



Ministry  
of Defence

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Dear Sir / Madam

**Invitation to Dynamic Pre-Qualification Questionnaire (DPQQ)**  
**Reference No. 703429452**

1. A competition for "The purchase of Commando Head Systems" will be conducted using the Restricted Competitive Procedure under DSPCR 2011.
2. A Dynamic Pre-Qualification Questionnaire exercise for this requirement will run from 16 December 2022 to 18 January 2023. This DPQQ will be conducted via the Defence Sourcing Portal.
3. You may raise questions about the DPQQ and the requirement via the Defence Sourcing Portal. The deadline for asking questions is 10:00 on 6 January 2023. The Authority will endeavour to answer all questions by 10 January 2023. Please note that any questions raised, and the answers provided, may be shared with other interested suppliers.
4. You must submit your response via the Defence Sourcing Portal by 10:00 on 18 January 2023. You should allow sufficient time for submission as late submissions will not be accepted.
5. The anticipated date for notification of DPQQ scores and down selection is 25 January 2023. Please note that this is an indicative date and may change.
6. For this DPQQ stage, you will need to answer all questions in the commercial qualification and technical questionnaire sections. The highest scoring compliant suppliers (up to a maximum of four [4]) will be issued a Security Aspects Letter (SAL) which must be accepted before the Invitation to Tender will be sent.
7. An overview of the requirement scope is provided for information purposes only, to give an awareness of the requirement, and is subject to change. The full Statement of Requirement, Terms & Conditions, and all other Contract Schedules (including Pricing and Performance Management), are currently being finalised and will be issued to the suppliers who are down selected from the DPQQ, in accordance with point 6 above.
8. The current estimated timescale is as follows (please note that these are indicative dates and may change):
  - December 2022 - Contract Notice Issue
  - December to January 2023 – Dynamic Pre-Qualification Phase
  - January 2023 – Dynamic Pre-Qualification Down Selection
  - February 2023 - Issue of Invitation to Tender

- February 2023 to March 2023 - Final Tender Completion
- March 2023 - Contract Award

Yours faithfully

Lauren Terry  
Senior Commercial Manager

## **Defence Sourcing Portal Submission**

1. The Authority is using Defence Sourcing Portal (DSP) for submission and evaluation of DPQQ responses.
2. DSP will be used to allow:
  - a. The Authority to issue the Dynamic Pre-Qualification Questionnaire
  - b. The Authority to upload supporting documents
  - c. Suppliers to raise clarification questions
  - d. The Authority to provide any relevant notifications to Suppliers
  - e. Suppliers to submit their Tender
  - f. The Authority to evaluate all responses
3. Each Supplier is responsible for registering for their own accounts within DSP. DSP is an intuitive online system and contains on-line guidance.
4. DSP will be separated into two separate sections, called envelopes. These are:
  - Qualification envelope – for Commercial Qualification evaluation criteria
  - Technical envelope – for Technical evaluation criteria
5. Suppliers will be required to enter a response for each individual evaluation criteria.
6. Responses in the Technical envelope in DSP may be supported by any additional relevant documents, which may be attached in the General Attachments folder.
7. Suppliers should endeavor to ensure additional uploaded documents are no larger than the recommended size where possible. To facilitate the limit, images shall be compressed to a quality suitable for printing on A4 or A3 paper and viewing on a 1024x768 pixel screen. The Supplier should not use images that add no value to the submission.
8. Responses to each evaluation criteria will only be visible to evaluators who have been assigned to evaluate those specific criteria. It is important to note that some evaluators may only be assigned to a single criteria and may not see contextual material that was part of a response to a different criteria. It is important, therefore, that each response is 'self-contained' and provides all the information required for the evaluator to form an accurate assessment. Evaluators will not be expected to search for information contained within the response to a different criteria. For example, if responding to evaluation criteria 1, Suppliers could provide a full narrative response and/or advise that the response to that specific criteria can be found in supporting document X para X.
9. If a Supplier wishes to raise a clarification question, these should be raised in DSP. Each clarification should consist of a single question or topic and should indicate the relevant part of the Dynamic Pre-Qualification Questionnaire or supporting document that it relates to.
10. The Authority will endeavor to respond to clarifications within five working days of receipt. The Authority will use the notification process to distribute the answers to all clarification questions raised to all Suppliers.
11. Suppliers should clearly identify any clarifications or parts of clarifications which they consider to be confidential or specific to its proposed solution, stating the reasons why it considers the clarification to be so. The Authority will decide at its sole discretion whether or not to accept the Supplier's request. If the Authority does not accept the request for confidentiality, the Supplier will be informed, and the Authority will specify a period within which the Supplier may choose to withdraw its clarification. If the Supplier does not withdraw its clarification in such circumstances, the Authority will proceed to respond on a non-confidential basis and distribute the response to the clarification to all the Suppliers.

12. The Authority reserves the right to seek clarification in respect of a Supplier's DPQQ submission. Any clarifications raised by the Authority will be submitted via DSP. Suppliers are to endeavour to respond to all clarifications within five working days of receipt. If the response is not going to be available within five working days, the Supplier should notify the Authority and advise when the response will be given.

## **DPQQ Evaluation and Down Selection**

1. The DPQQ is the first stage in the Procurement process. The DPQQ will be used to identify potential suppliers that The Authority assesses to have the best capacity and capability to deliver the requirements.
2. The Authority is intending to select up to a maximum of four (4) suppliers to proceed to the next stage. The suppliers with the highest compliant scores from the DPQQ evaluation (up to a maximum of four [4]) will proceed to the next round. If more than four (4) suppliers receive equal scores which rank them as the top four (4) highest scoring suppliers, then suppliers will be selected based on their scores in the highest weighted technical criteria, continuing down through the technical criteria until only a maximum of four (4) suppliers are selected ((i.e. if supplier A and B have scores of 90, suppliers C, D, E and F have scores of 85, suppliers C, D, E and F will be ranked on their scores in criteria 1, then in criteria 2 etc.).
3. Those, and only those, suppliers who are selected from the DPQQ stage will be invited to submit a tender at the next stage of the procurement.
4. DPQQ evaluations will be split into two separate elements, which will each be evaluated independently:
  - a. Commercial Qualification Evaluation
  - b. Technical Evaluation
5. Any submission which is considered non-compliant for any Commercial or Technical element or criteria will be excluded from the competition.
6. Suppliers will be evaluated based on the contents of their submission only.
7. Suppliers should answer all the questions within Defence Sourcing Portal and provide any supporting documentation.
8. The Commercial Qualification evaluation will be assessed on a pass/fail basis.
9. If a supplier receives a pass for each individual criteria, the supplier will be considered commercially compliant. If a supplier receives a fail for any individual criteria, the supplier will be considered commercially non-compliant.
10. The Authority reserves the right to undertake a financial health check of suppliers as part of the Commercial Evaluation.
11. Technical responses shall show how suppliers have delivered similar requirements and whether they are likely to have the experience, capacity, capability, and knowledge to deliver the services required, answering each of the individual Technical evaluation criteria. They shall be as concise, clear, and simple as possible. Unnecessary promotional materials should be excluded, and images should only be included where relevant.
12. The Technical Evaluation will assess the Supplier responses to establish the level of confidence The Authority has that the Supplier will be able meet and deliver all the requirement scope.
13. The technical evaluation will allocate points to a set of evaluation criteria. These criteria will also be weighted, with the points allocated to each individual criteria being multiplied by the associated weight to give points for that criteria.
14. The Technical Evaluation may also assess some criteria on a pass/fail basis. These criteria

will not be included in the Total Technical Score calculation.

15. The scores awarded for each individual criteria, excluding any pass/fail criteria, will be added together to give the Total Technical Score.
16. The points, weightings and score available for each criteria are indicated in the technical evaluation table. For example:  
  
If criteria 1 has a weight of 15% and the evaluation gives 70 points to the supplier's response to criteria 1, 70 points is multiplied by 15% weight, so the supplier's response to criteria 1 therefore receives a score of 10.5.
17. If a Supplier meets the minimum points threshold for each of the technical criteria, the Supplier will be considered technically compliant.
18. A Supplier will be considered non-compliant if they receive points which are below the threshold set for any individual criteria or if they receive a fail on any pass/fail criteria.
19. The technical criteria which will be evaluated are set out in the table below.

## 20. Technical Criteria Table

Question Number	Question	Maximum Word Count	Points Available	Minimum Point Threshold	Weight	Maximum Score Available
1	Please provide a declaration to confirm that you currently have a system which can meet our requirement scope.	500 words	Pass or Fail	Pass	N/A	Pass
2	Please provide evidence where you have delivered a similar number of systems within a similar timescale.	500 words	0, 30, 70, or 100	30	25	2500
3	Please provide a statement detailing your quality management system.	500 words	0, 30, 70, or 100	30	25	2500
4	<p>Please provide details of up to three (3) contracts (maximum 500 words per contract) in any combination from either the public or private sector; where you have delivered goods as outlined in our requirement. These contracts must have been performed in the past three (3) years.</p> <p>If you cannot provide any contract examples, please provide an explanation and/or provide other relevant experience</p> <p>If you cannot provide examples or other relative experience, please respond 'N/A'</p>	1500 words	0, 30, 70, or 100	30	50	5000
5	<p>For each contract example given at question 4 above, please provide the following information:</p> <ul style="list-style-type: none"> <li>a) Name of customer organisation.</li> <li>b) Point of contact in the organisation.</li> <li>c) Position in the organisation.</li> <li>d) Email address</li> <li>e) Description of Contract</li> <li>f) Contract start date</li> <li>g) Contract completion date</li> <li>h) Estimated contract value</li> </ul> <p>The named contract given should be able to provide written evidence to confirm the accuracy of the information provided.</p>	N/A	Pass or Fail	Pass	N/A	Pass
Maximum Total Score Available						10,000
Minimum Acceptable Total Score						3,000

21. The technical criteria will be scored in accordance with the table below.

<p>Pass</p> <p>The Potential Supplier:  (a) Has fully provided all required certifications;  and/or  (b) Has provided satisfactory evidence having outlined credible steps to be taken in order to obtain the certification prior to the service commencement date.  The Potential Supplier's response gives the Authority confidence in the Potential Supplier's ability to meet the standards required by service commencement.</p>	<p>Fail</p> <p>The Potential Supplier :  (a) Has not provided all required certifications;  and/or  (b) Has not provided satisfactory evidence of credible steps to be taken in order to obtain the certification prior to the service commencement date.  The Potential Supplier's response gives the Authority no confidence in the Potential Supplier's ability to meet the standards required by service commencement</p>
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<p>100 – High Confidence</p> <p>The Potential Supplier's response fully answered all parts of the question, specifically:  (a) provided all of the evidence required with no omissions.  (b) Is of a high quality, fully detailed, clear, and highly relevant to the question;  and  (c) provided examples which were Comparable to the Authority's SOR.  Overall, the Potential Supplier's response gives the Authority high confidence in the Potential Supplier's ability to deliver the services.</p>	<p>70 – Good Confidence</p> <p>The Potential Supplier's response answered most but not all parts of the question, specifically:  (a) provided all the evidence required with minimal omissions; and/or  (b) is of a good quality, detailed, clear, and mostly relevant to the question;  and  (c) provided examples which were mostly Comparable to the Authority's SOR.  Overall, the Potential Supplier's response gives the Authority good confidence in the Potential Supplier's ability to deliver the services.</p>	<p>30 – Moderate Confidence</p> <p>The Potential Supplier's response only partially answers the question, with major deficiencies, specifically:  (a) provided some of the evidence required with significant omissions; and/or  (b) is of limited quality with only limited detail, clarity, and relevance to the question.  and/or  (c) provided limited examples which were only partially Comparable.  Overall, the Potential Supplier's response gives the Authority limited confidence in the Potential Supplier's ability to deliver the services.</p>	<p>0 – Low Confidence</p> <p>The Potential Supplier has failed to answer the question or provide some or all of the evidence required, specifically:  (a) being of very poor quality, extremely lacking in detail or incomplete; and/or  (b) the evidence has little or no relevance to the questions; and/or  (c) having provided examples which were incomparable in scale, technical scope, and /or complexity to the Authority's SOR.  The Potential Supplier's response gives the Authority no confidence in their ability to deliver the service required by service commencement.</p>
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## Additional Information

1. The Authority reserves the right to:
  - Waive or amend the requirements of the DPQQ, including the timetable, structure, or content of the procurement, depending on approvals processes or for any other reason.
  - Withdraw the DPQQ at any time, or to re-invite responses on the same or any alternative basis.
  - Request additional information, evidence, clarification, or documents in respect of a response, submission, or self-certification at any time throughout the procurement.
  - Re-apply the assessment criteria of the DPQQ, including the economic and financial standing assessment, at any time throughout the Procurement using additional information, evidence, clarification, or documents; and
  - Undertake a criminal record check for relevant convictions for the Potential Supplier.
2. The Authority shall not be liable for any costs, expenditure, work, or effort incurred in proceeding with, or participating in, this Procurement, including if the Procurement is terminated or amended by the Authority, or if no contract is awarded.
3. Where you have a valid reason for being unable to provide the specific information requested, other relevant information may be accepted but only if it is considered appropriate by the Authority. It is the Authority's absolute discretion as to whether the alternative information is acceptable. Potential Suppliers will not have the opportunity to challenge their de-selection on the basis of the Authority rejecting any supplementary information.
4. Whilst the DPQQ Documents provided to Potential Suppliers by the Authority has been prepared in good faith, the Authority does not warrant that the content of the DPQQ documents or any documents referred to in it is accurate or complete or that it has been independently verified.
5. Nothing in the DPQQ Documents, or any information provided on the DSP portal, is, or should be, relied upon as a promise or a representation as to the Authority's ultimate decisions in relation to the Programme. The publication of the DPQQ Documents in no way commits the Authority to award any contract or pursue any tender process for the Programme.
6. Nothing in the DPQQ Documents or in any other communication made between the Authority and any other party should be interpreted as constituting a contract, agreement or representation between the Authority and any other party (save for a formal award of contract made in writing) or as constituting a contract, agreement, or representation that a contract shall be offered.
7. If the Authority considers there is a conflict of interest, it is a condition precedent for participation in the Procurement for the Potential Supplier to demonstrate to the absolute satisfaction of the Authority that the Potential Supplier or the other identified party has or will put in place measures to eliminate any unfair advantage it may have and ensure that its participation will not distort the competition.
8. You should note that the Authority may publish the names of potential suppliers who have been invited to participate the next stage.
9. The contents of this document, the DPQQ and anything else provided for this procurement in the Defence Sourcing Portal are provided on the condition that they remain the property of the Authority, are kept confidential (save in so far as they are already in the public domain) and that the Potential Supplier shall take all necessary precautions to ensure that they remain confidential and are not disclosed.

10. Potential Suppliers shall not undertake any publicity activities in relation to the shortlisting process without the Authority's prior written consent, including to the format and content of any publicity. For example, no statements may be made to the media regarding the nature of any response, its contents or any proposals relating to it without the prior written consent of the Authority.
11. The Authority reserves the right to reject or disqualify a Potential Supplier where:
  - 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 Suppliers prior to the deadline for submission of DPQQ responses.
  - The Potential Supplier would be excluded under Regulation 23 of the Regulations at any stage during the Procurement process.
  - Following pre-qualification of a Potential Supplier for the next stage of the Procurement there is a change in identity, control, financial standing or another factor affecting the Potential Supplier unless approved by the Authority.
  - If the Authority becomes aware that information provided by the Potential Supplier in response to the DPQQ is intentionally or unintentionally false, misleading, or incorrect.
  - An exemption is falsely claimed for any question of the DPQQ.
  - The Authority considers there to be evidence of direct or indirect canvassing, or an unauthorised attempt to procure information from any other person within, or associated with, the Authority, any public-sector employee or advisor concerning this Procurement or any aspect of the Programme.
  - The Authority does not consider a conflict of interest can be effectively resolved, remedied, managed, or mitigated.
  - It can be demonstrated by an appropriate means that there is a breach of statutory obligations, including relating to the non-payment of taxes or social security contributions; or
  - The criminal record checks for relevant convictions for You result in you being considered unsuitable.
12. The rejection or disqualification of a Potential Supplier shall not prejudice any other civil remedy available to the Authority or any criminal liability that such conduct by a Potential Supplier may attract.
13. The Authority reserves the right to allow a manifest error to be corrected to the Authority's satisfaction, in cases where such action would be proportionate, and the action would not result in discrimination or unfair treatment to other potential suppliers.
14. The Authority reserves the right to revisit, and if necessary, amend the result of the evaluation if after completion of the evaluation new information emerges which gives the Authority reason to doubt the original pre-qualification or, in relation to a bid by a consortium, a member of the consortium changes (where approved by the Authority).
15. The Authority also reserves the right to at any time (including at a later stage of this process) to ask for evidence as to the claims made by and information provided by the Potential Supplier pursuant to the DPQQ.
16. The Authority recognises that Joint Venture and Key Sub-Contractors arrangements may be subject to change and may not be finalised until a later date. You must immediately notify the Authority where there are any changes to your circumstances (including the proposed Joint Venture and/or Key Sub-contractors) which means that information submitted within the DPQQ is no longer accurate and/or your ability to provide the requirements has materially changed.
17. Where there are any changes to your circumstances after submission of your DPQQ, You shall be required to re-submit the relevant parts of the DPQQ.
18. The Authority reserves the right to make a revised assessment of our DPQQ which may result in your disqualification from the Procurement should any change in circumstance have a sufficiently serious impact, such that you would not qualify, or you would not have been selected.