1. Insight Direct (UK) Ltd
2. Probrand Group
3. Software Box Ltd
4. Trustmarque Solutions Ltd
5. XMA Ltd

Invitation To Tender
for
Provision of Hardware

Contents

This invitation consists of the following documentation:

- DEFFORM 47 – Invitation To Tender. The DEFFORM 47 sets out the key requirements that Tenderers need to meet in submitting a valid Tender. It also sets out the conditions relating to this competition. For ease it is broken into:
 - Section A – Introduction Page 6
 - DEFFORM 47 Definitions
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 - Annex C – Tenderer's Commercially Sensitive Information Form (DEFFORM 539A)
 - Annex D – Tender Technical Evaluation Matrix
 - DEFFORM 28 - Tender Return Label
 - DEFFORM 111 – Addresses and Information

Relevant documents from the CCS Framework – RM3733, Lot 3 – Separate attachments

- CCS Appendix A - Statement of Requirement (SOR)
- CCS Appendix B – Pricing Schedule

Section A - Introduction

DEFFORM 47 Definitions

- A1. "The Authority" means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown.
- A2. "Tenderer" means the economic operator or group of operators in the form of a consortium, including sub-contractors, which has been invited to submit a response to this Invitation to Tender. Where "you" is used this means an action on you the Tenderer.
- A3. "Invitation to Tender" (ITT) refers to the first document that the Authority sends out to potential Tenderers that initiates a tender response, competitive dialogue or negotiation.
- A4. A "Tender" is the offer that you are making to the Authority.
- A5. "Contractor Deliverables" means the works, goods and / or the services, including packaging (and Certificates(s) of Conformity supplied in accordance with any Quality Assurance (QA) requirements if specified) and any associated technical data which the contractor is required to provide under the contract in accordance with the Schedule of Requirements, but excluding incidentals outside the Schedule of Requirements such as progress reports.
- A6. "Schedule of Requirements" Schedule 2 in Standardised Contracting Template (SC2) means that part of the contract which identifies, either directly or by reference, the Contractor Deliverables to be supplied or carried out, the quantities involved and the price or pricing terms in relation to each Contractor Deliverable.
- A7. The "Statement of Requirement" Appendix A details the technical requirements and acceptance criteria (Schedule 8 in SC2) of the Contractor Deliverables. The Statement of Requirement is attached at Appendix A.
- A8. "Conditions of Tendering" means the conditions set out in the DEFFORM 47 that govern the competition.
- A9. "Contract Conditions" means the attached conditions that will govern any resultant contract.
- A10. A "Third Party" is any person who is not an employee of the Tenderer as defined at A2.

Purpose

- A11. The purpose of this ITT is to invite you to propose a solution / best price to meet the Authority's requirement. This documentation explains and sets out the:
- tender process and timetable for the next stages of the procurement;
 - instructions and conditions that govern this competition;
 - information you must include in your Tender and the required format;
 - administrative arrangements for the receipt and evaluation of Tenders; and
 - Contract Conditions that shall apply in the event that the Authority awards a contract following this competition.
- A12. The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.
- A13. This ITT has been issued to all potential Tenderers chosen during the supplier selection stage, listed on page 2 of this DEFFORM 47.
- A14. This requirement is exempt from advertising in accordance with Regulation 33 of PCR 2015.

ITT Documentation and ITT Material

- A15. 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 A15.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 ITT Material (or use beyond the original purpose), 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 named Commercial officer 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'.

A16. 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 A15 above.

Tender Expenses

A17. 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.

Material Change of Control from Supplier Selection

A18. 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.

Contract Conditions

A19. The Contract conditions for Crown Commercial Service Framework RM3733 LOT 3 for Technology Products 2 apply. Failure to conform to the framework conditions will result in your Tender being non-compliant.

Consultation With Credit Reference Agencies

A20. The Authority may consult with credit reference agencies to assess your credit worthiness. This information may be used to support and influence decisions to enter into a contract with you.

Section B – Key Tendering Activities

The key dates for this procurement are currently anticipated to be as follows:

Stage	Date and Time	Initiated By	Submit to:
Invitation to Bidders Conference ¹	N/A	The Authority	N/A
Date for confirmation of attendance at Bidders Conference ¹	N/A	Tenderers	N/A
Final date for Clarification Questions / Requests for additional information	10:00 hours on Tues 11 Dec 18	Tenderers	DEF Comrcl CC-HOCS1b1a
Final Date for Requests for Extension to return date ²	N/A	Tenderers	N/A
The Authority issues Final Clarification Answers	10:00 hours on Fri 14 Dec 18	The Authority	All Tenderers ³
Tender Return	10:00 hours on Thu 20 Dec 18	Tenderers	The Tender Board, using DEFFORM 28 by 10:00am
Tender Evaluation	Fri 11 Jan 19	The Authority	N/A
Negotiations ⁴	N/A	Not Applicable	N/A
Reverse Auction	N/A	Not Applicable	N/A
Trials / Testing	N/A	Not Applicable	N/A

Notes

1. A Bidders Conference is where the Authority presents the requirement to all Tenderers at the same time. A copy of the presentation will be issued to all Tenderers regardless of attendance. It gives you an opportunity to ask questions about the requirement. The Tenderer must provide the name(s) of those attending the Bidders Conference to the above named contact, by the date shown, so that access to the site can be arranged.
2. The Tenderer must make requests for an extension in writing (email is sufficient) to the above named contact, by the date and time shown. Any extension is at the sole discretion of the Authority and if granted will be granted to all Tenderers.
3. The Authority will automatically copy questions and answers to all Tenderers, removing the names of those who have raised the questions. If you do not want your question disclosed you must inform the Authority of this and the reason why when submitting the question. The Authority may choose to discuss with you whether it is appropriate to disclose the question or response, or both, to other Tenderers. If the Authority decides to disclose, you will be given the opportunity to withdraw your question. Where a question reveals a piece of information that could significantly impact the Tenderers responses this may result in an extension of the Tender return date. The Authority will endeavour to ensure that you have at least 10 working days to submit your Tender.
4. Negotiations are not permitted under the Open or Restricted procedures.

Section C - Instructions on Preparing Tenders

Tenders for Selected Contractor Deliverables

C1. 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.

Construction of Tenders

C2. Your Tender must be written in English, using Arial font size 11. Prices must be in £GBP ex VAT. Prices must be Maximum Prices and detail any price breakdowns which must be included in the Tender.

C3. To assist the Authority's evaluation please set out your Tender response in accordance with Section D (Tender Evaluation).

Validity

C4. In accordance with F3 your Tender must be valid / open for acceptance for ninety (90) calendar days from the Tender return date. If successful, your Tender must be open for acceptance for a further thirty (30) calendar days.

C5. You may submit a variant bid, as defined at paragraph C5. 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 Section D (Tender Evaluation) and must be submitted in accordance with the Conditions of Tendering.

Section D – Tender Evaluation

D.1 This section details how your Tender will be evaluated, the tools used to evaluate the Tender and the evaluation criteria.

The Tender Evaluation will be on the basis of: MEAT ratio as below.

This Tender will be evaluated using the MEAT method. This is a comparative score and the scoring method is worked out using the ratio and calculation below. The optimum is the highest technical and pricing scores. This together would get the highest total score.

MEAT Ratio: Technical = 60%. Pricing = 40%

To give a total score the following calculation shall be used: Overall Technical Score + Pricing Score

Mandatory Criteria:		
Mandatory Requirements		See Attached Ref
Returns completed in DEFFORM 47 Annex A (Offer) (See section F, paragraph17)		Pass / Fail
Minimum Technical Requirements met		Pass / Fail
Failure to meet the Mandatory Criteria will result in your Tender being non-compliant.		
Criterion Scores*:		
Each individual criterion will be evaluated against the following scoring mechanism.		
0	Not Answered	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Poor	The response addresses some of the elements of the requirement but does not fully detail or explain how the requirement will be fulfilled
2	Partially Acceptable	The response addresses half of the elements of the requirement but contains insufficient / limited detail or explanation how the requirement will be fulfilled
3	Acceptable	The response addresses the majority of the elements of the requirement but does not fully detail or explain how the requirement will be fulfilled
4	Good	The response is sufficiently detailed and demonstrates a good understanding and provides details of how the requirement will be fulfilled
5	Excellent	The response is comprehensive, unambiguous and demonstrates a thorough understanding of requirement and provides details of how the requirement will be met in full.
*Where the Tender Evaluation is made on the basis of MEAT the attached Evaluation Criteria shall be scored using the Criterion Scores in the above table. Where an alternative Marking Scheme is attached, it takes precedence over the above. (See Tender Evaluation Matrix attached separately)		

Evaluation of Tenders

D.2 Evaluation Procedure

On receipt of Tenders, the Authority shall evaluate each individual bid as follows:-

- The Technical Evaluation will be undertaken by representatives of DBS Change Delivery Group
- The Commercial Evaluation will be undertaken by representatives of Def HOCS Commercial

Tenderers must confirm their unqualified acceptance of the CCS Framework terms and conditions and the additional DEFCONS and DEFFORMS detailed in Annex B – MOD Specific DEFCONS and DEFFORMS. Failure to comply with this may result in your tender being assessed as commercially non-compliant and as such you will be excluded from the competition.

Please note that the Cyber Risk level for this requirement is **Not Applicable** and this means that bidders do not need to complete a Supplier Assurance Questionnaire, so a Risk Assessment is not required. However, in line with current MOD policy (DEFCON 658 – Cyber), bidders are required to have Cyber Essentials Plus accreditation. Please provide a copy of your current Cyber accreditation certificate as part of your Tender Response.

If the successful bidder does not have Cyber Essential Plus accreditation then the MOD reserves the right to award them a Contract, subject to agreeing a Cyber Implementation Plan (CIP), which will identify Target Dates for achieving Cyber Essential Plus accreditation.

Format of Tender Response

Bidders should provide the following with their Tender:-

1. Signed Tender Submission Document (Offer) – Annex A to DEFFORM 47
2. Completed DEFFORM 539A – Tenderers Commercially Sensitive Information – Annex C to DEFFORM 47
3. Current Cyber Accreditation Certificate
4. Technical proposal clearly detailing how you will meet the Statement of Requirement (SOR) Appendix A, and also answer the questions 1-5 on the Tender Technical Evaluation Matrix (TTEM) – Annex D to DEFFORM 47
5. Completed Pricing Schedule – Appendix B

Limitation of Contractor's Liability (LOCL) – Cross refer with Annex B - MOD DEFCONS and DEFFORMS

1. Following a pre-assessment of the risks associated with the potential contract the Authority is prepared to consider requests from tenderers to limit their liability in respect of the following risk[s] as set out below:
 - a. Under DEFCON 76 – Shall not exceed £X in aggregate [tenderer to insert amount here]
 2. An appropriate clause has been included in the ITT Terms and Conditions (See DEFFORM 47, Annex B). Tenderers are to note that the wording and scope of the clause itself are not subject to negotiation. Tenderers shall only insert the £value of the limitation against the specific risk[s].
 3. In order for MOD to consider such requests the following information must be supplied as part of the tender response:
 - a. a completed Limitation of Contractors Liability clause inserting the tenderers proposed £value[s] against the specific risk[s];
 - b. the maximum layer of insurance the tenderer holds against the specific risk[s];
 - c. competitive quotes for additional layers of insurances against the specific risk[s];
 - d. a suitably detailed risk assessment against the specific risk[s] (with as a minimum the probability and robust estimate of maximum financial impact);
 - e. the actual or proposed risk mitigation activities the tenderer will be undertaking against the specific risk[s]; and
 - f. a detailed explanation of why the tenderer considers it reasonable to transfer a degree of financial liability from the tenderer to the Authority against the specific risk[s].
 4. Tenderers should note that the risk assessment and proposed risk mitigation activities provided as part of the tender return will form part of the subsequent contract should the tender be successful.

Section E – Instructions on Submitting Tenders

Submission of your Tender

E1. Tenders must be sent to the Tender Board by the date and time stated in the covering letter to this DEFFORM 47. The Authority reserve the right to reject any Tender received after the stated date and time. You must submit 2 hard copies of your completed tender together 1 Priced and 1 Unpriced (see E2 below) to the tender board by the due date (10:00am on Thu 20 Dec 18) – please note that the Authority's mail department does not open until 07:30 hrs (Mon-Fri). 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.

E2. Tenders on CD cannot be accepted at this time.

E3. 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.

E4. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.

E5. You must submit your paper copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.

E6. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.

E7. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

Samples

E8. Samples are not Required

Section F – Conditions of Tendering

F1. The issue of ITT Documentation or ITT Material is not a commitment by the Authority to place a contract as a result of this competition or at a later stage. Any expenditure, work or effort undertaken prior to an offer of contract and acceptance of contract, is a matter solely for your commercial judgement. The Authority reserves the right to:

- a. seek clarification or additional documents in respect of a Tenderer's submission;
- b. visit your site;
- c. disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT;
- d. disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest, the dynamic Pre-Qualification Questionnaire (PQQ) or the tender process;
- e. re-assess your suitability to remain in the competition, for example where there is a material change of control from supplier selection;
- f. withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis;
- g. re-issue this ITT on a single source basis, in the event that this procurement does not result in a 'competitive process' as defined in the Single Source Contract Regulations 2014, making such adjustments as would be required by the application of the Defence Reform Act 2014 and / or the Single Source Contract Regulations 2014;
- h. choose not to award any contract as a result of the current procurement process;
- i. award a contract for some of the Contractor Deliverables, unless you specifically oppose this in your Tender or state any minimum order quantities; and / or:
- j. ask for an explanation of the costs or price proposed in the tender where the tender appears to be abnormally low.

F2. The contract will be entered into when the Authority sends written notification of its entry into the contract, via a DEFFORM 159. Written notification will be issued, to the address you provide, on or before the end of validity period specified in paragraph C4 and subject to paragraph F3.

F3. It is a Condition of Tendering that the winning Tenderer holds their Tender open for acceptance for the period stated in C4. This period starts on the day the Authority announces its decision to award the contract to the winning Tenderer in accordance with the Tender. In the event that legal proceedings are instigated, challenging the award of the contract, prior to entry into contract, it is a condition of this ITT that you hold your Tender open for acceptance during this period, and up to fourteen (14) days after the result of the legal proceedings. In the event of such legal challenge, the Authority agrees to use all reasonable measures to accelerate proceedings.

Conforming to the Law

F4. You must comply with the UK Competition Act 1998, the UK Bribery Act 2010, applicable EU and UK legislation and any equivalent legislation in a third state.

F5. Your attention is drawn to legislation relating to the canvassing of a public official, collusive behaviour and bribery. If you act in breach of this legislation then your Tender may be disqualified from this procurement. Disqualification will be without prejudice to any civil remedy available to the Authority or any criminal liability that your conduct may attract.

Bid Rigging and Other Illegal Practices

F6. You must report any bid rigging, fraud, bribery, corruption, or any other dishonest irregularity in connection to this tendering exercise to:

Defence Regulatory Reporting Cell Hotline

0800 161 3665 (UK) or
+44 1371 85 4881 (Overseas)

Conflicts of Interest

F7. You must notify the Authority immediately of any Conflicts of Interest (COI) that have arisen or that arise at any point prior to contract award decision.

F8. Where there is an existing or potential Conflict of Interest (COI) you must include a proposed Compliance Regime in your Tender. As a minimum this must include:

- a. manner of operation and management;
- b. roles and responsibilities;
- c. standards for integrity and fair dealing;
- d. levels of access to and protection of competitors sensitive information and Government Furnished Information;
- e. confidentiality/non-disclosure agreements (e.g. DEFFORM 702)
- f. the Authority's rights of audit; and
- g. physical and managerial separation.

Should your Tender be accepted your proposed Compliance Regime will become part of the Contract Conditions and shall be legally binding.

Government Furnished Assets

F9. Where the Authority provides Government Furnished Assets (GFA) in support of this competition, you must include details of the GFA in your Public Store Account and treat it in accordance with Def Stan 05-099. If unsuccessful in this competition, you must seek instructions for that GFA from the named Commercial Officer.

Standstill Period

F10. The Authority is obliged under certain circumstances to allow a space of ten (10) calendar days between the date of dispatch of its notice to Tenderers before entering into a contract, known as the standstill period. This period is to give unsuccessful Tenderers an opportunity to make a legal challenge before the contract is entered into if there has been, or it is alleged that there has been, a breach of the Regulations. The standstill period ends at midnight at the end of the 10th day after the date the DEFFORM 158 is sent. Where this is not a working day, it extends to midnight at the end of the next working day.

Publicity Announcement

F11. The Authority will publish notification of the contract and shall publish contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person, or might prejudice fair competition between suppliers. You should complete and return DEFFORM 539A as explained in the DEFFORM 47 Annex A and associated Appendix 1.

F12. If you wish to make a similar announcement, you must seek approval from the named Commercial Officer.

F13. Under no circumstances should you confirm to any Third Party the Authority's acceptance of an offer of contract prior to either informing the Authority of your acceptance or the Authority's announcement of the award of contract, whichever occurs first.

Sensitive Information

F14. All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross- governmental role delivering overall Government policy on public procurement, including ensuring value for money, related aspects of good procurement practice and answering Freedom Of Information requests.

F15. For these purposes, the Authority may share within Government any of the Contractor's documentation / information (including any that the Contractor considers to be confidential and / or commercially sensitive such as specific bid information) submitted by the Contractor to the Authority during this Procurement. Contractors taking part in this competition must identify any sensitive material in the DEFFORM 539A and consent to these terms as part of the competition process. This allows the MOD to share information with other Government departments while complying with our obligations to maintain confidentiality.

F16. The Authority reserves the right to disclose on a confidential basis any information it receives from Tenderers during the procurement process (including information identified by the Tenderer as Commercially Sensitive Information in accordance with the provisions of this ITT/ITN) to any third party engaged by the Authority for the specific purpose of evaluating or assisting the Authority in the evaluation of the Tenderer's Tender. In providing such information the Tenderer consents to such disclosure.

Reportable Requirements

F17. Listed in the DEFFORM 47 Annex A (Offer) are the Mandatory Declarations. It is a Condition of Tendering that you complete and attach the returns listed in the Annex and, where you select yes, you attach the relevant information.

F18. Failure to complete this part of the Annex in full makes your Tender non-compliant. Additional information provided in response to Appendix 1 may be used to support the Authority's evaluation of your tender, as detailed in Section D.

F19. If you are an overseas Contractor and your Tender is successful you will be required to provide the name and address of your bank and the relevant bank account number on contract award.

Specific Conditions of Tendering

N/A

Ministry of Defence

Tender Ref 700000997

Tender Submission Document (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 Form 1686 for sub-contracts?			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
Do the Contractor Deliverables contain Asbestos, as defined by the control of Asbestos Regulations 2012?	Yes* / No
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. http://ozone.unep.org/en/treaties-and-decisions/montreal-protocol-substances-deplete-ozone-layer	Yes* / No
Are you able to support the objectives of Reservist and other supplier support to the Armed Forces?	Yes* / No
Have you attached The Bank / Parent Company Guarantee?	Yes* / No / Not Required
Have you completed, or are you working towards Cyber Essentials accreditation or equivalent and will have it in place by the Commencement Date of the Contract.	Yes*/No
If applicable are you working with your proposed supply chain to ensure where relevant they achieve Cyber Essentials accreditation or equivalent prior to the commencement date of each sub contract.	Yes*/No/N/A
Have you complied with the requirements of the Military Aviation Authority Regulatory Articles?	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: (BLOCK CAPITALS) duly authorized to sign this Tender for and on behalf of: (Tenderer's Name)		Postal Address: Telephone No: Registered Company Number: Dunn and Bradstreet number	

Information on Mandatory Declarations

Part Tender

1. Under Condition of Tendering F1, the Authority reserves the right to order some or part of your Tender. If your offer is subject to the Authority contracting for all the Contractor Deliverables select 'Yes' and provide further details in your Tender.

Minimum Order Quantities

2. Where your offer is subject to minimum order quantities select 'Yes' and provide further details in your Tender.

IPR Restrictions

3. Where the Contractor Deliverables are subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding you must select 'Yes' in Annex A (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).

4. If you have answered 'Yes' in Annex A (Offer) as directed by paragraph 3 above, you must provide details in your Tender of any Contractor Deliverable which will be, or is likely to be, subject to any IPR restrictions or any other restriction on the Authority's ability to use or disclose the Contractor Deliverable, including export restrictions. In particular, you must identify;

- a. any restriction on the provision of information to the Authority; any restriction on disclosure or the use of information by the Authority; any obligations to make payments in respect of IPR, and any Patent or Registered Design (or application for either) or other IPR (including unregistered Design Right) owned or controlled by you or a Third Party;
- b. Any allegation made against you, whether by claim or otherwise, of an infringement of Intellectual Property Rights (whether a Patent, Registered Design, unregistered Design, unregistered Design Right, copyright or otherwise) or of a breach of confidence, which relates to the performance of any resultant contract or subsequent use by or for the Authority of any Contractor Deliverables;
- c. The nature of any allegation referred to under sub-paragraph 4.b., including any obligation to make payments in respect of the Intellectual Property Right of any confidential information and/or;
- d. Any section you need to take or the Authority is required to take to deal with the consequences of any allegation referred to under sub-paragraph 4.b.

5. You must, when requested, give the Authority details of every restriction and obligation referred to in paragraph 4. The Authority will not acknowledge any such restriction unless so notified under paragraph 4 or as otherwise agreed under any resultant Contract. You must also provide, on request, any information required for authorization to be given under Section 2 of the Defence Contracts Act 1958.

6. If you have previously provided information under paragraphs 4 and 5 you can provide details of the previous notification, updated as necessary to confirm their validity.

Notification of Foreign Export Control Restrictions

7. If, in the performance of the Contract, you need to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, you will be responsible for applying for the licence. The Authority will provide you with all reasonable assistance in obtaining any necessary UK import or export licence.

8. In respect of any Contractor Deliverables, likely to be required for the performance of any resultant contract, you must provide the following information in your Tender:

- a. Whether all or part of any Contractor Deliverables are or will be subject to:
 - (1) a non-UK export licence, authorisation or exemption; or
 - (2) any other related transfer control that restricts or will restrict end use, end user, re-transfer or disclosure.

You must complete DEFFORM 528 (or other mutually agreed alternative format) in respect of any Contractor Deliverables identified at paragraph 8 and return it as part of your Tender. If you have previously provided this information you can provide details of the previous notification and confirm the validity.

9. You must use reasonable endeavours to obtain sufficient information from your potential supply chain to enable a full response to paragraph 8. If you are unable to obtain adequate information, you must state this in your Tender. If you become aware at any time during the competition that all or part of any proposed Contractor Deliverable is likely to become subject to a non-UK Government Control through a Government-to-Government sale only, you must inform the Authority immediately by updating your previously submitted DEFFORM 528 or completing a new DEFFORM 528.

10. This does not include any Intellectual Property specific restrictions mentioned in paragraph 4.

11. You must notify the named Commercial Officer immediately if you are unable for whatever reason to abide by any restriction of the type referred to in paragraph 8.

12. Should you propose the supply of Contractor Deliverables of US origin the export of which from the USA is subject to control under the US International Traffic in arms Regulations (ITAR), you must include details on the DEFFORM 528. This will allow the Authority to make a decision whether the export can or cannot be made under the US-UK Defense Trade Co-operation Treaty. The Authority shall then convey its decision to the Tenderer. If the Authority decides that use of the Treaty for the export is permissible, it is your responsibility to make a final decision whether you want to use that route for the export concerned if you are awarded the contract.

Import Duty

13. European Union (EU) legislation permits the use of various procedures to suspend customs duties.

14. For the purpose of this competition, for any deliverables not yet imported into the EU, you are required to provide details of your plans to address customs compliance, including the procedures to be applied (together with the procedure code) and the estimated Import Duty to be incurred and / or suspended.

15. You should note that it is your responsibility to ensure compliance with all regulations relating to the operation of the accounting for import duties. This includes but is not limited to obtaining the appropriate Her Majesty's Revenue & Customs (HMRC) authorisations.

Sub-contracts Form 1686

16. Form 1686 (also known as Appendix 5) is to be used in all circumstances where contractors wish to place a sub-contract with a contractor where the release of OFFICIAL-SENSITIVE information is involved. The process will require submission of the single page document either directly to the MOD Project Team or, where specified, to the DE&S Security Advice Centre. You can find further information in the [Security Policy Framework – Contractual Process](#).

Small and Medium Enterprises

17. The Authority is committed to supporting the Government's small and medium-sized enterprise (SME) initiative; its ambitious target is that every £1 in every £3 that the Government spends should be with small businesses by 2020. Our goal is that 25% of MOD spending should be spent with SMEs by 2020; this applies to the money which the MOD spends directly with SMEs and through the supply chain. The Authority uses the European Commission definition of an SME.

18. A key aspect of the Government's SME Policy is ensuring that its suppliers throughout the supply chain are paid promptly. All suppliers to the Authority and their sub-contractors are encouraged to make their own commitment and register with the Prompt Payment Code at: <http://www.promptpaymentcode.org.uk>.

19. Suppliers are also encouraged to work with the Authority to support the Authority's SME initiative. Information on the Authority's purchasing arrangements, our commercial policies and our SME policy can be found at Gov.UK.. <https://www.gov.uk/government/publications/2010-to-2015-government-policy-government-buying/2010-to-2015-government-policy-government-buying#appendix-1-making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>.

20. The opportunity also exists for Tenderers to advertise any sub-contract valued at over £10,000 in the MOD Contracts Bulletin and further details can be obtained directly from:

BiP Solutions Ltd

Web address: www.contracts.mod.uk

Tel No: 0845 270 7099

Transparency, Freedom of Information and Environmental Information Regulations

21. You should be aware that the contents of any resultant contract may be published in line with government policy set out in the Prime Minister's letter of May 2010 (<https://www.gov.uk/government/policies/government-transparency-and-accountability>) and the information contained within DEFCON 539.

22. Before publishing the contract, the Authority will redact any information which is exempt from disclosure under the Freedom of Information Act 2000 ("the FOIA") or the Environmental Information Regulations 2002 ("the EIR").

23. You should complete the attached Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) explaining which parts of your Tender you consider to be commercially sensitive. This includes providing a named individual who may be contacted with regard to FOIA and EIR.

24. You should note that, while your views will be taken into consideration, the ultimate decision whether to publish or disclose information lies with the Authority. You are advised to provide as much detail as possible on the form. It is highly unlikely that a Tender will be exempt from disclosure in its entirety. Should the Authority decide to publish or disclose information against your wishes, you will be given prior notification.

Electronic Purchasing

25. Tenderers must note that use of the Authority's Contracting, Purchasing and Finance (CP&F) electronic procurement tool is a mandatory requirement for any resultant contract awarded following this Tender. By submitting this Tender you agree to electronic payment. Please feel free to consult the service provider on connectivity options. Failure to accept electronic payment will result in your Tender being non-compliant.

Change of Circumstances

26. If you have not previously submitted a Statement Relating to Good Standing or circumstances have changed, please select 'Yes' and submit a Statement Relating to Good Standing with your Tender.

Asbestos, Hazardous Items and Depletion of the Ozone Layer

27. The Authority is required to report any items that use asbestos, that are hazardous or where there is an impact on the Ozone. Where any Contractor Deliverables fall into one of these categories select 'Yes' and provide further details in your Tender.

Military Aviation Authority (MAA) Requirements

28. There are no MAA Requirements.

Bank or Parent Company Guarantee

29. A Parent Company or Bank Guarantee may be required. In the event that your tender is identified as the most favourable / compliant tender, but MOD assesses that a Parent Company or Bank Guarantee is required, then one will be requested (in the form of DEFFORM 24/24A as appropriate). No contract will be awarded until a suitable Parent Company or Bank Guarantee, as appropriate, is in place.

The Armed Forces Covenant

30. The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the Armed Forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

31. The Covenant's two principles are that:

- a. the Armed Forces community would not face disadvantages when compared to other citizens in the provision of public and commercial services; and
- b. Special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

The Authority encourages all Tenderers, and their suppliers to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out herein.

32. The Armed Forces Covenant provides guidance on the various ways you can demonstrate your support through the Corporate Covenant.

33. If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to

any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant
Team
Zone D, 6th Floor, Ministry of Defence,
Main Building, Whitehall, London, SW1A 2HB

34. Paragraphs 30 – 33 above are not a condition of working with the Authority now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, the Authority very much hopes you will want to provide your support.

1. In addition to the terms and conditions of the CCS Framework RM3733 Lot 3, the following MOD DEFCONs and DEFFORMs will apply to this Contract.

DEFCONs

DEFCON No	Edition	Description
DEFCON 76	12/06	Contractor's Personnel at Government Establishments
DEFCON 507	10/18	Delivery
DEFCON 514	08/15	Material Breach
DEFCON 522	11/17	Payment and Recovery of Sums Due
DEFCON 530	12/14	Dispute Resolution (English Law)
DEFCON 531	11/14	Disclosure of Information
DEFCON 532B	05/18	Protection of Personal Data (where Personal Data is being processed on behalf of the Authority)
DEFCON 656A	08/16	Termination for Convenience – Under £5M
DEFCON 658	10/17	Cyber

DEFFORMs (Ministry of Defence Forms)

DEFFORM No	Version	Description
DEFFORM 47	11/17	Invitation to Tender
DEFFORM 532	05/18	Personal Data Particulars

DEFFORM 539A	08/13	Tenderer's Commercially Sensitive Information Form – See Annex C to Defform 47
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2. The Contract will be for the period 18 January 2019 to 31 March 2019.

Tenderer's Commercially Sensitive Information Form

ITT Ref No: 700000997
Description of Tenderer's 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:

Annex D To Deform 47
Tender Technical Evaluation Matrix (TTEM)

ITT Question	Criterion	Score (0-5)	Weighting (1-3)	Total Score	Authority's Evaluators Comments
1	Has the bidder provided details of their shortest timescales for delivery, installation and commissioning of the goods where applicable. In line with the key milestones within the SOR, and the proposed contract award date within the Invitation to Tender documentation. (Reference Statement of Requirement Paragraph 7)		3		
2	Has the bidder provided details of their proposed methodology for the installation, and how they will provide proof of successful installation. (Reference Statement of Requirement Paragraph 5)		3		
3	Has the bidder identified the risks that could impact the timely delivery and completion of the installation and evidence of risk mitigations. (Reference Statement of Requirement Paragraph 5)		3		
4	Has the bidder provided details of their intended support and maintenance solution, including any performance indicators, escalation processes, and account management. (Reference Statement of Requirement Paragraph 5.4)		3		
5	Has the bidder provided a sufficient level of resource for customer service? (Reference Statement of Requirement Paragraph 11)		3		
			Total Score	75	
			Max Score	75	

Scoring
5 = Excellent
4 = Good
3 = Acceptable
2 = Partially Acceptable
1 = Poor
0 = Not answered

Weightings
3 = High
2 = Medium
1 = Low

The Authority's expectation is that each Tenderer will score at least a 3 for questions 1-5. Failure to achieve this may mean that your tender is assessed as being technically non-compliant. However, the Authority reserves the right to award a contract to a bidder who scores below a 3 where it is satisfied that their overall technical ability is acceptable.

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1: PURPOSE

- 1.1 The Ministry of Defence (MoD) are inviting bids for the procurement of additional hardware to address infrastructure capacity issues in both development and production environments
- 1.2 MoD may be referred as the “Authority” hereafter.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 Defence Business Services, a part of the Ministry of Defence, acts as a service provider principally to MoD customers. Wider cross-government offers are also in place.
- 2.2 The principal business areas are Finance, Personnel/Payroll, National Vetting, Veterans.
- 2.3 A sophisticated and advanced IT and Communications infrastructure supports the many systems operated by DBS. All systems are accredited as compliant with the security and data protection levels demanded of a government service. Threats to obsolescence are addressed to maintain system integrity.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Finance and Commercial Change Programme has implemented a significant number of IT projects on DBS infrastructure in recent years (Contract, Purchasing and Finance R1/R2 & R3, Cognos Planning Analytics etc) and the forward programme continues to grow, increasing the pressure upon existing infrastructure.
- 3.2 The current and forward change programme (Finance Remediation, DIO Lease, ASPECT archiving solution, CP&F R4, SDS/AHM integration etc) increases demand for new development and/or project environments, on processor usage, memory usage and back up storage consumption (hard disk and tape). The existing infrastructure solution is beginning to reach capacity, hindering achievement of change within required timescales.

4. DEFINITIONS

Expression or Acronym	Definition
MoD	Means Ministry of Defence.
DBS	Means Defence Business Services.

5. SCOPE OF REQUIREMENT

- 5.1 To supply the specified hardware and services (delivery, installation and support).
- 5.2 Installation should be included as a costed option. The Authority reserves the right to undertake any required installation work due to security constraints.
- 5.3 A maintenance option which includes media/disk retention as appropriate.
- 5.4 Maintenance/support should include the following;

- 5.5.1 A Single Point of Contact for duration of the Contract.
- 5.5.2 Support to be provided Mon to Fri with next business day cover.
- 5.5.3 Support to include an 8-hour fix time from the time of reporting an incident, through to completion.
- 5.5.4 Supplier is to upload a detailed support and escalation plan. Support must be in line with existing support arrangements. The contractor is to supply and fit parts on site as and when required by suitably qualified staff, i.e. Customer Replaceable Units are not acceptable.

6. THE REQUIREMENT

Item	Quantity	Description
1	32	<p>Power 8 Memory:</p> <p>64GB DIMM Memory Part No/FRU: 00LP744 CCIN 31EA</p> <p>to be fitted to: IBM MT-M 8284-22A Ser Nos:</p> <p>2112BAW 2112BCW 215F4AV 218C82V</p> <p>This is upgrading the current memory in these servers located at Bristol from 512GB to 1024GB.</p>
2	2	<p>LT06 Tape Drives Model ULT3580 – TD6 Full Height Fibre Interface IBM Part No: 35P2599 To Fit to Tape Library MT-M3576-E9U Serial No:1385573 To Fit to Tape Library MT-M3576-E9U Serial No:1324001</p> <p>1 drive to be installed at Bristol Abbey Wood, 1 in Liverpool.</p>
3	1	<p>Additional UK Mains Power Supply Unit (PSU) for Tape Library.</p>

OFFICIAL



		To Fit to Tape Library MT-M3576-L5B Serial No:1323282 To be fitted in Bristol.
4	50	LTO Cleaning Cartridge for use with all ULTRUM 1 – 7 Drives, e.g. Fujifilm or similar. Split between Abbey Wood and Liverpool
5	1	V7000 Expansion Enclosure for Abbey Wood Bristol MT-M 2076-24F to connect to MT-M 2076-524 Serial No: 78205MX
6	24	1.2TB disks to fill the slots in above enclosure MT-M 2076-24F To connect to MT-M 2076-524 Serial No:78205MX
7	32	900GB disks FRU PN 00AR326 to fill the empty slots in the V7000 Expansion Enclosures in Liverpool. Qty 16 to go into MT-M 2076-24F Serial No:7824W2V Qty 16 to go into MT-M 2076-24F Serial No:7824WBR
8	1	Power 8 Server configured with 20 CPU Cores and 1024GB (RAM) Memory MT-M 8284-22A Qty 4, 4 Port HBA, CCIN EN0Y FRU 00WT107 Qty 4, 2 Port NIC, CCIN 2CC4 FRU 00E2714 RAID Split Backplane Feature Qty 4 Disks for VIO Servers, FRU 00FX876 146GB 15K 6GB SAS or equivalent To be installed in Bristol.
9	2	Power 8 SAS Disks for the GPFS Clusters in Bristol Abbey Wood to fit in MT-M 8284-22A Serial No:2112BCW FRU Part No: 00FX876 146GB 15K 6GB SAS
10	4	Cisco 40GBase-AOC QSFP direct-attach Active Optical Cable, 15-meter

11	4	Cisco 4SQRA reverse adapter
12	24	1.2TB disks to fill the Qty 24 slots in a V7000 Controller at item 13 below, to be used at Bristol Abbey Wood.
13	1	V7000 Controller to be used at Bristol Abbey Wood.
14	15	KVM modules to remote manage all required servers from an existing console. Lenovo UCOs FRU PN 00WH404, PN 43V6147. To be used in Liverpool
15	20 of each	10m, 15m & 20m Network Cables Type being CAT 6A presentation, Colour White
16	20 of each	2m, 3m, 10m, 15m & 20m Fibre Cables LC-LC, Colour Aqua
17	4	USB3 64GB memory sticks e.g. SANDISK
18	32	900GB Lenovo 2.5 HDD disks To be used in current Windows Servers, Lenovo X Series 3850X6. Bristol & Liverpool
19	1	Cognos server as per existing configuration for Liverpool, of either Lenovo System-X 3650 M5 or Lenovo SR650. Including O/S to be used at Liverpool.

The Authority would like to purchase all items on the above list subject to affordability. If this is not possible it is our intention to call off the list in order of priority.

7. KEY MILESTONES

7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Delivery of Goods	Within 22 working days from an approved Purchase Order being raised.
2	Installation	TBC – Supplier should be aware that this may require

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		<p>installation over a weekend so should quote for both normal working hours working and weekend working as costed options. Installation is likely to be done in collaboration with MOD personnel.</p>
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8. AUTHORITY'S RESPONSIBILITIES

- 8.1 To provide access and a safe working environment, so that the supplier's approved representatives can complete delivery and installation tasks.
- 8.2 To provide confirmation to the winning supplier, of the dates suitable for installation. At least 1 weeks' notice will be provided.

9. CONTINUOUS IMPROVEMENT

- 9.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 9.2 The Supplier should present new ways of working to the Authority during the duration of the Contract.
- 9.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

10. PRICE

- 10.1 Prices are to be submitted by completing and returning a copy of Appendix B – Pricing Schedule. Potential Providers are also required to provide a detailed quotation on Company headed paper.
- 10.2 All prices MUST be inclusive of all expenses and exclude VAT.
- 10.3 Prices are to remain FIRM for 30 calendar days.
- 10.4 Note the Authority requires costed options for installation and reserves the right to install the equipment provided in house by suitable qualified IBM engineers.

11. STAFF AND CUSTOMER SERVICE

- 11.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties.
- 11.2 Potential Provider's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract.
- 11.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

12. SECURITY REQUIREMENTS

- 12.1 Supplier representatives who do not hold MoD security accreditation must be escorted by MoD staff at all times on MoD premises.
- 12.2 MoD may require visitors to submit to security search.

13. PAYMENT

- 13.1 Upon award of the Contract, the Supplier will be sent an introductory email advising of the need to register with Exostar in order for payment to be processed through the CP&F solution.
- 13.2 Payment will be made following complete delivery of all requirements via the MOD CP&F solution.

14. LOCATION

- 14.1 The location of the Services and the Delivery will be carried out at;

DBS	DBS
Walker House	MOD Abbeywood South
Exchange Flags	Bristol
Liverpool	BS34 8JH
L2 3YL	

- 14.2 The contact for the requirements is;

Tracey Bush
Technical Delivery Manager
0151 242 2379

Pricing Schedule

Item	Quantity	Description	Price £ (exc VAT)
1	32	Power 8 Memory: 64GB DIMM Memory Part No/FRU: 00LP744 CCIN 31EA to be fitted to: IBM MT-M 8284-22A Ser Nos: 2112BAW 2112BCW 215F4AV 218C82V This is upgrading the current memory in these servers located at Bristol from 512GB to 1024GB.	
2	2	LT06 Tape Drives Model ULT3580 – TD6 Full Height Fibre Interface IBM Part No: 35P2599 To Fit to Tape Library MT-M3576- E9U Serial No:1385573 To Fit to Tape Library MT-M3576- E9U Serial No:1324001 1 drive to be installed at Bristol Abbey Wood, 1 in Liverpool.	
3	1	Additional UK Mains Power Supply Unit (PSU) for Tape Library. To Fit to Tape Library MT-M3576- L5B Serial No:1323282 To be fitted in Bristol.	
4	50	LTO Cleaning Cartridge for use with all ULTRUM 1 – 7 Drives, e.g. Fujifilm or similar. Split between Abbey Wood and Liverpool	
5	1	V7000 Expansion Enclosure for Abbey Wood Bristol MT-M 2076-24F to connect to MT- M 2076-524 Serial No: 78205MX	
6	24	1.2TB disks to fill the slots in above enclosure MT-M 2076-24F To connect to MT-M 2076-524 Serial No:78205MX	

Item	Quantity	Description	Price £ (exc VAT)
7	32	900GB disks FRU PN 00AR326 to fill the empty slots in the V7000 Expansion Enclosures in Liverpool. Qty 16 to go into MT-M 2076-24F Serial No:7824W2V Qty 16 to go into MT-M 2076-24F Serial No:7824WBR	
8	1	Power 8 Server configured with 20 CPU Cores and 1024GB (RAM) Memory MT-M 8284-22A Qty 4, 4 Port HBA, CCIN EN0Y FRU 00WT107 Qty 4, 2 Port NIC, CCIN 2CC4 FRU 00E2714 RAID Split Backplane Feature Qty 4 Disks for VIO Servers, FRU 00FX876 146GB 15K 6GB SAS or equivalent To be installed in Bristol.	
9	2	Power 8 SAS Disks for the GPFS Clusters in Bristol Abbey Wood to fit in MT-M 8284-22A Serial No:2112BCW FRU Part No: 00FX876 146GB 15K 6GB SAS	
10	4	Cisco 40GBase-AOC QSFP direct-attach Active Optical Cable, 15-meter	
11	4	Cisco 4SQRA reverse adapter	
12	24	1.2TB disks to fill the Qty 24 slots in a V7000 Controller at item 13 below, to be used at Bristol Abbey Wood.	
13	1	V7000 Controller to be used at Bristol Abbey Wood.	
14	15	KVM modules to remote manage all required servers from an existing console. Lenovo UCOs FRU PN 00WH404, PN 43V6147. To be used in Liverpool	
15	20 of each	10m, 15m & 20m Network Cables Type being CAT 6A presentation, Colour White	

Item	Quantity	Description	Price £ (exc VAT)
16	20 of each	2m, 3m, 10m, 15m & 20m Fibre Cables LC-LC, Colour Aqua	
17	4	USB3 64GB memory sticks e.g. SANDISK	
18	32	900GB Lenovo 2.5 HDD disks To be used in current Windows Servers, Lenovo X Series 3850X6. Bristol & Liverpool	
19	1	Cognos server as per existing configuration for Liverpool, of either Lenovo System-X 3650 M5 or Lenovo SR650. Including O/S to be used at Liverpool.	

Note: Bidders are required to provide a response to paragraphs 10.1 to 10.4 of the Statement of Requirement as part of their pricing proposals.

Appendix - Addresses and Other Information

1. Commercial Officer

Name: Stephanie Dawes

Address: Rm 2.1.02, Level 2, Kentigern House, 65 Brown Street, Glasgow, G2 8EX.

Email: stephanie.dawes212@mod.gov.uk

☎ 0141-224-2716

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: Tracey Bush, Technical Delivery Manager

Address: Ground Floor, Zone B, DBS CIO-CDS-Fin-TDM-2a, Exchange Flags, Liverpool, L2 3YL.

Email: tracey.bush934@mod.gov.uk

☎ 0151-242-2379

3. Packaging Design Authority

Organisation & point of contact:

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



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

Branch/Name:



(b) U.I.N. D5460A

5. Drawings/Specifications are available from

6. Intentionally Blank

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].

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

9. Consignment Instructions

The items are to be consigned as follows:

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 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

www.freightcollection.com

11. The Invoice Paying Authority

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

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

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCCLS-

OpsFormsandPubs@mod.uk

* NOTE

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

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

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