# DSPCR 2011 Pre-Qualification Questionnaire Assessment. (DPQQ) Provision and Support of Self-Contained Air Diving Equipment (SCADE) 711234451 - Supplier Guidance (Version 2 )

## Section A – Introduction

### Introduction

1. The Authority has issued this Dynamic Pre-Qualification Questionnaire (DPPQ) guidance in respect of the provision and support of Self-contained Air diving equipment (SCADE) 711234451. The procurement will be conducted in accordance with the Negotiated procedure under the Defence and Security Public Contract Regulations (DSPCR) 2011.
2. The Estimated Contact award value of this requirement is £9.39M (VAT Inc) £7,825M (VAT Ex). This figure includes Procurement, Training, and 3 years support. It also includes cost for 2 options years. This figure does not include any ad-hoc tasks or procurement of additional sets that Authority may wish to procure during the life of the contract. This element is currently unfunded.

### Purpose

1. The purpose of the DPQQ is to assess whether Potential Suppliers meet the minimum required level of capability and capacity to deliver the requirement.
2. This guidance document has been prepared by the Authority for the purpose of providing Potential Suppliers with information to assist in completing the DPQQ. It sets out:
   1. The DPQQ process and the key tendering activities.
   2. The instructions and conditions that govern the DPQQ process.
   3. The information Potential Suppliers must include in their DPQQ return and the required format.

### Considerations

1. Any supplier that expresses an interest and submits a DPPQ acknowledges that, costs incurred during trails that will not be re-imbursed by the Authority. Para 28 provides additional details.

## Section B – Key DPQQ Activities

### Key DPQQ Dates

1. The key dates for this PQQ are as follows:

|  |  |  |
| --- | --- | --- |
| **Stage** | **Time and Date** | **Notes** |
| Original Date of Issue | Friday 4th October 2024 | This states the time and date the DPQQ was published on the Defence Sourcing Portal |
| Revised Contract Notice with Minor Amendments | Weds 16th October 2024 | This states the time and date the Revised Contract Notice was published on the Defence Sourcing Portal |
| Revised Date for Final Clarification Questions1 | Friday 1st November October | The Authority reserves the right not to respond to clarification questions submitted after the time and date stated here. |
| Revised DPQQ Return Deadline | Monday 18th  November 2024 | The Authority may, at its sole discretion, extend the deadline for receipt of DPQQ submissions and in such circumstances the Authority will notify all Potential Suppliers of any change.  . |
| DPQQ Evaluation | WC 18th November  November 2024 | DPQQ returns submitted after the time and date stated in Table 1 will only be accepted, at the Authority’s sole discretion, in exceptional circumstances |

## Section C – Instructions of Preparing DPQQ Return

### Authority Point of Contact

1. Please contact the Commercial Officer detailed below for any queries regarding the DPQQ or the Procurement Process.

Mrs Julia Small - [Julia.small375@mod.gov.uk](mailto:Julia.small375@mod.gov.uk)

### Construction of DPQQ Return

1. Potential Suppliers DPQQ Returns must be written in English and any pricing information must be in GBP. Failure to comply with this requirement will result in the application to participate being disqualified.
2. All questions must be answered without reference to marketing or promotional material.
3. Potential Suppliers can submit a maximum of 2000 words in response to each Technical Envelope question (unless attachments are specifically requested). Any words exceeding 2000 submitted as response to a question will not be marked.

### Clarification Process

1. If Potential Suppliers have clarification questions regarding the DPQQ, please contact the Authority detailed at para 6 above electronically via the Defence Sourcing Portal as soon as possible. The deadline for clarification questions is stated in Table 1 above.
2. The Authority will aim to respond to all clarification questions no later than 5 (five) business days following request from the Potential Supplier.
3. All clarification questions and responses will be communicated, without identifying the originator, to all Potential Suppliers who are participating in the process unless there are compelling reasons why they should not be disclosed. If Potential Suppliers have clarification questions that contain confidential information, the Potential Suppliers must explain why information should not be disclosed to all Potential Suppliers.

### DPQQ Return Submission

1. Potential Suppliers must submit their DPQQ return electronically via the Defence Sourcing Portal no later that the date stated in table 1. The Authority reserves the right to reject any DPQQ return received after the stated date and time.

### Selection of Tenderers

1. The Authority will evaluate the DPQQ returns based on the evidence and information provided and will not take into account any prior knowledge of the Potential Supplier.
2. At the end of the evaluation, the Authority will create a list of Potential Suppliers which meet the minimum DPQQ criteria. A maximum of 6 Potential Suppliers will be invited to Tender at the ITN stage. These will be the Potential Suppliers with the 6 highest total scores.
3. Should more than one Potential Supplier score the same total score and are ranked in joint sixth, the Authority reserves the right to request additional information to enable the Authority to make an appropriate determination as to which Potential Supplier to invite to the ITN.

## Section D – DPQQ Evaluation

### General Instructions on the DPQQ Evaluation process

1. You must answer all questions within the DPQQ. Failure to answer all questions without reasonable justification will result in your application to participate being disqualified and excluded from the Procurement Process. There are two sets of questions for the PQQ:
   1. DPQQ Qualification Envelope. The Authority will use the Qualification Envelope to examine whether Potential Suppliers meet the minimum eligibility and suitability criteria and have sufficient economic and financial resources to support the requirement listed in the Contract Notice.
   2. DPQQ Technical Envelope. The Authority will use the Technical Envelope to examine whether Potential Suppliers have sufficient technical capability, capacity, and experience to be able to support the requirement listed in the Contract Notice.

### Qualification Envelope (Non-Financial information)

1. The Authority will assess the evidence provided in the Qualification Envelope and award a mark of PASS or FAIL. You must meet the evaluation criteria against each question to receive a Pass. Failure to meet the criteria against any question will result in a Fail and your application to participate in the Procurement Process being disqualified.
2. The Qualification Envelope Scoring Criteria for all Non-Financial information is at Annex A to this document.

### Qualification Envelope (Financial information)

1. The Authority will use the information provided in the responses to all questions in Section 1.9 of the Qualification envelopes to assess the financial standing of each Potential Supplier. The resulting assessment will lead to a PASS/FAIL evaluation based on whether the Potential Supplier has demonstrated, through meeting the qualification standards, that it has sufficient economic and financial standing to provide services of the technical scope and scale for the SCADE Project.
2. The Qualification Envelope Scoring Criteria (Financial information) is at Annex B this document.

### Technical Envelope

1. The Authority will assess the evidence provided in the Technical Envelope and award a total score. The score for each question will be multiplied by a weighting to provide a total weighted score.
2. The Authority will mark a response for each question, based on its assessment of the evidence provided. For questions scored 0, 30,70,100 a minimum score of 30 is required to achieve a PASS. Failure to achieve the minimum score of 30 against any of this question will result in your application to participate in the Procurement Process being disqualified.
3. Some questions are for information only, these will bot be scored and there is no PASS/FAIL Criteria.
4. The Technical Envelope Scoring Criteria, including weightings is at Annex C to this document.
5. The Scoring guide outlining the evidence required to achieve each score (for questions marked (0,30.70,100) can be found at Annex C, Appendix 1)

### Technical Envelope worked example.

1. Tables 1-3 have been provided as worked example to demonstrate the application of weighting to achieve a final score. They do not represent any actual scores achieved.

#### Table 1 Example of Weightings

*This example shows how a technical envelope with 6 questions could be weighted.*

|  |  |
| --- | --- |
| **Question Number** | **Weighting** |
| 1 | 30% |
| 2 | 20% |
| 3 | 30% |
| 4 | 10% |
| 5 | 5% |
| 6 | 5% |
| **TOTAL SCORE** | **100%** |

#### Table 2 – Potential 1 scores for Question 1 (applying the 30% Weighting).

*This example shows each weighted score that could be achieved for Question 1 when weighted at 30%.*

|  |  |
| --- | --- |
| Score | Total Weight Scored |
| 5 | 30% |
| 4 | 24% |
| 3 | 18% |
| 2 | 12% |
| 1 | 6% |
| 0 | 0% |

#### Table 3 Example of a Potential Supplier Total score

*In this example the Potential Supplier has achieved a maximum score of 5 for each question.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Question Number** | **Score** | **Weighting Applied** | **Total Weighted Score** |
| 1 | 5 | 30% | 30% |
| 2 | 5 | 20% | 20% |
| 3 | 5 | 30% | 30% |
| 4 | 5 | 10% | 10% |
| 5 | 5 | 5% | 5% |
| 6 | 5 | 5% | 5% |
|  | | **TOTAL SCORE** | **100%** |

### Request to participate considerations.

1. The Authority has provided additional information below to allow potential suppliers a fuller understanding of the evaluation process so to that it can be taken into consideration before requesting to participate.

#### Procurement process

1. The Procurement Process will be conducted in several phase.
2. Supplier Selection (DPQQ) in which the Authority selects the 6 highest scoring Potential Suppliers that have requested to participate in response to the Contract Notice and invites them to Negotiate.
3. Initial Tender Evaluation in which the Authority selects the 3 highest scoring Tenderer’s from those that submitted a compliant ITN response and invites them to the Equipment Trials phase where the Tenderer’s Equipment will be subjected to a series of trials.
4. Equipment Trials in which the Authority will carry out Un-manned Safety Trials and Manned Trials (MOD Divers) on the equipment to confirm safety claims validate its performance and confirm.
5. Final section in which Equipment Trials scores will be considered. The overall highest scoring tender will be awarded the contract.

#### Equipment Trials

1. Unmanned Trials will be conducted by a 3rd party (QinetiQ). It will be the Suppliers responsibility to arrange and confidentiality requirements including Non-Disclosure Agreements if required. Unmanned Trials are anticipated to take place July 2025
2. Manned trials will be undertaken by MOD Divers and are expected to be undertaken Oct 2025 – Dec 2025. As such contract award is anticipated early 2026.
3. Suppliers invited to trials will be expected to provide 4 sets of there proposed solutions. Suppliers will be given a minimum 3 months notice of the Trials Commencement dates, allowing time to prepare their equipment ready for trials. All costs associated with the Equipment Trials will be at the suppliers’ own costs. All equipment will be returned to the suppliers at end of the trials. The Authority does not accept any responsibility for the damage caused to the Trial Equipment which renders the equipment no longer suitable or usable.”

Contact Notice Attachments

1. The SCADE DSPCR 2011 Pre-Qualification Questionnaire Assessment. (DPQQ) to carry out the supplier selection process contains the following documents.

* The SCADE DSPCR 2011 Pre-Qualification Questionnaire Assessment
* The SCADE DSPCR 2011 Pre-Qualification Questionnaire Assessment Supplier Guidance V2
* The SCADE DSPCR 2011 Pre-Qualification Questionnaire Assessment

Annex A - Scoring Guidance for the Qualification Envelope (Non-Financial)

* The SCADE DSPCR 2011 Pre-Qualification Questionnaire Assessment

Annex B - Scoring Guidance for the Qualification Envelope (Financial)

* The SCADE DSPCR 2011 Pre-Qualification Questionnaire Assessment

Annex C - Scoring Criteria for the Technical Envelope V2

* The SCADE DSPCR 2011 Pre-Qualification Questionnaire Assessment

Annex C Appendix 1 - Marking Description for Technical Envelope