

Questions, section and question weightings and response instructions) for formal invitation to tender, against the requirement as advertised in the Defence Sourcing Portal and Find a Tender website.

5.2. The criteria applied for the selection of Potential Providers are:

- 5.2.1. the mandatory and discretionary grounds for exclusion relating to the personal situation of the Potential Provider (see Sections 1.8 and 1.9 of Qualification Envelope);
- 5.2.2. any other minimum levels of economic or financial standing or technical or professional ability specified in this DPQQ that the Authority requires (which must be related and proportionate to the subject matter of the contract, see Sections 1.10 and 1.11 of Qualification Envelope); and
- 5.2.3. any scoring methodology (e.g., scoring grade, weightings and Pass/Fail) used to evaluate the submitted DPQQs (see Technical Envelope of DPQQ).

5.3. **At the end of the Dynamic PQQ evaluation process, the Authority will invite the top four highest scoring Potential Providers who have scored equal to or more than 40% to take into the next phase of the procurement process.** The Authority reserves the right to amend this evaluation process at any time.

6. Evaluation of Potential Providers

- 6.1. Potential Providers are to note that where a PASS / FAIL question allows the Authority the discretion to PASS / FAIL, then the Authority will exercise its discretion in determining the exclusion or inclusion of a Potential Provider.
- 6.2. For those Potential Providers who are successful in the Qualification Envelope evaluation (i.e. they record no "Fail" against any question or record a "Fail" when the Authority exercises its discretion in determining the exclusion or inclusion of a Potential Provider); their capability under their Technical Envelope will be evaluated:
 - 6.2.1. Using the score grading (this is illustrated at Annex A to this guidance) against a number of weighted questions (this is illustrated at Annex B to this guidance). These questions have been weighted to reflect the importance of the question; and
 - 6.2.2. Using an additional PASS/FAIL question with criteria for PASS or FAIL (this is illustrated at Annex A to this guidance).
- 6.3. Any question that scores a 0 or FAIL under the Technical Envelope will be classed as an automatic FAIL. The Scoring criteria is illustrated in Annex A (Scoring Grade for Questions under the Technical Envelope). If a Potential Provider scores a 0 or FAIL under the Technical Envelope, you will not be eligible to progress further, and will therefore be an unsuccessful candidate.
- 6.4. Potential Providers will only be marked against the text contained within the text field, except where an attachment has been specified. Where an attachment is specified, the response is to be limited to a maximum of 1 side of A4 using Arial 11 Font and all margins set to 2 cm. Anything over this limit will not be evaluated.
- 6.5. The DPQQ will be evaluated under two envelopes:
 - 6.5.1. Qualification Envelope; and
 - 6.5.2. Technical Envelope

7. Qualification Envelope

7.1. The Qualification Envelope sections listed below are all PASS/FAIL:

- 7.1.1. Section: 1.3 - Organisation, Legal Status and Contact Details
- 7.1.2. Section: 1.4 - Organisation, Legal Status and Contact Details (PSC)
- 7.1.3. Section: 1.5 - Consortia and Subcontracting
- 7.1.4. Section: 1.6 - Declaration and Contact Details
- 7.1.5. Section: 1.7 - Contact Details
- 7.1.6. Section: 1.8 – Part 1 Form B - Grounds for Mandatory Rejection
- 7.1.7. Section: 1.9 – Part 1 Form C - Grounds for Discretionary Rejection
- 7.1.8. Section: 1.10 – Part 1 Form D - Economic and Financial Standing
- 7.1.9. Section: 1.11 - Insurance
- 7.1.10. Section: 1.12 - Electronic Trading
- 7.1.11. Section: 1.13 - Mandatory Selection Criterion for Cyber Essentials Scheme

each of which must be passed by the Potential Provider in order to progress to the Technical Envelope evaluation (except where the Authority has discretion not to fail the Potential Provider). Further details are set out in the IMPORTANT NOTICE field for each relevant section and/or question to the Qualification Envelope. Details of the Economic and Financial standing evaluation criteria are set out at Annex C to this DPQQ document.

8. Technical Envelope

- 8.1. The Technical Envelope contains a number of questions that the Potential Provider is required to provide an answer for. The Technical Envelope is split into a number of Sections which have a weighting expressed as a percentage (%) allocated to it. Each Section has a number of questions, which either have a weighting expressed as a percentage (%) or PASS / FAIL allocated to it.
- 8.2. The weightings or PASS / FAIL for each Section and individual questions in the Technical Envelope are detailed in the table below. An individual weighted score is calculated for each question by multiplying the question weighting by the appropriate score allocated to the Potential Provider for that question. A total weighted score is then calculated by adding together the entire individual question weighted scores for the Potential Provider.

Section Heading	Defence Sourcing Portal and Question Reference No	Question Weighting	Section Weighting
Section 2.1 Technical Capability	DSP 2.1.1 – Question 1	50%	30%
	DSP 2.1.2 – Question 2	50%	
Section 2.2 Provision of Spares	DSP 2.2.1 – Question 1	100%	25%
Section 2.3 Project Management Capability	DSP 2.3.1 – Question 1	50%	15%
	DSP 2.3.2 – Question 2	50%	
Section 2.4 Quality Management	DSP 2.4.1 – Question 1	Pass/Fail	10%
	DSP 2.4.2 – Question 2	25%	
	DSP 2.4.3 – Question 3	30%	
	DSP 2.4.4 – Question 4	25%	
	DSP 2.4.5 – Question 5	20%	
Section 2.5 Safety and Environmental Management	DSP 2.5.1 – Question 1	50%	10%
	DSP 2.5.2 – Question 2	50%	
	DSP 2.5.2 – Question 3	Pass/Fail	

Section Heading	Defence Sourcing Portal and Question Reference No	Question Weighting	Section Weighting
Section 2.6 Security	DSP 2.6.1 – Question 1	100%	10%

8.3. The Potential Provider's response to each question shall be evaluated in accordance with the Potential Provider selection criteria detailed at Annex A (Scoring Grade for Questions under the Technical Envelope).

9. Right to Reject and / or Disqualify

9.1. In addition to the rights set out above, the Authority reserves the right to reject or disqualify a Potential Provider where:

- 9.1.1. the DPQQ response is submitted late, is completed incorrectly, is incomplete or fails to meet the Authority's submission requirements in the DPQQ or as otherwise notified to Potential Providers prior to the deadline for submission of DPQQ responses;
- 9.1.2. the Potential Provider would be excluded under Regulation 23 of the DSPCR 2011 at any stage during the pre-qualification and evaluation process;
- 9.1.3. the Potential Provider is guilty of serious misrepresentation in relation to its application and/or the process;
- 9.1.4. following pre-qualification of a Potential Provider for the next stage of the procurement there is a change in identity, control, financial standing or other factor affecting the Potential Provider unless approved by the Authority;
- 9.1.5. if the Authority becomes aware that information provided by the Potential Provider in response to the DPQQ is intentionally or unintentionally false, misleading or incorrect.

10. Right to Revisit DPQQ Evaluation

- 10.1. The Authority reserves the right to revisit, and if necessary, amend the result of, the evaluation if after completion of the evaluation:
 - 10.1.1. New information emerges which gives the Authority reason to doubt the original pre-qualification; or
 - 10.1.2. In relation to a bid by a consortium, a member of the consortium changes (where approved by the Authority).
 - 10.1.3. The Authority also reserves the right at a later stage of this process to ask for evidence as to the claims made by and information provided by the Potential Provider pursuant to the DPQQ.

11. Verification of Information Provided

- 11.1. The higher the value and technical complexity of the procurement, the higher the level of verification that is likely to be required. Not all questions require supporting documents at this stage (for example certificates or statements).

11.2. You may also be asked to clarify your answers or provide more details about certain issues.

11.3. Any serious misrepresentation in providing the information requested or failure to provide any of the information requested in the DPQQ or in response to a request for clarification by the Authority may result in the Potential Provider's exclusion from the competition on discretionary grounds under Regulation 23(4)(i) of the DSPCR.

11.4. The Authority may seek independent financial and market advice to validate information declared by you or to assist in the evaluation. Reference site visits, demonstrations, or presentations are unlikely to be requested at this stage but the Authority reserves the right to request these as a part of the DPQQ process.

12. Clarification Process

12.1. All questions requesting clarification should be submitted via the DSP portal. Only questions relating to the DPQQ response requirements shall be responded to.

12.2. Point of contact for clarification questions are to be directed to [REDACTED] if having issues submitting to the DSP portal.

12.3. The cut-off date for clarification questions is 11th September 2023 at 17:00. The Authority reserves the right not to respond to queries submitted after this date.

12.4. The Authority will automatically copy clarification questions and answers to all Potential Providers, removing the names of those who have raised the clarification questions. If you wish the Authority to treat the clarification as confidential and not issue the response to all Potential Providers, you must state this when submitting the clarification question and provide justification. If in the opinion of the Authority, the clarification is not confidential, the Authority will inform the Potential Provider, who will have an opportunity to withdraw the question. If the clarification question is not withdrawn, the response will be issued to all Potential Providers.

13. Costs and Expenses

13.1. Potential Providers are responsible for their costs and expenses incurred in connection with the preparation and submission of the DPQQ and all future stages of the selection and tender evaluation process. The Authority, or any of its advisers, does not accept any liability in respect of this DPQQ or any supporting documentation or liability for any costs or expenses borne by the Potential Provider or any of their Sub-Contractors or advisers in this process.

14. Right to Cancel or Vary the Process

14.1. The Authority reserves the right to:

14.1.1. Cancel the pre-qualification process and evaluation process at any stage;

14.1.2. Amend the terms and conditions of the procurement process; and

14.1.3. Not to award a contract, as a result of the procurement process;

Should the Authority take any of the above actions, it shall not be liable for any costs the Potential Provider may have incurred.