Statement of Requirement (SoR)

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| **Reference Number** | **RQ0000010984** |
| **Version Number** | **1.0** |
| **Date** | **04/07/2022** |

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| **1.** | **Requirement** |
| **1.1** | **Title** |
|  | Purchase of Waterjet Cutter |
| **1.2** | **Summary** |
|  | Dstl requires a waterjet cutter is supplied, and installed at Dstl Porton Down. Alongside this purchase Dstl would like an ongoing support package for the machine. |
| **1.3** | **Background** |
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| **1.4** | **Requirement** |
|  | Core requirements:   * A waterjet cutter with:   + Minimum working area on machine bed of 4m by 2.5m   + Maximum working area on machine bed of 5m by 4.5m   + A full five axis cutting head with A-axis movement of: ±91°   + Vertical travel of the cutting head to be a minimum of 0.5m   + Vertical travel of the cutting head to be a maximum 1.5m   + Capable of cutting steel, up to thickness of 100mm   + Machine bed to be fully enclosed   + Machine bed enclosure is required to be a minimum height of 300mm * Training sessions for operators, which coincides with installation of the machine (within a month of installation). This needs to be practical, in person training, suitable for four Dstl staff to attend, and we’d expect it to last for 2-5 days. Including, but not limited to: operation and maintenance of the machine, basic CAD/CAM and processing. * An operating manual for the waterjet cutter, in either physical or digital form (PDF or Word compatible file types only). * The install team and any visiting engineers for ongoing support to be UK nationals. * Machine needs to work within the following pressure parameters, or come with a suitable closed loop system built in:   + Flow at Outlet = 15 Litres per minute   + System pressure = 2.8 – 3.0 Bar   Additional requirements:   * Machine bed enclosure to have a desirable height of 1000mm * An ongoing support package including; software updates, callouts, repairs, troubleshooting, and annual maintenance checks. * The ongoing support package needs to have a duration of 3 years. * Delivery and installation to be before end of April 2023. |
| **1.5** | **Options or follow on work** |
|  | Dstl would like a separate firm price for each of the following options:  Option A – Continuation of support package after the 3 year minimum period, firm price for each subsequent year.  Option B – Water softener, if found to be required during initial survey. |

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| **1.6** | **Deliverables & Intellectual Property Rights (IPR)** | | | | | | |
| **Ref.** | **Title** | **Due by** | **Format** | **TRL\*** | **Expected classification (subject to change)** | **What information is required in the deliverable** | **IPR DEFCON/ Condition**  *(Commercial to enter later)* |
| N/A. All items are COTS | | | | | | | |

\***Technology Readiness Level required**

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| **1.7** | **Standard Deliverable Acceptance Criteria** |
|  | COTS item. They will be checked on receipt for damage and then tested for correct operation. |
| **1.8** | **Specific Deliverable Acceptance Criteria** |
|  | Acceptance will be based on our requirements in 1.4 above. |

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| **2.** | **Quality Control and Assurance** |
| **2.1** | **Quality Control and Quality Assurance processes and standards that must be met by the contractor** |
|  | **ISO9001**  (Quality Management Systems)  **ISO14001** (Environment Management Systems)  **ISO12207** (Systems and software engineering — software life cycle)  **TickITPlus**  (Integrated approach to software and IT development)  **Other:**  (Please specify below) |
| **2.2** | **Safety, Environmental, Social, Ethical, Regulatory or Legislative aspects of the requirement** |
|  | N/A |

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| **3.** | **Security** | |
| **3.1** | **Highest security classification** | |
|  | **Of the work** | Official |
| **Of the Deliverables/ Output** | Official |
| **3.2** | **Security Aspects Letter (SAL)** | |
|  | Not applicable  If yes, please see SAL reference- | |
| **3.3** | **Cyber Risk Level** | |
|  | Very low | |
| **3.4** | **Cyber Risk Assessment (RA) Reference** | |
|  | RAR-438128975  Tenderers for this contract must be instructed to complete a Supplier Assurance Questionnaire (SAQ). The tender documentation will need to include the Risk Assessment Reference and Cyber Risk Profile, and Tenderers should complete their SAQ using the [SAQ Form](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3D7WB3vlNZS0iuldChbfoJ5Tv4OR9pb0BHial1Ag-WKXVUOFk3Sk9SS0JDQ0FRWjhYNDhTVldHUDJaNy4u&data=05%7C01%7CUKStratComDD-CyDR-DCPP%40mod.gov.uk%7C26c4bcb63c444805e49408da3cd040fc%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C637889162516676081%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=KQwEpVtilmp3cCrCgtKzZBqs9SEQ92URnsVoc33f6DY%3D&reserved=0) or the attached PDF, which must be returned to [UKStratComDD-CyDR-DCPP@mod.gov.uk](mailto:UKStratComDD-CyDR-DCPP@mod.gov.uk) (and included with the tender response).  If stated, this must be completed by the contractor before a contract can be awarded. In accordance with the [Supplier Cyber Protection Risk Assessment (RA) Workflow](https://www.gov.uk/government/publications/supplier-cyber-protection-service-risk-assessment-workflow) please complete the Cyber Risk Assessment available at <https://www.gov.uk/guidance/supplier-cyber-protection-service> | |

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| **4.** | **Government Furnished Assets (GFA)** |
| GFA to be Issued - No | |

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| **5.** | **Proposal Evaluation criteria** |
|  | Please submit two versions of your proposal. The Technical proposal should not contain any pricing information. The Commercial version should be a full response to the ITT including both Technical and pricing information.  This requirement will be competed and awarded on the basis of relative scoring. The technical score, social value score and cost score will be weighted as shown in the below table and then combined to give an overall score. The supplier with a fully commercially compliant proposal, with the highest overall score will be the winning tenderer subject to available funding. In the event of a tie between tenders having achieved exactly the same overall score, precedence shall be given to the tender that has achieved the highest technical score.  Costed options will not be included within the technical or cost scores.  The Authority reserves the right to fail a tender exceeding the unrevealed limit on grounds of unaffordability.  The Authority reserves the right to exclude bids from companies based in countries it deems to be a high security risk.   |  |  | | --- | --- | |  | Percentage weighting of overall score | | Technical Score | 50% | | Cost Score | 40% | | Social Value Score | 10% |   Example:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Supplier | Technical Score | Weighted Technical Score | Cost Score | Weighted Cost Score | Social Value Score | Weighted Social Value Score | Overall Score | | A | 7 | 35 | 100 | 40 | 1 | 1 | 76 | | B | 4 | 20 | 80 | 32 | 4 | 4 | 56 | |
| **5.1** | **Technical Evaluation Criteria** |
|  | The Technical Score accounts for 50% of the overall score.  Tenders will be technically evaluated using the criteria supplied in the below table. The maximum technical score is 10, the minimum score is 0.  Descriptions of the criteria and what constitutes an excellent to poor response are provided. A score of 0 or 1 in any of the criteria will result in the tender being assessed as technically non-compliant and will be excluded from the competition. |
|  | |  |  | | --- | --- | | Mark | Criteria | | 0 – Unacceptable or no answer | Bid does not provide an adequate response to all aspects of requirement | | 1 – Poor response | Either:  Does not meet core requirement in 1.4  OR  Cannot install before end of April 2023 | | 4 – Satisfactory | Meet all the core requirements stated in 1.4  Have a machine bed enclosure which meets minimum height requirement  Have a support package covering; annual maintenance check/service, phone support during working hours only Monday-Friday, engineer attend site for assistance within 5 working days. | | 7 – Good | Meet all the core requirements stated in 1.4  Have a machine bed enclosure within 100mm of the desired height  Have a support package covering; annual maintenance check/service, phone support during working hours only Monday-Friday, engineer attend site for assistance within 5 working days. | | 10 – Excellent | Meet all the core requirements stated in 1.4  Have a machine bed enclosure within 100mm of the desired height  Have a comprehensive support package covering; annual maintenance check/service, phone support 24 hours a day, 7 days a week, with engineers able to attend site for assistance within 48 hours. | |
| **5.2** | **Commercial Evaluation Criteria** |
|  | |  |  |  | | --- | --- | --- | | **Element** | **Requirement** | **Weighting** | | **C1** | Supplier agrees to SC2 terms and conditions | Pass/Fail |  |  |  | | --- | --- | | **Mark** | **Definition** | | **Pass** | Fully meets the Authority’s requirement.  Provision and acceptance of the sub-criteria information in the format requested, which is clear, unambiguous and transparent. | | **Fail** | Unacceptable/Nil Return.  Tenderer did not respond to the question or the response wholly failed to demonstrate an ability to meet the sub-criteria requirement.   **Any proposal marked as a Fail will be excluded from the competition.** |   Expected cost is between £400k and £600k Ex VAT  Cost Score accounts for 40% of the overall score.  The cost score is calculated, by allocating the maximum score to the lowest  cost compliant tender and using the below equation.  Example:   |  |  |  |  | | --- | --- | --- | --- | | Supplier | Cost | Cost Score | Weighted Cost Score | | A | £400,000 | 100 | 40 | | B | £500,000 | 80 | 32 | |
| **5.3** | **Social Value Evaluation Criteria** |
|  | Social Value accounts for 10% of the overall score.  Each of the three social value policy outcomes being evaluated is equally weighted.   |  |  |  | | --- | --- | --- | | Theme | Policy Outcome | Model Award Criteria | | Tackling Economic Inequality | Create new businesses, new jobs and new skills | Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. | | Tackling Economic Inequality | Increase supply chain resilience and capacity | Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. | | Fighting Climate Change | Effective stewardship of the environment | Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. |   Using a maximum of 2,500 characters describe the commitment your organisation will make to ensure that opportunities under the contract deliver the above Policy Outcome and Model Award Criteria. Please include:   * your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and * a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: * timed action plan * use of metrics * tools/processes used to gather data * reporting * feedback and improvement * transparency   Model Response Guidance for tenders can be found: https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts  Social Value will be scored according to the below table with a minimum score of 0 and a maximum score of 10. A Social Value score of 0 or 1 does **not** automatically exclude a bid.   |  |  | | --- | --- | | Mark | Criteria | | 0 – Unacceptable or no answer | The response fails to meet the required standard or does not provide a proposal. | | 1 – Poor response | The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:  - There is at least one significant issue needing considerable attention.  - Proposals do not demonstrate competence or understanding.  - The response is light on detail and unconvincing.  - The response makes no reference to the applicable sector but shows some general market experience.  - The response makes limited reference (naming only) to the social value policy outcome set out within the invitation. | | 4 – Satisfactory | The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore  shows:  - Good understanding of the requirements.  - Sufficient competence demonstrated through relevant evidence.  - Some insight demonstrated into the relevant issues.  - The response addresses most of the social value policy outcome and also shows general market experience. | | 7 – Good | The response meets the required standard in all material respects. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:  - Good understanding of the requirements.  - Sufficient competence demonstrated through relevant evidence.  - Some insight demonstrated into the relevant issues.  - The response addresses the social value policy outcome and also shows good market experience. | | 10 – Excellent | The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:  - Very good understanding of the requirements.  - Excellent proposals demonstrated through relevant evidence.  - Considerable insight into the relevant issues.  - The response is also likely to propose additional value in several respects above that expected.  - The response addresses the social value policy outcome and also shows in-depth market experience. | |