

Annex B to DEFFORM 47

TENDER DELIVERABLES

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PART 1 – COMMERCIAL DELIVERABLES

1. The Tenderer shall supply the following commercial tender deliverables. These Tender deliverables will be used to evaluate and score the Tender proposals in accordance with the Tender Evaluation Criteria (Section D to DEFFORM 47):

Technical EnvelopeTable 1a – Commercial Deliverables

DSP Ref	Tender Document	Evaluation Criteria	Evaluation Marking
2.1.1	UNPRICED DEFFORM 47 Annex A – Tender Submission Document (Offer)	<p>The Tender shall submit a UNPRICED DEFFORM 47 Annex A – Tender Submission Document (Offer) for the Improvement Contract for Training Vessel (TV) Tristram Requirement. Including all of the Mandatory Declarations (further details are contained in in Appendix 1 to DEFFORM 47 Annex A (offer).</p> <p>Tenderers are to note that Defence Sourcing Portal (DSP) only allows one attachment to be uploaded per question. Therefore, Tenderer's are to upload one zipped file for this question. The Maximum size of the zipped file that can be uploaded is 500MB.</p>	Pass / Fail
2.1.2	Conflict of Interest Compliance Regime	The Tenderer shall submit an acceptable Compliance Regime as outlined at Paragraphs F7 – F10 of this DEFFORM 47. This only applies where the Tenderer identifies a potential Conflict of Interest arising from this Contract and any you currently carry out.	Pass / Fail
2.1.3	Validity	The Tenderer shall ensure their Tender is valid / open for acceptance for one hundred and eighty (180) calendar days from the Tender return date. If successful, the Tender must be open for acceptance for a further thirty (30) calendar days. Outlined at Paragraph C3 of this DEFFORM 47.	Pass / Fail
2.1.4	UNPRICED Annex X (Schedule of Requirements)	The Tenderer shall submit an UNPRICED DEFFORM 47 Annex X (Schedule of Requirements).	Pass / Fail
2.1.5	Annex X (Schedule 7 (Timber and Wood))	The Tenderer shall submit a completed or annotated with "Not Applicable" Annex X (Schedule 7 (Timber and Wood))	Pass / Fail
2.1.6	Statement of Acceptance of Terms and Conditions and Schedules	The Tenderer shall confirm their unqualified acceptance of all the Terms and Conditions of Contract, including Schedules, in the accompanying ITT Material. Any offer made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone	Pass / Fail

DSP Ref	Tender Document	Evaluation Criteria	Evaluation Marking
		The Tenderer may, however, present their understanding or interpretation via clarification questions regarding Conditions of Contract, which they seek to clarify understanding.	

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Table 1b – Commercial Deliverables

DSP Ref	Tender Document	Evaluation Criteria	Evaluation Marking
3.3.1	DEFFORM 47 Annex A - Tender Submission Document (Offer) for the Improvement Contract for Training Vessel (TV) Tristram Requirement.	<p>The Tender shall submit a completed DEFFORM 47 Annex A – Tender Submission Document (Offer) for the Improvement Contract for Training Vessel (TV) Tristram Requirement. Including all of the Mandatory Declarations (further details are contained in in Appendix 1 to DEFFORM 47 Annex A (offer).</p> <p>The Total Value of Tender (excluding VAT) figure is to the total price of all line items detailed in DEFFORM 47 Annex X (Schedule of Requirements)</p> <p>Tenderers are to note that Defence Sourcing Portal (DSP) only allows one attachment to be uploaded per question. Therefore, Tenderer's are to upload one zipped file for this question. The Maximum size of the zipped file that can be uploaded is 500MB.</p>	Pass/Fail
3.3.2	DEFFORM 47 Annex X (Schedule of Requirements)	The Tenderer shall submit a PRICED DEFFORM 47 Annex X (Schedule of Requirements)	Pass/Fail

PART 2 – TECHNICAL DELIVERABLES

- The Tenderer shall supply the following technical tender deliverables. These Tender deliverables will be used to evaluate and score the Tender proposals in accordance with the Tender Evaluation Criteria (Section D to DEFFORM 47):

Integrated Project Management Plan (IPMP)

- The Tenderer is to develop and provide to the Authority an Integrated Project Management Plan. The Tenderer's IPMP shall define how all contract activities shall be managed, outlining the organisation, processes, procedures and techniques to be used. It shall include details of how all activities, plans and programmes will be managed, monitored, controlled and integrated.

4. Tenderers must not exceed the total IPMP page count of 50 pages. Pages exceeding the total shall not be considered for marking.

Table 3 - IPMP Structure

IPMP Appendix	Title
EX SUMM	Executive Summary
Annex A	Engineering Management Plan
Annex B	Safety and Environmental Plan
Annex C	Security Plan
Annex D	Quality Management Plan
Annex E	Stakeholder Communication Plan
Annex F	Risk Management Plan
Annex G	Exit Strategy
Total Page count	50 pages

5. In their response, the Tenderer shall confirm full compliance with the requirement at Appendices EX SUMM to G by providing all the required Annexes for the draft IPMP. Each Annex of the IPMP shall be individually marked using the criteria in the scoring matrix at Table 10 (IPMP Capability Assessment Scoring Scale) as detailed within the Tender Evaluation Criteria. If a Tenderer is evaluated as scoring a '0' for any section of the IPMP listed in Table 11 (IPMP Evaluation Plan) they will be removed from the Tender Evaluation.

APPENDICES

Appendix Executive Summary – Executive Summary

1. The IPMP shall include an Executive Summary, detailing how the Tenderer proposes to manage the activities required to meet and support the Authorities requirement, and shall be comprised of the following Annexes detailed in this document.

Appendix A – Engineering Management Plan

1. The Tenderer shall provide an Engineering Management Plan (Section A to Schedule X (Integrated Project Management Plan (IPMP))) which shall detail how the engineering aspects of any resultant contract will be managed.
2. The Tenderer shall provide details of how Engineering Governance is managed within their organisation.
3. The Tenderer shall provide details of how they will manage the integration of any equipment will be managed.
4. The Tenderer shall identify any assumptions and/or dependencies for the contract which should be recorded, along with appropriate mitigation actions.
5. The Tenderer shall identify resources they intend to utilise in order to deliver the required activities and products.

Appendix B – Safety and Environmental Management Plan

1. The Tenderer shall provide a Safety and Environmental Management Plan (Section B to Schedule X to Schedule X (Integrated Project Management Plan)) the Authority. The level of effort expended by the Tender on Safety and Environmental management and the detail of the analysis shall be commensurate with the potential risk posed i.e. the risk that would be posed in the absence of mitigation, in that the goods/services supplied are safe and suitable for use. The main contractual support document for this purpose is Defence Standard 00-56 (safety Management Requirements for Defence Systems), and Tenderers should be aware of the requirements of this document in support of their bid.
2. Under UK law, all employers have a duty of care to their employees, the general public and the wider environment. For the Authority, this includes an obligation to manage the safety risk associated with military systems and their operation.
3. In accordance with general guidance provided by the Health and Safety Executive, the Authority will discharge this duty by ensuring that, in so far as risks are not judged to be unacceptable, they are reduced to a level which is As Low As Reasonably Practicable (ALARP).
4. A successful Tenderer who undertakes the design, development, manufacture, supply and support of equipment and defence systems for the Authority will be obliged to apply ALARP principles.
5. A successful Tenderer will be required to provide evidence in support of supplied equipment and services to confirm that the equipment and services are safe for its intended purpose through its life and compliant with both Safety & Environment legislation and the Authority's Safety and Environmental policy.

6. Details of how the activities of any resultant contract shall be managed, will include, but not limited to, the following:
 - All relevant safety legislation, regulations, standards and MOD Policy are adhered to.
 - All activities and products comply with the identified legislation, regulations, standards, MOD Policy and specific contractual requirements.
7. Safety and Environmental issues are considered from the earliest stage in a project and used to influence all activities and products. It is essential that safety risks and project risks are managed together.
8. Tasks that influence Safety and Environmental issues are carried out by individuals and organisations that are demonstrably competent to perform those tasks.
9. Safety and Environmental management are implemented as a key element of a harmonised, integrated systems engineering approach.
10. All credible accidents and near misses are to be identified, the associated accident sequences are defined, and the risks associated with them are determined. A Hazard Log is to be developed and maintained for the life of the equipment. Hazard Log format to be agreed with the Authority. All identified safety risks are reduced to levels that are ALARP and broadly acceptable or, when this is not possible, tolerable and ALARP, unless legislation, regulations or MOD Policy imposes a more stringent standard.
11. Where the Authority engage an Independent Safety Advisor/Auditor/Assessor, the Tenderer shall provide access to records, including sub-contractor records to carry out safety audits and other assessment activities to meet MOD safety requirements. This also covers access to the prime and sub-contractors' premises if required.
12. The Tenderer will utilise approved/licensed Disposal Authorities/companies on disposing waste of all formats. This covers all waste generated during the CADMID cycle, including upkeep and maintenance of equipment
13. Reference Documents
 - Def Stan 00-56 – Safety Management Requirements for Defence Systems
 - Def Stan 00-51 –Environmental Requirements in Defence
 - Project Oriented Safety Management System (POSMS)
 - Project Oriented Environmental Management System (POEMS)
 - DSA02-Defence Maritime Regulations for Health, Safety and Environmental Protection January 2020
 - Health & Safety at Work Act 1974
 - The Environmental Protection Act 1990
 - Extant Health & Safety Executive Legislation and Standards
 - Extant European Union Legislation

Appendix C – Security Plan

1. The Tenderer shall provide a Security Plan (Section C to Schedule X (Integrated Project Management Plan (IPMP))) that details how they intend to manage the security of equipment, materials and information whilst in their care and custody.
2. How the Tenderer will control and monitor entry and egress from their premises or from Portland Harbour.

3. The Tenderer shall also provide details of any additional security measures or policies to prevent theft or physical damage to customer's vessel, equipment, materials and information during silent hours and during weekends or holidays when their site(s) or if Portland Harbour is closed for business.
4. The Contractor will have full responsibility for the security of any office accommodation or Lay Apart Facilities/Stores requested by the Authority within the terms and conditions of Contract.

Appendix D – Quality Management

1. The successful Tenderer shall be responsible for ensuring that the quality of the work performed and of the articles and materials supplied by them and their sub-contractors conform to the requirements of Contract 703821450 BOATS/00059.
2. The successful Tenderer shall maintain a Quality Management System (QMS) and continually improve its effectiveness in accordance with the terms and conditions of the Contract, ISO9001:2015 and the AQAP 2100 series, notably AQAP 2110, AQAP 2105 and all associated amendments.
3. For the AQAP series, the following interpretations apply:
 - Where the Contract refers to the 'Authority', the AQAP series refers to the 'Acquirer'
 - Where the Contract refers to the 'Contractor', the AQAP series refers to the 'Supplier'
 - Where the Contract refers to the 'Sub-Contractor' the AQAP series refers to the 'Sub-Supplier'
4. The Tenderer shall provide a Quality Management Plan (QMP) (Section D to Schedule X (Integrated Project Management Plan)) in accordance with the criteria of 'AQAP 2105 – NATO Quality Assurance Requirements for Deliverable Quality Plan'
5. A copy of their Quality Accreditation Certificate to ISO 9001:2015 – Quality Management System requirements
6. With specific details of their Company Quality Policy and their Company Quality Strategy.
7. The QMP shall set out the quality strategy, quality practices, available resource management and sequence of Quality Assurance activities relevant to any resultant contract and shall provide assurance to the Authority.
8. The proposed Contract requirements and terms and conditions, in relation to Quality Management, have been established and clearly understood.
9. Effective quality planning will take place through scheduled project team meetings.
10. A robust process will be in place to deal with non-conformities or deficiencies that may arise during the course of any resultant Contract and measures for appropriate corrective / preventative actions will be in place.
11. A customer complaints process will be firmly place and that in the event of a complaint, prompt action will be taken to resolve the complaint to the satisfaction of the Authority.
12. The QMP shall include procedures for ensuring configuration control requirements during production are adequately developed, implemented, and documented as stated in AQAP 2105 and in accordance with Def Stan 05-57 – Configuration Management of Defence Materiel.

13. Reference documents

- BS EN ISO 9001-2015 – Quality Management System – Requirements;
- AQAP 2110 – NATO QA Requirements for Design, Development & Production;
- AQAP2105 – NATO QA Requirements for Deliverable Quality Plan;
- Def Stan 05-57 – Configuration Management of Defence Materiel.

Appendix E – Stakeholder Communication Plan

1. The Tenderer shall provide a Stakeholder Communication Plan (Section E to Schedule X (Integrated Project Management Plan)) which shall include detail of all meetings and communication methods proposed to record, manage, and report progress against the contract deliverables listed in Schedule 01 (Schedule of Requirements).
2. Stakeholder Identification and Classification.
3. Describe how the interactions between the Authority, Contractor, Key sub-contractors and other stakeholders are going to be established and managed throughout the life of the contract
4. Rectification plan for realigning actual work completed with the Baseline Schedule.
5. Regular Contract Progress Meetings. The Tenderer shall provide a proposed agenda articulating the intended reporting, and review process. The agenda should consider but not be limited to:
 - Technical Issues
 - Quality Issues
 - Risk & Opportunities

Appendix F – Risk Management Plan

1. The Tenderer shall provide a Risk Management Plan (RMP) (Section F to Schedule X (Integrated Project Management Plan)) that enables a formal risk process to be managed in conjunction with the Authority. The Contractor shall make it possible for the Authority to engage with the regular risk update process via regular risk reviews and formal risk reporting.
2. The RMP defines roles, responsibilities, methodology (process), tools and techniques specific to the project and how threats and opportunities are to be managed through life as part of the overall project management strategy.
3. In the RMP the contractor must take due cognisance of the scope of the project (performance, cost and time) to establish a mutually agreed risk appetite (agreed tolerances) that enables the contractor to develop their scoring criteria for cost time and performance. The process shall include:
 - Establish ownership for significant project risks;
 - Reduce overall project risk exposure;
 - Ensure all scope is considered to give a balanced view of risk;
 - Deliver information in support of the overall project decision making and governance processes;
 - Enable quantitative analysis to support forecasts of project cost and schedule out-turn.
 - Formal reports
4. Risk register. Full risk registers for contracted scope, defining risk (case, event, consequence), owner, proximity, current and target impact (probability and cost/schedule/performance)

impact) and associated management responses. The register shall cover both risks (threats) and opportunities.

5. Risk profile. Risk exposure profiled over duration of contract.
6. Risk / opportunity pre-& post mitigation response.
7. Data Format & Delivery Instructions
8. The data item shall comply with the general format

Appendix G – Exit Strategy

1. The Tenderer shall provide an Exit Strategy (Section G to Schedule X (Integrated Project Management Plan) detailing the arrangements and documentation that would be handed over to the Authority or a 3rd party on expiry or termination of any resultant contract, the plan should consider any handover periods that may be required. The Plan shall detail the records that must be maintained by the contractor and in such a manner to facilitate a hand-over.
2. The plan shall include, but not be limited to, the following:
 - A list of all sub-contractors and suppliers used by the Contractor in performance of the contract including details of products and existing contracts.
 - Warranty, guarantee and certification documentation, including test certificates as appropriate.
 - Reports produced for the Authority during any resultant contract period (including supporting information referenced therein);
 - Log of major technical decisions taken by the Contractor and the Authority during the contract period.
3. The arrangements for the return or destruction of any documentation supplied by the Authority or generated by the Contractor on behalf of the Authority, including any information with a classification above OFFICIAL.