**Mrs L Terry**

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Dear Sir / Madam

**Pre-Qualification Questionnaire (PQQ) for Tender FLEET/00727**

1. The PQQ for the Provision of Recruitment Consultancy Services to Generate Royal Navy Candidates for Logistics Roles will run from 6 December 2018 to 8 January 2019. This exercise will be conducted on Defence Contracts Online (DCO).
2. The DCO access code for this PQQ is CK8C362T26, if you are not already registered on the DCO you will need to register for an account.
3. The anticipated date for notification of PQQ scores is 21 January 2019. Please note that this is an indicative date and may change.
4. For the PQQ stage, you will need to answer the mandatory qualification questions and provide responses to the additional Technical questions at section 9. Provided all the mandatory requirements are met, you will be allocated scores against the Technical questions.
5. The draft tender documents are provided at this stage for information purposes only, to give an awareness of the requirement and an indication of what will be required if you are subsequently invited to tender. You will only be required to provide responses to questions in the draft DEFFORM 47 if you pass the PQQ and are subsequently invited to tender.
6. Exact dates for the tendering period will be confirmed on issue of the final tender documents to those suppliers who have been successful and selected following the PQQ stage.
7. The approved funding for this requirement is £495,000.00 (excluding VAT).
8. You may raise questions about the PQQ and the requirement by contacting the Commercial Officer. The deadline for asking questions during the PQQ phase is 19 December 2018. Please note that any answers provided will be shared, along with the questions raised, to any other interested suppliers (they will not be advised who raised the question). If you wish to be notified of any questions received and answers provided, please contact the Commercial Officer before this date.

Yours faithfully

**Lauren Terry**

Commercial Officer