

## **DPQQ General Military Consumables – Vehicle Spares**

### **1. Electronic Trading** Scoring and Weighting - Yes/No Pass Fail

Please, confirm that you are willing to conduct electronic trading, currently via email invoicing, with Babcock DSG Limited.

The minimum standard is a positive response. A failure to provide a positive response will exclude your organisation from further participation in this requirement.

### **2. Core Capability** Weighting 20%

Please describe the capability within the business activities of your organisation, to include any necessary tools, technical equipment, know-how and sources of supply, which will be used to deliver this requirement, including the number of years you have been involved in these activities. If you do not currently have the capability and your intention is to develop this capability, please demonstrate, providing full details including timescales, how your organisation intends to achieve this capability. If you are relying on sub-contractors to provide a material part of this requirement then please provide the information requested for the sub-contractor you detailed.

The Minimum Standard is to demonstrate to the satisfaction of the Authority that you have the capability to provide this requirement by supplying detailed information on the measures within your organisation, or to be developed in your organisation, to produce goods similar in nature, scale and complexity to the goods required under this contract by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field).

The acceptable size of the document is no more than 5 x A4 sheets to be uploaded.

Scoring Criteria to be applied -

0= No Answer

1= Poor- The potential provider has provided very little information, or the core business demonstrated cannot be linked to this requirement and is not considered to be of a similar nature.

2= Satisfactory – The potential provider has provided evidence that its core business activities demonstrate a capability to deliver this requirement or has provided credible evidence of a plan to develop a capability to deliver this requirement within the timeframe of the award of Contract.

3= Excellent – The potential provider has clearly demonstrated a well-established capability which is able to deliver this requirement.

### **3. ISO Accreditation** Scoring and Weighting - Yes/No Pass fail

Please provide evidence, by way of valid certificate(s), of your ISO 9001:2008/2015 or equivalent accreditation including full details of scope. The scope must be relevant to this requirement. Should this requirement fall outside your scope of activities, but you intend to establish a supply chain that holds the relevant accreditation, please provide evidence of such. To be valid the certificate(s) must be in date and to a recognised European (EN) Quality Management System (QMS) standard and be issued by a Certified Body holding suitable accreditation from a National Accreditation Body (NAB) who is a signatory to the International Accreditation Forum (IAF) or IAF Accredited Regional Multi-Lateral Agreement (MLP). If you are using a sub-contractor or are part of a consortia, please provide the information requested for the sub-contractor you detailed or your consortia. The Minimum Standard is to provide a valid certificate of ISO 9001:2008/2015 or equivalent accreditation detailing a scope relevant to this requirement. Failure to so provide will exclude your

organisation from further participation in this requirement, save where a satisfactory response to where no ISO Accreditation is held is provided. The acceptable size of the document is no more than 3 x A4 sheets to be uploaded.

#### **4. Accreditation (where ISO is not held)** Scoring and Weighting - Yes/No Pass Fail

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

#### **5. Non-Compliant Work and Goods** Weighting 10%

Please describe the processes and procedures your organisation has in place for identifying, recording, controlling and rectifying any non-compliant goods before delivery. Please describe how you periodically review, correct and improve quality performance in this area. The Minimum Standard is to demonstrate to the Authority's satisfaction processes and procedures which ensure that non-compliant goods are identified, quarantined and rectified before delivery, which complies with the above listed requirements and which is embedded within your organisation by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. Links to processes are not acceptable. (Your response must be less than the allowable 3800 characters for the large text field).

Scoring Criteria to be applied -

0= No information provided.

1= Poor- The Potential Provider has provided little information and no evidence of procedures in place for identifying non-compliances.

2= Satisfactory – The Potential Provider has provided evidence of identifying and recording non-compliant work. There is limited detail regarding implementing corrective and preventative actions.

3= Good - The Potential Provider has provided evidence of identifying and recording non-compliant work. Some detail regarding implementing corrective and preventative actions has been provided with examples of current procedures.

4= Very Good – The Potential Provider has provided well established procedures for the recording of non-compliances and evidence of where implementing corrective and preventative measures has proven successful.

5= Excellent – The Potential Provider has provided well established procedures for the recording of non-compliances and evidence of corrective and preventative measures and also provided examples of how these can be used for this requirement.

#### **6. Supply Chain Management** Weighting 25%

Please provide details of how you qualify and monitor the performance of your approved or preferred suppliers. You must demonstrate a formal approach to selecting suppliers suitable to meet the requirements of this contract and processes for:

(i) ensuring that all appropriate contractual terms and/or quality are flowed down and  
(ii) monitoring performance, including a process for recovering poor performance if necessary. The Minimum Standard is to demonstrate to the Authority's satisfaction an adequate process for selecting and monitoring your supply chain which complies with the above requirements and which is embedded within your organisation by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field).

Scoring Criteria to be applied –

0= No Answer

1= Poor- The potential provider has provided little or no evidence of any monitoring of their supply chain.

2= Satisfactory – The potential provider has provided some information detailing a basic process in place to monitor their supply chain.

3= Good - The potential provider has demonstrated current processes in place to monitor the performance of their suppliers.

4= Very Good – The potential provider has clearly demonstrated an effective and reviewed process for selection of and monitoring the performance of their suppliers.

5= Excellent – The potential provider has clearly demonstrated a well-established and regularly reviewed process for selection of and monitoring their supply chain and included details of how dips in performance are managed.

#### **7. Sourcing of Goods** Weighting 30%

Please demonstrate your ability to source the Authority's requirements by NATO Stock Number using Codification Support Information System' (CSIS). Please also indicate whether you have, or how you plan to attain, full access to CSIS. The Minimum Standard is to demonstrate that you have, or will have, full access (as necessary to provide this requirement) to CSIS and to demonstrate to the satisfaction of the Authority an adequate process for ensuring that goods are compliant to CSIS by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will result in your organisation being excluded from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field).

Scoring Criteria to be applied -

0= No Answer

1= Poor- The Potential Provider has provided little or no evidence of their ability to source MOD requirements.

2= Satisfactory – The Potential Provider has made reference to and has confirmed the intention to obtain access CSIS and provided basic detail of their ability to source MOD requirements.

3= Excellent – The potential provider has provided evidence to indicate experience of sourcing MOD requirements by NATO Stock Number. Has full access to CSIS and understands how to identify approved sources of supply.

#### **8. Obsolescence** Weighting 10%

Please describe your organisation's processes and procedures for identifying and reporting on obsolescence. The Minimum Standard is to demonstrate to the

satisfaction of the Authority an adequate process for identifying and reporting on obsolescence by obtaining a Scoring Criteria of Satisfactory or above. Failure to so demonstrate will exclude your organisation from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field).

Scoring Criteria to be applied –

0= No Answer

1= Poor- The potential provider has provided little or no evidence of any monitoring obsolescence.

2= Satisfactory – The potential provider has demonstrated current processes in place to identify and monitor obsolescence.

3= Good – The potential provider has clearly demonstrated an effective and reviewed process for monitoring obsolescence.

4= Excellent – The potential provider has clearly demonstrated a well-established and regularly reviewed process for monitoring and reporting obsolescence.

### **9. Organisation** Weighting 5%

Please confirm that your staff has the suitable qualifications, experience and skills to deliver the goods required under this contract. Please provide details of the staff who will be involved in delivering this requirement in the form of a hierarchy chart. The Minimum Standard is to demonstrate to the satisfaction of the Authority a formal process which satisfies the above listed requirements and which is embedded within your organisation by obtaining a Scoring Criteria of Satisfactory or above. Failure to do so will exclude your organisation from further participation in this requirement.

Scoring Criteria to be applied –

0= No Answer – no chart provided

1= Poor- The potential provider has not provided an adequate organisation chart, no key staff are identified and/or levels of competence given.

2= Satisfactory – The potential provider has provided a chart that identifies key staff and their level of competence/experience is provided and is considered adequate.

3= Good – The chart provided is detailed and gives full information regarding key staff and levels of experience/competence, which are considered to be of a good standard.

4= Excellent – The potential provider has provided a very detailed organisation chart clearly identifying key members of staff who would be involved in any resultant contract and who have high levels of experience or competence.

### **10. Security** Scoring and Weighting - Yes/No Pass Fail

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

**11. Risk Management** Scoring and Weighting - Yes/No Pass Fail

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

**12. Health and Safety** Scoring and Weighting - Yes/No Pass Fail

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

**13. Environmental** Scoring and Weighting - Yes/No Pass Fail

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

**14. Insurance** Scoring and Weighting - Yes/No Pass Fail

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employers (Compulsory) Liability Insurance = £5 million

Public Liability Insurance = £5-10 million

Professional Indemnity Insurance = £50,000 - £5 million

Product Liability Insurance = £1 – 5 million

It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable

to Sole Traders. Failure to self-certify will exclude your organisation from further participation in this requirement. Evidence of insurance as indicated above will be required prior contract commencement.  
Failure to self-certify in response to this PQQ will exclude your organisation from further participation in this requirement