# 708920451 – AIRCRAFT DOCUMENT READER DPQQ

GUIDANCE & INSTRUCTIONS

See also:

Annex A - Scoring Characteristic and Response Indicators for DPQQ Questions

Annex B - Economic and Financial Standing Evaluation Guidance

**Contracting Authority:** A400M Delivery Team – Defence Equipment and Support

**Issue date:** 11 January 2024

**Return date:** 12 February 2024, 10:00 GMT

**Please note that DPQQs must be submitted via the Defence Sourcing Portal (DSP) and that any submissions received after the return date will not be considered.**

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| **Version No**  | **Date** | **Changes**  |
| 1  | 11 January 2024 | Not applicable  |

### Introduction

The Authority issues this Dynamic Pre-Qualification Questionnaire (DPQQ) for provision of an Aircraft Document Reader. Defence and Security Public Contracts Regulations 2011 apply to this requirement.

The Authority requires the information sought in this DPQQ from each Potential Provider that wishes to proceed further in this procurement. Only Potential Providers who are successful at this stage will be invited to proceed to the next stage of the tender.

A minimum of 3 suppliers will be invited to tender. A maximum of 4 Potential Providers will be deemed successful for this DPQQ and be invited to proceed to the next stage of the tender.

### Notes for completion by Potential Provider

The following definitions are used in the DPQQ documents:

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| **Term**  | **Definition**  |
| Authority  | Means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, acting as part of the Crown. Where "we" is used in this DPQQ, this means the Authority.  |
| Bid  | Means an individual response to this DPQQ and any subsequent participation in this procurement  |
| Clarification Question  | Means a question submitted by a Potential Provider seeking additional information, further explanation or clarity from the Authority in relation to information contained in the DPQQ.  |
| Potential Provider  | Means the business or company which is completing this DPQQ. Where "you" or "your" is used in this DPQQ, this means you, the Potential Provider.  |
| Potential Provider Consortium  | Means the group of entities which together form the Potential Provider.  |
| Potential Provider Entity  | Means the Potential Provider, each member of any Potential Provider Consortium and each entity in a Potential Provider Supply Chain where relied upon in responding to this DPQQ.  |
| Potential Provider Supply Chain  | Means all entities which will be subcontractors to the Potential Provider where relied upon in responding to this DPQQ and which are listed as such in your response to this DPQQ.  |
| Pre-Qualification Questionnaire or DPQQ  | Means this pre-qualification questionnaire.  |

Please ensure that you provide responses to all the questions contained within this DPQQ. Failure to do so may result in your application to participate in the procurement being disqualified from further participation. If you fail to provide an answer to any question, the Authority reserves the right to seek further clarification or supplementary information.

Please answer every question in English. If any of the required information is not in English, you must supply a copy of the original document and an English translation of that information. Documents translated into English from another language will take precedence over any original documents supplied as part of a DPQQ response in a different language.

All questions should be answered without reference to general marketing or promotional material.

You must inform the Authority of any material changes to the information provided as soon as you become aware of the change.

When evaluating the DPQQ, the Authority will evaluate each question on the basis that the Authority has no previous knowledge of that Potential Provider. Please do not make any assumptions about the level of knowledge or awareness that the Authority’s evaluation team have about any Potential Provider’s capability or competence.

Potential Providers will only be evaluated against the text contained within the text field on the Defence Sourcing Portal (DSP), except where a Document Upload has been specified. The Authority will NOT accept or mark any documents submitted by any other method (e.g. by email or by hard copy).

### DPQQ Submission

Please return your DPQQ submission on the DSP no later than 10:00 GMT on 12 February 2024. The project code is 708920451. The Authority reserves the right not to consider responses submitted after this date.

If you have any difficulties submitting your completed DPQQ please use the DSP messaging facility to send a message at least **48 hours prior** to the return date.

The file size limit for documents uploaded to the DSP is 1GB per attachment. The DSP is accredited to handle information up to UK Official-Sensitive; information classified above UK Official-Sensitive must not be submitted via the DSP.

Potential Providers must not upload to the DSP any US International Traffic of Arms Regulations (ITAR) or Export Controlled information as part of any response. You must ensure that you have the relevant permissions to transfer any Export Controlled or ITAR information to the Authority before doing so. If you wish to discuss transmission of ITAR or Export Controlled information, you must contact the Authority via the DSP messaging functionality to discuss.

### Selection of Potential Providers

The DPQQ is intended to identify Potential Providers and evaluate their DPQQ submissions based on the DPQQ Questions and Marking Scheme set out at Annex A.

Potential Providers will be marked against the Qualification and Technical Questionnaires.

The Qualification Questionnaire comprises:

* 1. Organisation details and declaration (Part 1: Form A)
	2. the Mandatory and Discretionary grounds for exclusion relating to the Potential Providers’ situation (Part 1: Forms B and C);
	3. the minimum levels of Economic or Financial Standing specified in this PQQ that the Authority requires (which must be related and proportionate to the subject matter of the contract) (Part 1: Form D); and
	4. the requirements relating to Insurances, Technical and Professional Ability and Electronic Trading (Part 1: Form E).

The Technical Questionnaire comprises

* 1. Project Questions (Part 2: Form F).

There are two types of scoring characteristics, explained further at Annex A. These are PASS/FAIL and scored technical questions. Each DPQQ question is clearly marked within this document to indicate which type of scoring characteristic will apply. Where any DPQQ questions are noted as ‘for information only’, any information submitted by a Potential Provider will not be evaluated but will be taken into consideration by the Authority.

The decision to award a ‘PASS’ or ‘FAIL’ shall be at the sole discretion of the Authority.

The Authority reserves the right to disqualify Potential Provider(s) from this DPQQ on the basis of evidence, including protected data sources, where the Authority identifies that the Potential Provider(s) do not possess the reliability necessary to exclude risks to the security of the Participants or beneficiaries to the requirement.

A Potential Provider will be deemed non-compliant and disqualified from the PQQ process if any of the following are triggered during evaluation:

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 PQQ responses;
2. Any grounds for mandatory rejection in Part 1: Form B has been met;
3. The Authority invokes its discretionary rejection privileges in Part 1: Form C;
4. Any DPQQ question is marked as a ‘FAIL’;
5. A score of 0 or 30 is awarded for any one question in 2.1 – Part 2: Form F: Project Questions;
6. Following pre-qualification of a Potential Provider for the next stage of the procurement where there is a change in identity, control, financial standing or other factor affecting the Potential Provider unless approved by the Authority;
7. 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; and/or
8. The Potential Provider is guilty of serious misrepresentation in relation to its application and/or the process.

The Authority intends to invite a minimum of 3 and a maximum of 4 Potential Providers to proceed to tender. The companies with the 4 highest technical scores in the DPQQ, that have not triggered any of the disqualification criteria in i. to viii. above, will be successful. If a situation arises where any number of companies are tied in 4th place, then all that are tied will be taken through. The Authority will contact you again following the completion of the DPQQ evaluation to advise whether you have been successful during the DPQQ.

### PQQ Questions

**QUALIFICATION QUESTIONNAIRE**

1.4 - 1.8 - Part 1: Form A

**These questions will be assessed as a PASS or FAIL.**

Potential Providers must provide information for all required fields regarding their organisation, legal status and contact details, as well as any information regarding consortia/subcontracting, as required. These fields must be completed with the organisation and contact details that are applicable to the organisation that would be the party to any subsequent contract if successful.

Potential Providers are required to answer all questions in this section in order to achieve a PASS. If a Potential Provider does not answer all questions, the Authority shall at its discretion mark the Potential Provider as scoring a FAIL.

1.9 - Part 1: Form B: Grounds of Mandatory Rejection

**These questions will be assessed as a PASS or FAIL.**

This section is required to establish details of any convictions that could exclude a Potential Provider. If the Potential Provider has answered “Yes” to any of the questions relating to mandatory rejection, there will be serious doubts about propriety and the Authority shall mark the Potential Provider as scoring a FAIL.

1.10 - Part 1: Form C: Grounds for Discretionary Rejection

**These questions will be assessed as a PASS or FAIL.**

This section is required to establish the propriety of the Potential Provider. If the Potential Provider has answered “Yes” to any of the questions relating to discretionary rejection, there may be serious doubts about propriety and the Authority shall at its discretion mark the Potential Provider as scoring a FAIL.

1.11 - Part 1: Form D: Economic and Financial Standing

**These questions will be assessed as a PASS or FAIL.**

The Potential Provider must provide responses to the questions in Part 1: Form D in order for the Authority to carry out a financial health assessment. The Authority will use the information provided in the responses to Part 1: Form D to assess the financial standing of each Potential Provider in accordance with the qualification standards set out in Annex B - Economic and Financial Standing Evaluation Guidance reference document provided on DSP.

The resulting Economic and Financial Standing assessment will lead to a PASS/FAIL evaluation based on whether the Potential Provider or Potential Provider Entity has demonstrated, through meeting the qualification standards, that it has sufficient economic and financial standing to deliver the capability.

Failure to provide documentation or information requested in the question will result in a FAIL.

1.12 - Part 1: Form D: Insurance

**This question will be assessed as a PASS or FAIL.**

The question under this section assesses whether the Potential Provider has an appropriate insurance policy or policies in place appropriate for delivery of this requirement. The Potential Provider is required to self-certify that they hold the appropriate insurances or provide evidence of what insurances will be sought in the event that the Potential Provider is identified as the ‘preferred bidder’ in relation to this requirement. Failure to do so will result in a FAIL.

1.13 – Part 1: Form D: Conflicts of Interest

**This question will be assessed as a PASS or FAIL.**

Potential Providers are required to review carefully the prior or current involvement of the Potential Provider or any other identified party before submission of the completed PQQ, and must report to the Authority whether or not they have identified from this review any actual or potential conflicts of interest arising from the Potential Provider or any other identified party’s participation in the procurement.

If an actual or potential conflict of interest has been identified, Potential Providers must submit a Conflict of Interest Regime document (COI Regime), covering the measures that will be put in place to eliminate any unfair advantage they may have and ensure their participation will not distort the competition. Such measures are likely to include physical separation, protection of information, control of personnel and managerial and administrative separation, as appropriate.

Potential Providers will receive a PASS for this question, if:

1. no conflict of interest has been identified and the Authority agrees with this assessment; or
2. a conflict of interest has been identified and the Potential Provider has submitted a COI Regime which, to the Authority’s satisfaction, demonstrates that the measures sufficiently eliminate any unfair advantage and their participation will not distort the competition.

Failure to identify an actual or potential conflict of interest will result in a FAIL.

Failure to satisfy i. or ii. will result in a FAIL.

1.14 - Part 1: Form E: Technical and Professional Ability

**These questions will be assessed as a PASS or FAIL.**

The Potential Provider must demonstrate to the Authority’s satisfaction that they have the technical and professional ability to meet the requirements. Failure to do so will result in a FAIL.

1.15 – Part 1: Form E: Electronic Trading

**These questions will be assessed as a PASS or FAIL.**

The Authority will trade electronically with the Contractor during the life of the Contract using the Contracting, Purchasing and Finance (CP&F) system. Whilst the use of CP&F is a mandatory requirement for this Contract, the Authority does not require you to be already connected electronically to the CP&F system. The Authority does need to be assured however that you have the technical ability to trade electronically and connect to the CP&F system if you were awarded the Contract. You can find details of the CP&F system and how to connect to the CP&F system at <https://www.gov.uk/government/publications/mod>[-contracting-purchasing-and-finance-e-procurement-system](https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system)

An answer of ‘No’ to both questions will result in a FAIL.

**TECHNICAL QUESTIONNAIRE**

2.1 – Part 2: Form F: Project Questions

**These questions will each be scored 0, 30, 70 or 100.**

This section seeks to establish the technical and professional ability of the Potential Provider. Potential Providers are required to provide evidence to demonstrate compliance or relevant experience in relation to each question within this section. The maximum word count per question is 500. Any words exceeding this limit will be excluded from evaluation.

The questions are weighted equally and will be scored in accordance with the criteria in Annex A. The minimum technical threshold for each question is 70. The Authority reserves the right to exclude any Potential Provider that scores less than 70 for any one question.

The maximum technical score is 400.

2.2 – Part 2: Form F: Health & Safety

**These questions will be assessed as a PASS or FAIL.**

Potential Provider(s) that have been in receipt of enforcement/remedial action orders must demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. Failure to do so will result in a FAIL.

2.3 – Part 2: Form F: Security of Supply (2)

**These questions will be assessed as a PASS or FAIL.**

The Potential Provider must demonstrate to the Authority’s satisfaction that they have identified and adequately mitigated supply chain risks. Failure to do so will result in a FAIL.

2.4 – Part 2: Form F: Intellectual Property Rights

**These questions will be assessed as a PASS or FAIL.**

The Potential Provider must demonstrate to the Authority’s satisfaction that it has intellectual property procedures, processes and/or rights in place necessary to meet the Authority’s requirements. Failure to do so will result in a FAIL.

2.5 – Part 2: Form F: Cyber Risk

**These questions will be assessed as a PASS or FAIL.**

Potential Providers are required to complete the Supplier Assurance Questionnaire attached to the question and submit it to the Cyber & Supply Chain Security (CSCS) team in accordance with the instructions provided.

Potential Providers that meet the Cyber requirements will receive a PASS.

Potential Providers that do not meet the Cyber requirements must provide a Cyber Implementation Plan (CIP) as part of their PQQ response, setting out the steps required and associated completion timescales to meet the requirements of the Cyber Risk Profile by Contract Award. Failure to provide a CIP, or failure to demonstrate in the CIP, to the Authority’s satisfaction, that the Cyber requirements will be met by Contract Award, will result in a fail.

### Clarification Process

The deadline for submission of clarification questions is before **10:00 GMT on 26 January 2024**. The Authority reserves the right not to respond to clarification requests submitted after this date. All questions requesting clarification should be submitted via the DSP.

Only questions relating to this DPQQ shall be responded to. The Authority will endeavour to respond to each clarification question within 3 working days of receipt.

All responses received and any communication from the Potential Provider will be treated in confidence. However, where the Authority considers any question or request for clarification to be of material significance to the procurement, it may communicate both the query and the response, without identifying the originator, to all Potential Providers who are participating in the process.

If you do not wish for a query or response to be disclosed to other Potential Providers, you must tell the Authority this and the reason why when raising the query. The Authority will consider the request and may choose to discuss with you whether it is appropriate to disclose the query or the response, or both, to other Potential Providers. In cases where the Authority would disclose the question and the answer to other Potential Providers you will be entitled to withdraw the question.

A Clarification Log will be attached to the DPQQ upon receipt of the first Clarification Question on the DSP so that Potential Providers are able to access the questions and responses at any time, even if the questions were submitted and/or responded to prior to them accessing the DPQQ. Should additional updates be made to the Clarification Log following further questions, the Authority will inform Potential Providers of changes through the DSP messaging facility.

### Costs and Expenses

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.

### Right to Cancel or Vary the DPQQ Process

The Authority reserves the right to:

1. Cancel the pre-qualification process and evaluation process at any stage;
2. Amend the terms and conditions of the procurement process; and
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.

### Verification of Information Provided

Not all questions require supporting documents at this stage (for example certificates or statements). Each question in the DPQQ will state what documentary evidence is required and when it is required to be submitted. The Authority may ask to see these documents at a later stage, so it is advisable you ensure that they can be made available upon request. Where specific documents are requested as part of the DPQQ they must be provided with the DPQQ submission.

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

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.

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 Respondent’s exclusion from the competition on discretionary grounds.

### Rectification of Irregularities in DPQQ Submission & Authority Request for Clarification

The Authority reserves the right, but is not obliged to seek clarification or additional documents in respect of a Potential Provider’s submission during the DPQQ evaluation where necessary for the purpose of carrying out the evaluation.

The Authority may, in its own absolute discretion allow the Potential Provider to rectify any irregularities identified in the DPQQ submission by the Authority or provide clarification after the DPQQ return date.

Potential Providers will be provided with instructions via the DSP on how they can correct such irregularities which must be completed by the deadline set. The Authority will cross reference the amended DPQQ with the original DPQQ submitted to the DSP before the DPQQ return date to ensure that no other amendments, other than in relation to the specific irregularity/clarification communicated by the Authority, have been made.

Should Potential Providers make additional amendments to the PQQ other than those relating to the specific irregularity/clarification communicated to the Potential Provider by the Authority, the Authority reserves the right to exclude the Potential Provider from the DPQQ and tender.

Where a Potential Provider has cause to believe that the Authority has incorrectly formatted a ‘Question Type’ box for the Potential Provider’s response on the DSP, e.g. by selecting a ‘Text Box’ instead of an ‘Attachment’, the Potential Provider may upload answers to the general attachments area. Should the Potential Provider upload answers to this area, the Potential Provider shall notify the Authority via the messaging option in the DSP.

### DPQQ Documents

This Guidance, Instructions and Notices, the DPQQ and any related documents (referred to as the “DPQQ Documents”) have been prepared by the Authority for the purpose of providing an application procedure for individuals or organisations interested in tendering for the Aircraft Document Reader requirement and to assist Potential Providers in making their own evaluation of the potential opportunity.

Whilst prepared in good faith, the DPQQ Documents are intended only as a preliminary background explanation of the Authority’s activities and plans and it is not intended to form the basis of any decision on whether to enter into any contractual relationship with the Authority. The DPQQ Documents do not purport to be all-inclusive or to contain all of the information that a Potential Provider may require in the performance of a contract.

Any persons considering entering into contractual relationships following receipt of the DPQQ Documents should make their own independent assessment of the Authority requirements for the Aircraft Document Reader and should seek their own professional, financial and legal advice.

None of the Authority, its advisors, or the directors, officers, members, partners, military or civilian personnel, employees, other staff, agents or advisers of any such body or person:

* 1. makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the DPQQ Documents;
	2. accepts any responsibility for the information contained in the DPQQ Documents or for its accuracy or completeness; or
	3. shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

Only the express terms of any written contract relating to the subject of the DPQQ Documents if and when it is executed shall have any contractual effect in connection with the matters to which it relates. Any contract will be governed by English law, as specified in the contract.

Nothing in the PQQ Documents is, or should be, relied upon as a promise or a representation as to the Authority’s ultimate decisions in relation to the Aircraft Document Reader requirement. The publication of the DPQQ Documents in no way commits the MOD to award any contract or pursue any tender process for the Aircraft Document Reader.

### Data Protection

The Authority will process personal data provided in any DPQQ response, only for evaluation for the selection of Potential Providers under this procurement for the stated requirement. The Authority will comply with its obligations as a data controller under General Data Protection Regulations 2016 for this procurement.

### Confidentiality

The information in the DPQQ Documents is made available on condition that it is treated as confidential by the Potential Provider and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling a submission to be made (for example, disclosure by a Potential Provider to its insurers or potential suppliers who are directly involved in the bid is permitted provided they have each given an undertaking at the time of receipt of the relevant information (and for the benefit of the Authority) to keep such information confidential).

### Anti-Competitive Behaviour

The Authority seeks to ensure that all Potential Providers are treated equally and in a non-discriminatory way during the procurement process. The Authority therefore needs to prohibit anti-competitive behaviour so as to ensure a fair and non-discriminatory procurement process.

You are required to report any final convictions or settlements with regard to anti-competitive behaviour (and if so, any measures that you have taken to prevent such behaviour happening again) in your response to the appropriate question(s) in Part 1: Forms B and C (which depends on the nature of the conviction or settlement).

If the Authority suspects anti-competitive behaviour, the Authority will require evidence from you that your arrangements are not anti-competitive. Any evidence of any anti-competitive behaviour in relation to this procurement could result in you being disqualified from the procurement.