**DEFFORM 47 ANNEX C TENDER RESPONSE FORM – MANDATORY AND QUALITY REQUIREMENTS**

To be completed in accordance with DEFFORM 47 Annex B Response Guidance for Questionnaires 1 to 8 and uploaded as part of your tender.

|  |
| --- |
| **QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS PASS/FAIL** |
| **GUIDANCE** | The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, or provide the requested deliverables, their submission will be deemed non-compliant and shall be rejected. Providers should confirm their answer by selecting the appropriate option or providing the deliverables detailed in the DEFFORM 47 Annex B D Response Guidance. |
| **Question Number** | **Question** | **Response** |
| [1.1] | Have you completed, electronically signed and uploaded Annex A to DEFFORM 47 Annex A (Offer) with your Tender. Where you select ‘Yes’ to any questions you must attach the relevant information. | Yes/No |
| [1.2] | Do you agree, without caveats or limitations, that in the event you are successful in this ITT, you will unreservedly sign the Terms and Conditions of Contract as set out in the ITT upon award of the Contract? | Yes/No |
| [1.3] | Please confirm that you agree to adoption of MOD electronic payments system [Contracting, Purchasing and Finance (CP&F)](https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system) | Yes/No |
| [1.4] | Please confirm that you have completed an online Supplier Assurance Questionnaire (SAQ) linked to unique Risk Assessment Reference RAR-U36GARFD to demonstrate compliance with the required cyber risk level of Moderate. The SAQ is to be completed by linking to the unique RAR reference via the [Supplier Cyber Protection Service](https://supplier-cyber-protection.service.gov.uk/) (Octavian). Further information on the SAQ is available by searching for DCPP on [GOV.UK](https://www.gov.uk/government/collections/defence-cyber-protection-partnership). Evidence is to be provided in the form of current certificates and supporting documentation demonstrating minimum Cyber requirements can be met. Please provide the SAQ reference, and upload a copy of your current cyber certification with your tender. Following completion of the SAQ, where the tenderer cannot meet the level of security controls required by the contract start date, it does not mean an immediate fail; it is however mandatory that the tenderer submits a Cyber Implementation Plan (CIP) as part of their tender submission detailing the steps they would take to meet the necessary controls, together with associated timescales, details of any equivalent standards they have, or reasons why they are unable to comply. A CIP template is provided on the final page of the Annex B to DEFFORM 47 Response Guidance document.If the Project Manager (in conjunction with the DCPP cyber implementation team as necessary) agrees the CIP, this would mean the tenderer has passed the evaluation criteria. | Yes/No |

|  |  |
| --- | --- |
| **QUESTIONNAIRE 2 – CONFLICTS OF INTEREST** |  |
| **Question Number** | **Question** | **Response** |
| [2.1] | Please confirm whether you have any potential, actual or perceived conflicts of interest that may by relevant to this requirement. | Yes / No |
| [2.2] | We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services. | Where tenderers have answered 'Yes' to 2.1, please provide details here in accordance with the Guidance or upload a single document providing details. |

|  |
| --- |
| **QUESTIONNAIRE 3 – INFORMATION ONLY** |
| **Question Number** | **Question** | **Response** |
| [3.1] | Please provide the name, office address, telephone number and email address for your organisations Tender point of contract. |  |
| [3.2] | Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;* Registered name
* Company registration number
* Registered Address(es) and contact details
* Services to be provided
 |  |

|  |  |
| --- | --- |
| **QUESTIONNAIRE 4 – PRICE** | **Weighting – 30 %** |
| **Question Number** | **Question** | **Response** |
| [4.1] | Please confirm, by selecting ‘YES’ that you have uploaded a completed Schedule 2 (Schedule of Requirements) Pricing Schedule as part of your tender in response to this question. In so doing, you are also confirming that prices offered exclusive of VAT and firm for a period of 90 days following the Tender Return Date. | Yes/No |

|  |  |
| --- | --- |
| **QUESTIONNAIRES 5 - 8 – QUALITY**  | **Weighting – 70 %** |
| **Question Numbers** | **Question** | **Response** |
| [5.1][6.1][7.1][8.1] | Please confirm, by selecting ‘YES’ that you have uploaded one document to AWARD: **the response for all quality questionnaires (5 to 8 inclusive) should be contained in one (1) attachment only**. Attachments may be submitted in **Microsoft Word or PDF format** and must be in Arial font size 11. The total page limit for the quality attachment is set at 20 sides of A4 only. This page count must not be exceeded and any text which is in excess of this limit shall be disregarded and shall not be considered in the evaluation process. Within the quality attachment, the question to which the response is relevant to should be clearly indicated. **No reference to pricing is to be made within the quality attachment**. | Yes/No |