



Ministry  
of Defence

Kate Ashby  
Commercial Manager

DE&S Abbey Wood  
NH1 Spruce 2b  
Bristol  
BS34 8JH

Email: [kate.ashby100@mod.gov.uk](mailto:kate.ashby100@mod.gov.uk)

31 January 2019

---

Dear Sir/Madam,

**Re. Updates to Invitation To Tender (ITT) Reference No. CCDT/473**

1. Please be advised that the following amendments have been made to the requirement and conditions of tendering for CCDT/473 for Supply of ISO9001 Certification and Maintenance Services to DE&S.
2. An extension to the submission of your tender has been given. You must submit your Tender to arrive no later than **10:00 hrs on 12 February 2019**. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority.
3. If you have already submitted a tender in anticipation of the original deadline of 10:00hrs 5<sup>th</sup> Feb 2019 and would like me to disregard it, please let me know.
4. Prices listed against Schedule 2 (Schedule of Requirement) at Annex A to SC1B RFQ must state your day rates which must be inclusive of Travel and expenses.
5. The SOR has been updated to include the refined requirement for the Contractor to be accredited to ISO 17021 and ISO 17065 in accordance with UKAS regulations.
6. Following the acceptance of the Transition Plan and by exception, the Authority may consider implementing a break clause under DEFCON656A (Edn.08/16) - Termination for Convenience (Contracts Under £5M) which is attached for reference. Should this not be implemented, the remainder of the contract and requirement shall be unaffected.
7. Answers to the clarification questions (CQs) submitted before the deadline for submitting CQs are contained within Annex A to this letter. No further CQs will receive a response.
8. A new SAQ with the access code FW3WZ96NAE has been created which includes 4 questions which were omitted from the original SAQ. If you have already completed the SAQ, you need only provide your responses to the four questions at Annex B to this letter to me via email or post by 10:00 hrs 12<sup>th</sup> Feb 2019. If you have not previously completed the SAQ you are required to complete the current live version in its entirety.

All other information remains the same.

Yours faithfully

Kate Ashby  
DES Comrcl-Ops-CCDT10

## Authority Responses to Clarification Questions

Q1. The sites not highlighted in bold in the Statement of Requirement (outside of the 14 to be certified) will not be included in the visit plan and will not appear on your certificate should we be successful in our bid, is this correct?

A1. The total number of staff numbers and locations should be taken into consideration when pricing for this requirement. Although the final number of staff in scope will be less than the total advised, the Authority cannot currently provide information on specific numbers – this will be established through the Gap Assessment with the Contractor.

Q2. With regards to meetings, is it a requirement that you have one of our UKAS approved auditors who will be assigned to the job conduct these? Can include one of your proposed auditors too.

A2. The Authority has not required any meetings in the SOR. Tenderers may wish to include meetings within their tenders and are at liberty to propose the scope and attendees to those meetings.

Q3. Please provide a breakdown of how many of the 130 Senior Managers are at each site

A3. The majority of these senior managers are based at MOD Abbey Wood, Bristol. We may choose to hold training sessions at a small number of other locations but will discuss this with the Contractor.

## **Supplementary questions contained in the SAQ**

The following questions have been added to the new SAQ. All require a yes/no response. A yes with score a pass and a no will score a fail:

### ***SAQ Section 4 Part 2. Satisfactory Past Performance***

Q. Have you undertaken accreditation of an organisation comprising a minimum of 5,000 employees in the last 5 years?

Q. Have you undertaken accreditation of an organisation which had minimum of 10 sites in the last 5 years?

### ***SAQ Section 7 Part 2. Licencing and Registration***

Q. Are you accredited to ISO's Committee on Conformity Assessment (CASCO) Standard ISO 9001?

Q. Are you accredited to both ISO 17021 and ISO 17065?