

**1. Part 1: Form A: Organisation and Contact Details**

**1.1- Organisation Details**

1.1.1- Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.2- Address line 1

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.3- Address Line 2

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.4- Address Line 3

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.5- Town

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.6- County

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.7- Post Code

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.8- Company or Charity Registration Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.9- Please provide your Data Universal Numbering System (DUNS) number. If your organisation does not have a DUNS number, please obtain a DUNS number from Dun & Bradstreet (which is free of charge) and provide the Duns number to the Authority no later than 15 working days after the closing date for return of this PQQ.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.10- VAT Registration Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.11- Name of immediate parent company

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.12- Name of ultimate parent company

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.13- Type of organisation

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

Options:

1. (i) a public limited company.
2. (ii) a limited company.
3. (iii) a limited liability partnership.
4. (iv) other partnership.
5. (v) sole trader.
6. (vi) other (please specify).

1.1.14- If other, please specify.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

**1.2- Contact Details**

1.2.1- Name

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.2- Address Line 1

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any

question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.3- Address Line 2

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.4- Address Line 3

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.5- Town

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.6- County

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.7- Post Code

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.8- Country

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.9- Telephone Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.10- Mobile Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.2.11- Email

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

### 1.3- Consortia and Sub-Contracting

#### 1.3.1- Please confirm the following:

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

##### Options:

1. a) Your organisation is bidding to provide the services required itself.  
2. b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services.

3. c) The Potential Provider is a consortium.

1.3.2- If your answer is (b) or (c) please indicate by confirming the relevant company/organisation name, the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

#### 1.4- For completion by non-UK businesses only

1.4.1- Registration with professional body - Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Schedule 3 of the DSPCR) under the conditions laid down by that member state).

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.2- If "yes", please provide a copy of the certificate of registration or similar record.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.3- Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.4- If yes, please provide details of what is required and confirm that you have complied with this.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

## 2. Part 1: Form B - Grounds for Mandatory Rejection

### 2.1- Please state 'Yes' or 'No' to each question.

2.1.1- a) Conspiracy within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of

Council Framework Decision 2008/841/JHA.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.2- b) Involvement in serious organised crime or directing serious organised crime within the meaning of section 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.3- c) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906\*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.4- d) The offence of bribery.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.5- e) Bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.6- f) Bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003.

Scoring and Weighting Criteria - All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.7- g) Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union\*, within the meaning of:

Scoring and Weighting Criteria - All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

Options:

1. (i) the offence of cheating the Revenue.
2. (ii) the offence of conspiracy to defraud.
3. (iii) fraud or theft within the meaning of the Theft Act 1968\* the Theft Act (Northern Ireland) 1969\*, the Theft Act 1978\* or the Theft (Northern Ireland) Order 1978\*.
4. (iv) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006.
5. (v) in Scotland, the offence of fraud.
6. (vi) in Scotland, the offence of theft.
7. (vii) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies Act (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006.
8. (viii) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994\*.
9. (ix) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993.

10. (x) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968\* or section 19 of the Theft Act (Northern Ireland) 1969\* or making, adapting, supplying or offering to supply articles for use in frauds within the meaning of Section 7 of the Fraud Act 2006;

11. (xi) in Scotland the offence of uttering; or

12. (xii) in Scotland the criminal offence of attempting to pervert the course of justice;

2.1.8- h) Money laundering within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988, section 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 or the Money Laundering Regulations 2003 or money laundering or terrorist financing within the meaning of the Money Laundering Regulations 2007\*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.9- i) Terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Framework Decision 2002/475/JHA\*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.10- j) An offence in connection with proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.11- k) In Scotland, the offence of incitement to commit any of the crimes described in Regulation 23(1).

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.12- l) Any other offence within the meaning of Article 39(1) of the Defence and Security Procurement Directive 2009/81/EC as defined by the national law of any member State.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not to apply the derogation at Regulation 23(2).

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

### **3. Part 1: Form C - Grounds for discretionary rejection**

3.1- Please state 'Yes' or 'No' to each question.

3.1.1- a) Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further.

If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.1.2- b) Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.1.3- c) Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part of the company's business or is the subject of similar procedures under the law of any other State?

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2- Please state 'Yes' or 'No' to each question

3.2.1- a) Been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.2- b) Committed an act of grave misconduct in the course of its business or profession, including a breach of obligations regarding security of information or security of supply required by the contracting authority in accordance with Regulation 38 or 39 of the DSPCR during a previous contract.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.3- c) Been told by a contracting authority, that the Potential Provider does not to possess the reliability necessary to exclude risks to the security of the United Kingdom\*.

Scoring and Weighting Criteria - \* Please note that under the DSPCR the Authority may, on the basis of any

evidence, including protected data sources, not select Potential Providers that do not possess the reliability necessary to exclude risks to the security of the United Kingdom.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.4- d) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the member State in which it is established.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.5- e) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which it is established.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

#### **4. PART 1: FORM D - Economic and Financial Standing**

##### **4.1- Financial Information**

###### **4.1.1- What was your overall turnover in each of the last two financial years?**

Scoring and Weighting Criteria - Please enter the information in the following format for each year required: £..... for year ended --/--/----

All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

##### **4.2- Please provide the information indicated below**

4.2.1- A copy of your audited accounts for the most recent two years or for the period that is available if trading for less than two years.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

###### **4.2.2- A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.**

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2.3- A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

###### **4.2.4- Alternative means of demonstrating financial status if trading for less than a year.**

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

##### **4.3- Insurance**

4.3.1- Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

#### **5. PART 1: FORM E - Technical and Professional Ability**

##### **5.1- Experience and Contract Examples**

###### **5.1.1- Customer Organisation (name)**

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.1.2- Contact Name

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.1.3- Contact Telephone Number

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.1.4- Contact Email Address

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.1.5- Contract Start Date

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.1.6- Contract Completion Date

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.1.7- Contract Value

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.8- Brief description of contract (max 150 words) including evidence as to your technical capability in this market.

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.2- Experience and Contract Examples

5.2.1- If you cannot provide at least one example, please briefly explain why (100 words max)

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

#### 5.3- Electronic Trading

5.3.1- Do you possess the technical equipment and know-how to conduct electronic trading with the Authority by being already connected to the P2P system?

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.3.2- If you answered "No" to 5.3.1 above, please confirm that you possess the technical ability to take all necessary measures to connect to the P2P system if the Authority decides to award the Contract to you?

##### Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

## 6. PART 2: FORM F: Project Questions

### 6.1- Quality Accreditation

#### 6.1.1- Evidence of Quality Accreditation

Please provide evidence of your ISO 9001:2008 or equivalent accreditation including Scope appropriate to this requirement. Failure to provide this certificate detailing the scope relevant to this requirement will exclude your Company from further participation in this requirement.

Scoring and Weighting Criteria - Compliance is required

## 6.2- Security

6.2.1- Detail your security procedures that ensure the safe keeping of Authority Material.

Scoring and Weighting Criteria - Scoring Criteria to be applied

*read weighting  
in here.*

0= No Answer provided

1=Poor - The Potential Provider has failed to demonstrate any security measures and shows lack of understanding and commitment to the storage of MOD property.

2=Satisfactory - The Potential Provider has advised that equipment would be stored in secure off-site buildings or external compounds.

3=Good - The Potential Provider has sufficient security procedures in place which include alarmed premises and/or on-site security personnel. The Potential Provider has also demonstrated that all MOD owned equipment would be stored within secure buildings or compounds.

4=Very Good - The Potential Provider has sufficient security procedures in place including fully alarmed premises that are third party monitored and on-site security personnel. The Potential Provider has also demonstrated that all MOD owned equipment would be stored within secure buildings.

5=Excellent - The Potential Provider has robust security procedures in place including fully alarmed premises that are third party monitored or have 24 hour on-site security personnel. The Potential Provider has also clearly demonstrated that all MOD owned equipment would be stored within secure buildings on-site and has shown understanding and commitment to security issues relating to the storage of MOD property.

## 6.3- Company Profile

6.3.1- Please describe the relevant principle areas of business activity within your organisation and the number of years that you have been involved in this activity.

Scoring and Weighting Criteria - Scoring Criteria to be applied

0= No Answer provided

1= Poor - The Potential Provider has submitted a response that indicates that the Authority's requirement is clearly outside of their core business activities.

2= Satisfactory – The Potential Provider has experience of a limited number of areas within the scope of requirement but would need to put in place outsourcing arrangements in some areas.

3= Good – The Potential Providers core business activities can be linked to several elements within the scope of requirement

4= Very Good – The Potential Provider has clearly highlighted it's core business activities and these are closely aligned to the scope of this requirement.

5= Excellent – The Potential Provider has provided detailed information regarding it's core business activities and these are exactly aligned to the scope of this requirement. The Potential Provider has given evidence and provided examples, including the number of years associated with the equipment.

## 6.4- Technical Capability

6.4.1- In relation to the requirement, please provide details of Technician Experience/In-House

Technical Services/Technical Facilities and relevant skills available to deliver the requirement.

Scoring and Weighting Criteria - Scoring Criteria to be applied

0= No Answer provided

1= Poor - Potential Provider has failed to submit details of the Technicians and/or Technical Services available to perform under the Contract. Their limited response suggests a lack of understanding of the Authorities requirement.

2= Satisfactory - Potential Provider has provided minimal evidence to show that they have the necessary access to Technicians, In-House Technical Services, Facilities and relevant skills to demonstrate how repairs would be carried out.

3= Good - Potential Provider has provided suitable evidence to show that they have the necessary access to Technicians and/or Technical Facilities to be able to carry out the potential repair element of this requirement.

Where in house repairs are to be carried out, Potential Provider has demonstrated that In-House Technical Services have adequate experience and access to suitable test equipment to fulfil the potential requirement.

4= Very Good - The Potential Provider has provided very good evidence to show that they have the necessary access to Technicians and Technical Facilities to be able to carry out the potential repair element of this requirement. Where in-house repairs are to be carried out, the Potential Provider has provided evidence of experienced In-House Technical Services who have access to suitable Test Equipment and Technical Specifications to fulfil the potential requirement.

5= Excellent – The Potential Provider has provided a highly detailed evidence and examples to show that they have the necessary access to Technicians and Technical Facilities to be able to carry out the potential repair element of the requirement. Where in house repairs are to be carried out, the Potential Provider has provided detailed evidence and examples to show highly experienced In-House Technical Services and Technicians who have access to suitable Test Equipment and Technical Specifications to fulfil the potential requirement.

## **6.5- Supply Chain Management**

6.5.1- Describe what processes are in place for approving and monitoring Suppliers/Sub-Contractors in your supply chain.

Scoring and Weighting Criteria - Scoring Criteria to be applied

0= No Answer provided

1= Poor – The Potential Provider claims a process for approving suppliers and monitoring their supply chain, but has failed provided any evidence to support this.

2= Satisfactory – The Potential Provider has demonstrated a basic procedure for approving suppliers and monitoring their supply chain.

3=Good – The Potential Provider has demonstrated a formal effective process for approving suppliers and monitoring their supply chain.

4= Very Good – The Potential Provider has provided good evidence to show that they have the necessary processes in place to effectively approve suppliers and monitor the performance of their supply chain.

5= Excellent – The Potential Provider has demonstrated a highly effective process for approving suppliers and monitoring their suppliers/sub-contractors performance within their supply chain. The Potential Provider has provided robust evidence to support this and has detailed that the process is reviewed on a regular basis.

## **6.6- Risk Management**

6.6.1- Describe how business risk management is handled within your organisation. Identify any key business risks relevant to this requirement and how these would be mitigated to ensure business continuity and the negative effects on your capability/capacity are minimised.

Scoring and Weighting Criteria - Scoring Criteria to be applied

0= No Answer provided

1= Poor- Potential Provider has failed to demonstrate evidence of risk management within their company and has not identified any risks associated with this requirement. Their limited response indicates that they may not have understood the Authorities requirement

2= Satisfactory – Potential Provider has demonstrated a basic approach to risk management within the company and has identified some risks associated with this requirement.

3= Good – Potential Provider has demonstrated a formal approach to risk management within the company and has identified a limited number of possible risks associated with this requirement

4= Very Good – Potential Provider has demonstrated an effective approach to risk mitigation within the company and has identified a number of potential risks associated with this requirement which will ensure sufficient business continuity.

5= Excellent – Potential Provider has demonstrated a highly effective risk mitigation strategy within the company that allows them to be fully functional in the event that these risks are identified. The Potential Provider has identified and addressed a variety of potential risks associated with this requirement which will ensure full business continuity.

## **6.7- Non-Compliant Work**

6.7.1- Describe what procedures are in place for identifying and recording non-compliant work (in terms of quality) and for subsequently implementing corrective and preventive actions. Where these are documented as part of your ISO9001/2008 accreditation then please provide these details.

Scoring and Weighting Criteria - Scoring Criteria to be applied

0= No Answer provided

1= Poor- The Potential Provider has provided no evidence to show that they have a suitable system in place.

2= Satisfactory – The Potential Provider has provided some evidence to show that they, or their sub-contractor, have an adequate process in place.

3= Good – The Potential Provider has demonstrated that a formal process is in place for identifying and recording non-compliant work, and has in-house procedures for corrective action and follow on prevention.

4= Very Good – The Potential Provider has clearly demonstrated that an effective process is in place for identifying and recording non-compliant work and for subsequently implementing corrective and preventive actions both for in-house and sub-contracted work.

5= Excellent - The Potential Provider has fully demonstrated, with supporting evidence, that a comprehensive tried and tested process is in place for identifying and recording non-compliant work and for subsequently implementing corrective and preventive actions both for in-house and sub-contracted repairs. The Potential Provider has provided examples of where this process has proved successful in the past.

## **6.8- Quality/Specification Compliance**

6.8.1- Describe what processes you have in place for ensuring that services provided under this requirement are compliant to drawing or OEM specifications when drawings are not available from the Authority. Demonstrate that Certificates of Conformity can be provided if necessary.

Scoring and Weighting Criteria - Scoring Criteria to be applied

0= No Answer

1= Poor - The Potential Provider has provided very little information regarding their processes for ensuring compliance or sourcing of OEM Specification parts.

2= Satisfactory – The Potential Provider has demonstrated that they have access to OEM specification parts. The Potential Provider has demonstrated that they can obtain/provide Certificates of Conformity as appropriate.

3= Good - The Potential Provider has demonstrated that they have access to OEM specification parts, and has effective processes in place for ensuring quality and compliance. The Potential Provider has demonstrated that they can obtain/provide Certificates of Conformity as appropriate.

4= Very Good – The Potential Provider has demonstrated that they have access to OEM specification parts and that they have effective quality control processes in place to ensure the quality and compliance of components. The Potential Provider has demonstrated that they can obtain/provide Certificates of Conformity as appropriate.

5= Excellent – The Potential Provider has fully demonstrated that they have full access to OEM specification parts and has provided detailed evidence of robust quality control procedures currently in place that ensure the quality of components. Regular audits are carried out for both quality and compliance. The Potential Provider has very clearly demonstrated how Certificates of Conformity would be obtained and has provided evidence of this process.

## **6.9- Sourcing Requirement**

6.9.1- Please demonstrate your ability to source MOD requirements by NATO Stock Number using ISIS and the capacity to take on additional Contract items of a similar nature.

Scoring and Weighting Criteria - Scoring Criteria to be applied

0= No Answer

1= Poor- The Potential Provider has provided little or no evidence of their ability to source MOD requirements.

2= Satisfactory – The Potential Provider has made reference to ISIS and provided basic detail of their ability to source MOD requirements.

3= Good - The Potential Provider has demonstrated a commitment to ISIS and has confirmed the intention to obtain access to ISIS.

4= Very Good – The Potential Provider has clearly demonstrated a sound approach to sourcing items by NATO Stock Number and has access to ISIS.

5= Excellent – The Potential Provider has provided evidence to indicate experience of sourcing MOD requirements by NATO Stock Number. Has full access to ISIS and understands how to identify approved sources of supply.

## **7. Signature**

7.1- Confirmation

7.1.1- Part 1

Options:

1. Form A
2. Form B

3. Form C

4. Form D

7.1.2- Part 2

Options:

1. Form E

2. Form F

3. Form G

7.2- Form Completed By

7.2.1- Name

7.2.2- Date

7.2.3- Signature on behalf of the Potential Provider