

DEFFORM 47 ANNEX A TO DEFFORM 47 - TENDER RESPONSE GUIDANCE (Section D of DEFFORM 47)

1. INTRODUCTION

1.1 This document provides an overview of the methodology which will be adopted by the Authority to evaluate Potential Provider responses to each question set out within the ITT. This document also sets out the marking scheme which will apply.

1.2 The following information has been provided in relation to each question (where applicable);

1.2.1 Weighting – highlights the relative importance of the question

1.2.2 Guidance – sets out information for the Potential Providers to consider

1.2.3 Marking Scheme – details the marks available during evaluation

1.3 The defined terms used in the ITT document shall apply to this document.

1.4 Tenderers must submit their ITT response by completing the following actions in each evaluation envelope in the DSP (Defence Sourcing Portal) platform:

- **Qualification Envelope:**

- Tender Documentation
 - Tenderers are to submit answers by completing the associated form in DSP
- Key Participation Requirements
 - Tenderers are to submit answers by completing the associated form in DSP
- Conflicts of Interest (submit answers via DSP)
 - Tenderers are to submit answers by completing the associated form in DSP
- For Information Only (submit answers via DSP)
 - Tenderers are to submit answers by completing the associated form in DSP

- **Technical Envelope:**

- Technical Questionnaire
 - Tenderers must answer each question by uploading and submitting attachments via DSP.

- **Commercial (Price) Envelope:**

- Contractor Pricing Submission Template
 - Potential Providers must complete the template and upload to DSP as an attachment

- **Social Value (included as part of the Technical Envelope)**

- Social Value Questionnaire

- Tenderers must answer each question by uploading and submitting attachments via DSP.
- Completed Schedule 5 - DEFFORM 539A (Edn 08/13) – Tenderer’s Commercial Sensitive Information Form.
- Completed Cyber Security Assurance Questionnaire.

2 OVERVIEW

2.1 This event is broken down into the following sections in DSP, as shown in Table 1 below:

Table 1: Tender Event Documentation

Tender Response Section in DSP	DSP Envelope	Title
1.1	QUALIFICATION	TENDER DOCUMENTATION
1.2	QUALIFICATION	KEY PARTICIPATION REQUIREMENTS
1.3	QUALIFICATION	CONFLICTS OF INTEREST
1.4	QUALIFICATION	FOR INFORMATION ONLY
2.1	TECHNICAL	TECHNICAL EVALUATION
2.2	TECHNICAL	SOCIAL VALUE EVALUATION
3	COMMERCIAL	COMMERCIAL (PRICE) EVALUATION

2.2 Technical Envelope Evaluation Process:

2.2.1 Each response to questions within the Technical Envelope will be marked in accordance with Table 2 below (scoring methodology also provided in the Technical Questionnaire document in the DSP attachment area);

Table 2: Scoring Methodology – Technical

Mark	Descriptor	Comment
0-20	Nil or inadequate response	<p>The tenderer has provided a solution that:</p> <p>Provides the Authority with major concerns, as a result of one or more of the following:</p> <ul style="list-style-type: none"> • Generally does not meet the Authority’s stated requirements;

Annex A to DEFFORM 47 for ITT 701546384
Provision of Commercial Imagery and Elevation Data for DGC/NCGI
Invitation to Tender (ITT) Response Guidance

		<ul style="list-style-type: none"> • Having multiple material omissions in responding to the associated requirements; • The evidence presented fails to demonstrate an ability to meet the requirement.;
21-40	Addresses a proportion of the elements but has considerable Concerns	<p>The tenderer has provided a solution that:</p> <p>Provides the Authority with some concerns, as a result of one or more of the following:</p> <ul style="list-style-type: none"> • Not sufficiently meeting the Authority's stated requirements; • Responding to the associated requirements with minor (but no material) exceptions; • The response addresses most of the elements of the requirement but poses some risks to delivery as it contains insufficient / limited detail or explanation on how the requirement will be fulfilled
41-60	Addresses majority of the elements but has some concerns	<p>The tenderer has provided a solution that:</p> <p>Provides the Authority minor concerns, as a result of:</p> <ul style="list-style-type: none"> • Only somewhat meeting the Authority's stated requirements; • The response addresses the majority of the requirement elements in a satisfactory manner but does not fully detail or explain if or how the requirement will be fulfilled.
61-80	Sufficiently detailed providing good confidence	<p>The tenderer has provided a solution that meets each of the following:</p> <p>Provides the Authority with a good level of confidence, as a result of:</p> <ul style="list-style-type: none"> • Sufficiently meeting the Authority's stated requirements inspiring a good level of confidence; • Fully responding to all associated requirement elements • The response is sufficiently detailed and demonstrates a good understanding and provides details of how the requirements will be fulfilled

81-100	Comprehensive response showing thorough understanding of requirement. High confidence	<p>The tenderer has provided a solution that meets each of the following:</p> <p>Provides the Authority with a high level of confidence, as a result of:</p> <ul style="list-style-type: none"> • Meeting the Authority's stated requirements very well; • Fully responding to all associated requirement elements • The response is comprehensive, unambiguous and demonstrates a thorough understanding of requirement and provides details of how the requirement will be met in full.
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2.2.2 Each Technical question/section will be allocated a minimum acceptable mark. If you fail to achieve the minimum acceptable marks for any of the Technical questions, your tender will be deemed non-compliant and you will be excluded from the competition.

2.2.3 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score to 2 decimal places.

2.2.4 Your total Technical score will then be multiplied by the weighting we have applied to the Technical aspect of the evaluation (60%) to calculate your weighted Technical score to 2 decimal places.

2.2.5 Please see Table 3 below for an example of how your Technical score will be calculated.

Table 3 – Worked Example: Calculation of Technical Score

Question		Question weighting	Your final mark	Your weighted mark
2.1.2	Ability to Purchase CI and ED at Competitive Prices	8%	100	8

Annex A to DEFFORM 47 for ITT 701546384
Provision of Commercial Imagery and Elevation Data for DGC/NCGI
Invitation to Tender (ITT) Response Guidance

2.1.3	Investigation and Assessment	13%	66	8.58
2.1.4	Tasking, Monitoring and Delivering	12%	66	7.92
2.1.5	Delivery from Archive	14%	100	14
2.1.6	Delivery of GCP's and enhanced CI and DE products	7%	80	5.6
2.1.7	Support for understanding and solving Technical Issues	8%	60	4.8
2.1.8	Understanding of Licence Issues and negotiation of Usage Permissions	10%	75	7.5
2.1.9	Security of Requests and Orders and in Transmission of Information	8%	55	4.4
2.1.10	Timeliness in delivery of results and assessment and subsequent delivery of CI and ED	14%	72	10.08
2.1.11	Future Sensors/Sources and other	6%	80	4.8

	Technical Developments			
Total Technical score				75.68
Weighted Technical score [60%]				45.41

2.2.6 The evaluation of each response to the Technical Questionnaire(s) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in paragraph 2.3 below.

2.3 Consensus Marking Procedure:

2.3.1 Tenders will be evaluated in accordance with the procedure described in this paragraph.

2.3.2 The Consensus Marking Procedure is a two-step process, comprising of:

2.3.2.1 Independent evaluation; and

2.3.2.2 Group consensus marking.

2.3.3 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the Technical of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

2.3.4 The Authority will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

2.3.5 During the marking meeting, evaluators will discuss their independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers' answer to the questions.

2.3.6 Following the marking meeting, the consensus agreed Technical Score will be recorded for use in compiling the Final Score as detailed in 2.5 below.

2.4 Commercial (Price) Envelope Evaluation Process and Scoring Methodology:

2.4.1 Prices submitted by Potential Providers' will be evaluated in accordance with the following process.

2.4.2 Potential Providers' are required to provide a completed Contractor Pricing Submission Template (Form: Annex B to DEFFORM 47 Section D_Pricing Submission Template).

The volumes outlined in this document (and their pertaining estimated budgets) and referred to in the all related contract documentation including ITT

documentation are estimates only. The Authority may order less than the estimated quantities and shall not be bound to place orders or tasks for any of the Contractor Deliverables referred to in the SOR. The Authority shall not be bound to accept or pay for any Contractor deliverables other than those actually ordered and / or authorised under the terms of this agreement.

In submitting tender pricing utilising the Contractor Pricing Submission Template, the tenderer agrees that the Authority's estimated volumes in the tender pricing sheet are indicative only and are not a commitment by the Authority to purchase at the estimated volumes. Prices should be Firm, exclude VAT and be inclusive of any mark-ups.

2.4.3 The Potential Provider with the lowest total price shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted. This is referred to as Proportional vs. Best scoring.

2.4.4 The calculation used is the following:

$$\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available (100)}$$

Your score will then be multiplied by the weighting we have applied to the Price aspect of the evaluation (30%) to calculate your weighted price score to 2 decimal places, as demonstrated in the worked example in Table 4 below:

Table 4 – Worked Example: Calculation of Price Score

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded	Weighted Score
Potential Provider A	£1,000	£1,000 / £1,000 x 100	100	100	30%
Potential Provider B	£2,000	£1,000 / £2,000 x 100	100	50	15%
Potential Provider C	£2,500	£1,000 / £2,500 x 100	100	40	12%

2.5 Social Value Evaluation Process and Scoring Methodology (included in Technical Envelope)

2.5.1 Each response to questions within the Social Value section will be marked in accordance with the Technical Marking Scheme – please see **Table 2: Scoring Methodology - Technical**.

2.5.2 Social Value sections will be allocated a minimum acceptable mark. If you fail to achieve the minimum acceptable mark, your tender will be deemed non-compliant and you will be excluded from the competition.

2.5.3 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score to 2 decimal places. Social Value scores will also be moderated during the scoring consensus meeting.

2.5.4 Please note that the Social Value section of the tender evaluation is incorporated into the Technical Envelope of DSP. You will notice that the weighting has been calculated with consideration of the overall weights. The Technical Envelope has been allocated 70% weighting in total and the Social Value section within the Technical envelope is allocated 14.3% weighting, which equates to 10% of the total (Technical, SV, Commercial) weighting.

2.5.5 Please refer to the Social Value Model Quick Reference Table for further information on response guidance for tenderers on how responses will be evaluated.



Social-Value-Model-
Quick-Reference-Tabl

2.5.6 Your total Social Value score will then be multiplied by the weighting we have applied to the Social Value aspect of the evaluation (10%) to calculate your weighted Social Value score to 2 decimal places.

Table 5 – Worked Example: Calculation of Social Value Score

Question		Question weighting	Your final mark	Your weighted mark
2.2.2, 2.2.3, 2.2.4	Fighting Climate Change	25%	65	16.25
	Equal Opportunity	25%	76	19
	Tackling Economic Equality	50%	80	40

Total Social Value score	75.25
Weighted Social Value score [10%]	7.525

2.6 Final score:

2.6.1 The Technical Score, Commercial (Price) Score and Social Value score will be added together to determine the final score for each Potential Provider (“Final Score”). In the event that two or more Tenders are evaluated with the same final scores, the Tender with the highest score (lowest price) against the Price criterion will be ranked the highest.

3 EVALUATION CRITERIA

- 3.1 A summary of all the questions, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:
- 3.2 **All responses should be submitted via the DSP platform. The response type permitted for each question will be clearly outlined within the Envelope.**
- 3.3 Qualification Envelope Questionnaires 1, 2 and 3 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
- 3.4 Qualification Envelope Questionnaire 4 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
- 3.5 The Authority reserves the right to challenge any information provided in response to the Qualification questionnaires and request further information in support of any statements made therein.

QUALIFICATION ENVELOPE, QUESTIONNAIRE 1 – TENDER DOCUMENTATION			
GUIDANCE	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes” or fail to provide a statement related to good standing, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer(s) by selecting the appropriate option or completing the required actions in DSP.		
Question Number	Question	Max Score	Weighting (%)
[1.1.2]	Please confirm that you can download and open the attached Tender Documents	Pass/Fail	N/A

Annex A to DEFFORM 47 for ITT 701546384
Provision of Commercial Imagery and Elevation Data for DGC/NCGI
Invitation to Tender (ITT) Response Guidance

[1.1.3]	<p>Please complete the Statement Relating to Good Standing attached. The SRGS should be completed by way of "virtual completion". To do this, you must:</p> <p>a. Print off the attached SRGS document; b. Sign the appropriate section by hand; c. Make a PDF of that signature page and; d. Upload the new PDF with signature to the DSP as part of your submission.</p>	Pass/Fail	N/A
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QUALIFICATION ENVELOPE, QUESTIONNAIRE 2 – KEY PARTICIPATION REQUIREMENTS

GUIDANCE	<p>The following questions are 'Pass/Fail' questions. If Potential Providers are unwilling or unable to answer "Yes", their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer(s) by selecting the appropriate option or completing the required actions in DSP.</p>		
Question Number	Question	Max Score	Weighting (%)
[1.2.1]	Have you completed, electronically signed and uploaded Annex A to DEFFORM 47 Annex A (Offer) with your Tender. Where you select 'Yes' to any questions you must attach the relevant information.	Pass/Fail	N/A
[1.2.2]	Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically, the Statement of Requirement?	Pass/Fail	N/A
[1.2.3]	Do you agree, without caveats or limitations, that in the event that you are successful, the Terms and Conditions outlined in the SC2 contract will govern the provision of this contract?	Pass/Fail	N/A
[1.2.4]	Please confirm that you agree to adoption of MOD electronic payments system Contracting, Purchasing and Finance (CP&F)	Pass/Fail	N/A

QUALIFICATION ENVELOPE, QUESTIONNAIRE 3 – CONFLICTS OF INTEREST

GUIDANCE	<p>Question 1.3.1 is a 'Yes/No' question and will dictate whether or not question 1.3.2 needs to be answered.</p> <p>Question 1.3.2 is a Pass / Fail question. Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected.</p> <p>Potential Providers should confirm their answer(s) by selecting the appropriate option or completing the required actions in DSP.</p>		
Question Number	Question	Max Score	Weighting (%)
[1.3.1]	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A

Annex A to DEFFORM 47 for ITT 701546384
Provision of Commercial Imagery and Elevation Data for DGC/NCGI
Invitation to Tender (ITT) Response Guidance

[1.3.2]	<p>We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.</p> <p>Where tenderers have answered 'Yes' to 1.3.1, please provide details here or upload a single document providing details. The Authority reserves the right to exclude or fail a potential provider, at their discretion, who has identified a potential conflict of interest.</p> <p>Please put N/A if no conflicts of interest have been identified</p>	Pass/Fail	N/A
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QUALIFICATION ENVELOPE, QUESTIONNAIRE 4 – INFORMATION ONLY

GUIDANCE	<p>The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this Tender exercise.</p> <p>Potential Providers should confirm their answer by selecting the appropriate option or completing the required actions in DSP.</p>		
Question Number	Question	Max Score	Weighting (%)
[1.4.1]	Please provide the name, office address, telephone number and email address for your organisations Tender point of contract.	None	N/A
[1.4.2]	<p>Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;</p> <ul style="list-style-type: none"> Registered name Company registration number Registered Address(es) and contact details Services to be provided <p>If no subcontractors will be used please put N/A</p>	None	N/A

- 3.6 The **Technical Questionnaire** within the Technical Envelope is designed to test Potential Providers' ability to deliver the requirement (as set out in the full Statement of Requirement document). The winning supplier's Technical response shall be inserted into the finalised contract.

Potential Providers *MUST* answer all Technical questions.

- 3.7 Potential Providers must achieve the minimum acceptable Technical Score per question, as outlined in the 'Technical Questionnaire at Annex C to DEFFORM 47 Section D_Technical Questionnaire' document embedded below (also included as an attachment

in DSP). Only those Potential Providers responses which achieve the minimum acceptable Technical Score will be included in the Commercial (Price) Evaluation Process.

- 3.8 Where only one (1) submission is received which does not meet the minimum acceptable Technical Score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
- 3.9 Responses should be submitted via DSP. Response format will be clearly outlined next to each question.
- 3.10 Potential Providers' responses must demonstrate how they propose to meet all requirements set out in the question, and address each element in the order they are detailed.
- 3.11 Potential Providers' responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
- 3.12 Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
- 3.13 Technical responses will be marked in accordance with the marking scheme at Table 2.
- 3.14 Please refer to the Technical Questionnaire at Annex C to DEFFORM 47 Section D_Technical Questionnaire' document below for details on word count and page limits per question section (also included as an attachment in DSP).



20210709_Annex C
to DEFFORM 47 Section D_Technical Questionnaire

- 3.15 The **Social Value Questionnaire** is evaluated in the same way as the Technical Envelope. Please find details within the 'Annex D to DEFFORM 47 Section D_Social Value Questionnaire' document below (also included as an attachment in DSP).



20210709_Annex D
to DEFFORM 47 Section D_Social Value Questionnaire

COMMERCIAL ENVELOPE, PRICE		Weighting – 30 %
GUIDANCE	<p>Potential Providers must ensure that the Contractor Pricing Submission Template is completed and uploaded as an attachment to the Commercial Envelope in DSP.</p> <p>Prices should be submitted in pounds Sterling and be exclusive of VAT.</p> <p>Potential Providers will be marked in accordance with the marking scheme at Section 2.4.</p>	
Question Number	Question	Max Score
[3.1.1]	<p>Please download, complete and upload as an attachment the Contractor Pricing Submission Template (attached to this question and in the DSP ITT attachments area). Instructions for completion are contained within the document and further information on how your response will be commercially evaluated is contained within the Annex A Tender Response Guide document.</p> <p>Submitted prices should be Firm, exclusive of VAT and include any mark-up/profit.</p> <p>Section D (Tender Evaluation) of the DEFFORM 47 contains links to all evaluation documents (which can also be found in the attachments area of DSP).</p>	N/A
[3.1.2]	<p>Once you have completed and uploaded the Pricing Submission Template, please enter the total Price in GBP in Cell I48 of the Submission Template (prices should be firm and exclusive of VAT).</p> <p>In submitting your tender pricing utilising this submission template, the tenderer agrees that the Authority's estimated volumes in the tender pricing sheet are indicative only and are not a commitment by the Authority to purchase in the estimated volumes.</p>	100

Contractor Pricing Submission Template (Annex B to DEFFORM 47 Section D):



20210709_Annex B
to DEFFORM 47 Secti