



**Invitation To Negotiate**  
**C17CSAE/708156451**  
**For the Provision of Parachute Packing**  
**and Maintenance in the UK**  
**Annex B**  
**Defence Sourcing**  
**Portal Guidance (DSP)**

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## 1 INTRODUCTION

- 1.1 The DSP is an intuitive internet based system and contains on-line guidance. It will be used to manage distribution of the ITN, supporting documents and collection of ITN Materials.
- 1.2 The DSP website address for this Contract is: [Defence Sourcing Portal \(DSP\) \(mod.uk\)](https://defence.mod.uk/dsp).
- 1.3 The DSP will:
  - 1.3.1 allow Tenderers to download electronic copies of information provided by the Authority in relation to Project Recycle UK;
  - 1.3.2 allow Tenderers to raise clarification questions and respond to the Authority's queries; and
  - 1.3.3 provide a portal for formal submission of Tenders (although Tenderers should also note there are specific Tender submission requirements set out in Annex C (Instructions to Tenderers)).

## 2 SECURITY CLASSIFICATION

- 2.1 All information provided through the DSP (which includes the ITN Documentation and ITN Materials) have a maximum security classification of "Official Sensitive".
- 2.2 Material that is protectively marked as having above "Official Sensitive" classification must not be uploaded to the DSP. Tenderers with a requirement to submit documents with a higher classification than "Official Sensitive" must contact the Authority's Commercial Officer via the DSP first.
- 2.3 Users will be able to access the DSP anywhere that they can access the internet, but security of information and DSP guidelines must be strictly adhered to at all times.

## 3 USER ACCOUNTS AND ACCESS

- 3.1 Tenderers can register an account with the DSP via the following link: [User Agreement \(Defence Sourcing Portal\) \(mod.uk\)](https://defence.mod.uk/dsp). To access the DSP system, each user will need to read and accept the terms and conditions for the usage of the DSP.
- 3.2 For queries relating to DSP user accounts, including login, access issues, the overall functionality and operation of the DSP, please refer to the DSP website at: [Defence Sourcing Portal \(DSP\) \(mod.uk\)](https://defence.mod.uk/dsp). This web link will enable Tenderers to obtain online help with the application and provide them with current helpdesk contacts.

## 4 USE OF DSP DURING THE CONTRACT PROCUREMENT

- 4.1 Information downloaded from the DSP by the users may only be shared with other members of their Tender team who have been identified to the Authority.

- 4.2 Any proposal to give access to or share information with a foreign national or entity outside of the Tender team must be approved by the Authority before such access is granted.
- 4.3 Tenderers must not upload any International Transfer and Arms Regulations ("ITAR") or export-controlled information as part of their Tender, ITN Documentation or ITN Materials onto the DSP. Tenderers must contact the Authority's Commercial Officer via the DSP to discuss any exchange of ITAR or export-controlled information. Tenderers must ensure that they have the relevant permissions to transfer information to the Authority.
- 4.4 The following features of the DSP will be in use:
- 4.4.1 **Clarification questions:** Where Tenderers wish to clarify matters relating to the ITN (as further detailed in paragraph 3 (Clarification Questions) of Annex C (Instructions to Tenderers)). The Authority's Commercial Officer will be automatically notified of their request. The user who raised the request will be alerted by the DSP when a response is available.
- 4.4.2 **Authority clarifications:** Where the Authority wishes to raise a point of clarification with a Tenderer, the Authority will raise a query via the DSP. The Tenderer will be alerted by the DSP and must respond within five (5) Business Days (as set out in paragraph 3 (Authority Clarification Requests) of Annex D (Evaluation of Tenders)).
- 4.4.3 **Notifications and updates:** The Authority may wish to notify all Tenderers of some information as a result of a request raised by one of the Tenderers, or may wish to release a general update to all Tenderers. All Tenderers will be alerted by the DSP at the same time that a notification is available.
- 4.4.4 **Alerts:** The DSP alerts users when they are required to perform some action as a result of a Tenderer request, a notification, a clarification question or an Authority query. Once dealt with, the alert may be safely deleted without affecting the originating item.

For more detail, a technical guide entitled "**DSP Supplier User Guide**" is available via the DSP homepage.

- 4.5 Unsuccessful Tenderers must delete or return any copies of information provided to them as part of the ITN in accordance with paragraph 6.1.7 (ITN Documentation and ITN Material) of the ITN.

## 5 NAVIGATING THE DSP

- 5.1 The DSP contains three (3) envelopes:
- 5.1.1 Qualification;
- 5.1.2 Technical; and
- 5.1.3 Commercial.

- 5.2 The specific Requirements of Response (RoRs) for each envelope is detailed in Annex C (Instructions to Tenderers) of the ITN.