



Ministry
of Defence



Defence Equipment & Support
Merlin Project Team Commercial
Building 100, Centenary House
Leonardo Helicopters Box 146
Lysander Road, Yeovil
BA20 2YB

19 March 2020 Our Reference: 700261343

To:

Dear Sir/Madam

INVITATION TO TENDER (ITT) REFERENCE NO. 700261343 - HELICOPTER UNDERWATER ESCAPE TRAINING MODULES (HUET)

1. Due to the previous unsuccessful competition for the HUET 700006723 you are now invited to tender for Helicopter Underwater Escape Training Modules in competition in accordance with the attached documentation.
2. The requirement is for a competitive tender to meet the requirement to provide representative Aircraft Helicopter Underwater Escape Training Modules (HUETM's) for Merlin Mk2/Mk4/4a and Wildcat HMA which will deliver a safe system of training when combined with the Royal Navy Centre of Maritime Survive Evade Resist Extract (SERE) and Underwater Escape Training (RNCMSUET) Facility, at RNAS Yeovilton to allow the realistic representation of emergency situations and enable the training of escape drills whilst submerged. Two new Modules are required to replace the existing UET modules.
3. The budget is £1,400,000.00 inclusive of all taxes, duties and tariffs.
4. The anticipated date for the contract award decision is mid June 2020 please note this date is indicative and may change.
5. You must submit your Tender to arrive no later than 21 APR 2020 12:00 hours. You must return your Tender to the address detailed at DEFFORM 28.
6. Mandatory Compliance Matrix - Tenderers will need to comply with English Law so completion and adherence to Cyber Security is mandatory. Please note the additional requirements added in sections 46 & 47 of the contract.
7. Following recent events around COVID-19 and the Government's strategy to manage the impact of COVID-19, the Authority are very conscious of the fluidity and dynamic nature of

this situation and is also fully aware of industry concerns and challenges ahead. The Authority continues to closely monitor the situation and receives regular advice from various government agencies including Public Health England (PHE). Because this is a dynamic situation, the Authority will continue to advise tenderers as further information is provided. For example, should the Government issue a statement that restricts access to workplaces across the Country, tenderers will be informed of any amendments to the tender return deadline. This pragmatic and responsive approach will ensure that the risks to the competitive process can be mitigated. Should you have any concerns, please contact [REDACTED].

Yours faithfully

[REDACTED]

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Invitation to Tender for the Helicopter Underwater Escape Training Modules

Reference No. 700261343

Contents

This invitation consists of the following documentation:

- DEFFORM 47 – Invitation To Tender
The DEFFORM 47 sets out the key requirements that Tenderers need to meet in submitting a valid Tender. It also sets out the conditions relating to this competition. For ease it is broken into:
 - Section A – Introduction
 - DEFFORM 47 Definitions
 - Purpose
 - ITT Documentation and ITT Material
 - Tender Expenses
 - Material Change of Control from Supplier Selection
 - Contract Conditions
 - Consultation with Credit Reference Agencies
 - Other information
 - Section B – Key Tendering Activities
 - Section C – Instructions on Preparing Tenders
 - Tenders for Selected Contractor Deliverables
 - Construction of Tenders
 - Validity
 - Variant Bids
 - Section D – Tender Evaluation
 - Section E – Instructions on Submitting Your Tender
 - Submission of your Tender
 - Samples
 - Section F – Conditions of Tendering
 - Conforming to the Law
 - Fraud and Other Illegal Practices
 - Conflicts of Interest
 - Government Furnished Assets
 - Standstill Period
 - Publicity Announcement
 - Sensitive Information
 - Reportable Requirements
 - Specific Conditions of Tendering
 - DEFFORM 47 Annex A – Tender Submission Document (Offer)
 - Appendix 1 to DEFFORM 47 Annex A (Offer) – Information on Mandatory Declarations
 - DEFFORM 47 Annex B – Compliance Matrix
 - DEFFORM 47 Annex C – Assessment Criteria
- Standard Contracting Template 2 - Contract Conditions
 - Schedule of Requirements – Schedule 2 of SC2 Contract
 - Contract Data Sheet – Schedule 3 of SC2 Contract
 - DEFFORM 111 – Addresses and Other Information - Annex A to Schedule 3 of SC2 Contract
 - Contract Change Control Procedure – Schedule 4 of SC2 Contract
 - Tenderer's Commercially Sensitive Information Form – Schedule 5 of SC2 Contract
 - Hazardous Contractor Deliverables – Schedule 6 of SC2 Contract

- Timber and Wood Data Requirements – Schedule 7 of SC2 Contract
- Acceptance Procedure – Schedule 8 of SC2 Contract
- Statement of Requirement – Annex A of SC2 Contract
- DEFFORM 129J – Schedule 9 of SC2 Contract
- DEFFORM 28ST – Tender Return Label

Section A – Introduction

DEFFORM 47 Definitions

- A1. “The Authority” means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland (hereafter referred to as "the Authority"), acting as part of the Crown.
- A2. “Tenderer” means the economic operator or group of operators in the form of a consortium that has been invited to submit a response to this Invitation to Tender. Where “you” is used this means an action on you the Tenderer.
- A3. “Invitation to Tender” (ITT) refers to the first document that the Authority sends out to potential Tenderers that initiates a tender response or negotiation.
- A4. A “Tender” is the offer that you are making to the Authority.
- A5. “Contractor Deliverables” means the goods and / or the services, including packaging (and Certificates(s) of Conformity and supplied in accordance with any Quality Assurance (QA) requirements if specified) which the contractor is required to provide under any resultant contract in accordance with the Schedule of Requirements, but excluding incidentals outside the Schedule of Requirements such as progress reports.
- A6. “Schedule of Requirements” located at Schedule 2 in SC2 means that part of the contract which identifies, either directly or by reference, the Contractor Deliverables to be supplied or carried out, the quantities involved and the price or pricing terms in relation to each Contractor Deliverable.
- A7. The “Statement of Requirement” details the technical requirements and acceptance criteria of the Contractor Deliverables. The Statement of Requirement is attached at Schedule 10 to the Contract. This may include the System Requirements Document (SRD).
- A8. “Conditions of Tendering” means the conditions set out in the DEFFORM 47 that govern the procurement.
- A9. “Contract Conditions” means the attached conditions that will govern any resultant contract.
- A10. A “Third Party” is anyone who is not an employee of the Authority or Tenderer as defined at paragraph A2.

Purpose

- A11. The purpose of this ITT is to invite you to propose a solution / best price to meet the Authority's requirement. This documentation explains and sets out the:
- a. tender process and timetable for the next stages of the procurement;
 - b. instructions and conditions that govern this invitation;
 - c. information you must include in your Tender and the required format;
 - d. administrative arrangements for the receipt and review of Tenders; and
 - e. Contract Conditions that shall apply in the event that the Authority awards a contract following this invitation.
- A12. The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.
- A13. This ITT has been issued to all potential Tenderers chosen during the supplier selection stage, listed on page 2 of this DEFFORM 47.
- A14. The requirement was advertised by the Authority in the OJEU Publication dated 13th September 2019 Helicopter Underwater Escape Training Modules (HUET) and is in accordance with the Public Contracts Regulations 2015.

ITT Documentation and ITT Material

A15. ITT Documentation means any information in any medium or form (for example drawings, handbooks, manuals, instructions, specifications and notes of pre-tender clarification meetings), issued to you or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Material means any other material (including patterns and samples), equipment or software issued to you or to which you have been granted access, by the Authority for the purposes of responding to this ITT. ITT Documentation, ITT Material and any Intellectual Property Rights (IPR) in them shall remain the property of the Authority or other Third Party owners and is released solely for the purposes of enabling you to submit a Tender. You must:

- a. take responsibility for the safe custody of the ITT Documentation and ITT Material and for all loss and damage sustained to it while in your care;
- b. not copy or disclose the ITT Documentation or any part of it to anyone other than the bid team involved in preparing your Tender, and not use it except for the purpose of responding to this ITT;
- c. seek approval from the Authority if you need to provide access to any ITT Documentation or ITT Material to any Third Party;
- d. abide by any reasonable conditions imposed by the Authority in giving its approval under sub-paragraph A16.c, which at a minimum will require you to ensure any disclosure to a Third Party is made by you in confidence. Alternatively, due to IPR issues for example, the disclosure may be made, in confidence, directly by the Authority;
- e. accept that any further disclosure of ITT Documentation, or further use of ITT Documentation or ITT Material, without the Authority's written approval may make you liable for a claim for breach of confidence and / or infringement of IPR, a remedy which may involve a claim for compensation;
- f. inform the Authority immediately if you decide not to submit a Tender;
- g. immediately destroy all ITT documentation, ITT Material and derived information of an unmarked nature, should you decide not to participate in responding to this ITT, or you are notified by the Authority that your Tender has been unsuccessful; and
- h. consult the named Commercial Officer to agree the appropriate destruction process if you are in receipt of ITT Documentation and ITT Material marked 'OFFICIAL SENSITIVE' or 'SECRET'.

A16. Some or all of the ITT Documentation and ITT Material may be subject to one or more Confidentiality Agreements made between you and either the Authority or a Third Party, for example a Confidentiality Agreement established in the form of DEFFORM 94. The obligations contained in any such Agreement will be in addition to, and not derogate from, your obligations under paragraph A15 above.

Tender Expenses

A17. You will bear all costs associated with preparing, submitting and negotiating your Tender. If the Tender process is terminated or amended by the Authority, the Authority will not reimburse you.

Material Change of Control from Supplier Selection

A18. You must inform the Authority in writing if there is any material change in control, composition or membership of your organisation and / or consortium members, including any sub-contractors at any time during the procurement process. This may affect your right to stay in the competition.

Contract Conditions

A19. Standardised Contract 2 (SC2) conditions are attached.

Consultation with Credit Reference Agencies

A20. The Authority may consult with credit reference agencies to assess your creditworthiness. This information may be used to support and influence decisions to enter into a contract with you.

Section B – Key Activities

The key dates for this procurement are currently anticipated to be as follows:

Stage	Date and Time	Initiated By	Submit to:
Final date for Clarification Questions / Requests for additional information	31 March 2020	Tenderer	Refer to DEFFORM 111 for Commercial Contact details
The Authority issues Final Answers and Clarifications	10 April 2020	The Authority	Tenderer
Final Date for Request for Extension to Tender Return Date	31 March 2020	Tenderers	Merlin Commercial ██████████
Tender Return	21 April 2020	Tenderer	The Tender Board using DEFFORM 28
Tender Evaluation	On receipt of tender for a period of approximately one (1) working month.		
The following are indicative timescales for planning purposes only			
Revise Or Confirm Offer	N/A	N/A	N/A
Start of Negotiation	N/A	N/A	N/A
Best And Final Offer	N/A	N/A	N/A
Trials / Testing	N/A	N/A	N/A

Notes

1. The Authority will automatically copy questions and answers to all Tenderers, removing the names of those who have raised the questions. If you do not want your question disclosed, you must inform the Authority of this and the reason why when submitting the question. The Authority may choose to discuss with you whether it is appropriate to disclose the question or response, or both, to other Tenderers. If the Authority decides to disclose, you will be given the opportunity to withdraw your question. Where a question reveals a piece of information that could significantly impact the Tenderers responses this may result in an extension of the Tender return date. The Authority will endeavour to ensure that you have at least 10 working days to submit your Tender.

2. The Tender Evaluation period includes a period of time for aircraft trial / assessment to support downselect activity.

Section C - Instructions on Preparing Tenders

Tenders for Selected Contractor Deliverables

C1. You must Tender for all the Contractor Deliverables listed in the attached Schedule of Requirements. The Authority reserves the right to reject your Tender where you have not tendered for all the Contractor Deliverables.

Construction of Tenders

C2. Your Tender must be written in English, using Arial font size 11. Prices must be in £GBP. Prices must be Firm i.e. non-variable for the duration of the Contract.

C3. To assist the Authority's evaluation process please set out your Tender response in accordance with Section D (Tender Evaluation).

Validity

C4. In accordance with F3. your Tender must be valid / open for acceptance for ninety (90) calendar days from the Tender return date. If successful your Tender must be open for acceptance for a further thirty (30) calendar days.

C5. Variant Bids. Any Tender made subject to additional or alternative Contract Conditions alone is not a variant bid. A variant bid is a Tender that offers an alternative approach to, or method of, meeting the Authority's requirements as set out in the ITT Documentation. Where the tender evaluation has a pass / fail for the Contract Conditions the Authority may reject the Tender on the grounds of such additional or alternative Contract Conditions.

C6. The Authority cannot evaluate any Variant Bids during this competition.

Section D – Tender Evaluation

Section 1: Introduction

The purpose of Section D is to provide details of the ITT evaluation methodology. The Authority will evaluate the Tenderer's proposals in the following stages:

The Authority will evaluate the Tender's proposals in the following stages, the tenders will be evaluated by a Panel which will be comprised of Subject Matter Experts (SMEs). System requirements (SRs) will be allocated to SMEs based on the subject of the SR. Each SR will be scored by multiple evaluators to provide a score against the requirement. Each member will evaluate their allocated requirements individually and will be subject to a moderation process to determine the consensus score for that requirement. Regardless of the type of evaluation, as a minimum, the evaluators must check that the tender complies with the mandatory technical requirements of the tender documents

Stage 1	Mandatory Commercial Compliance in accordance with Compliance Matrix at Annex B to this DEFFORM 47	Pass / Fail Criteria – As detailed at Section 2
If a Tenderers bid is deemed non-compliant at Stage 1 against any of the mandatory requirements in accordance with Compliance Matrix at Annex B to the DEFFORM 47 then the Tenderers bid will be found non compliant and will not proceed to Stage 2.		
Stage 2	Technical, Delivery & Financial Evaluation	In accordance with the criteria detailed at Section 3 & 4 (Technical & Financial)
Stage 3	Evaluation to establish the Most Economical Advantageous Tender	In accordance with criteria detailed at Section 5 (Overall Scoring Guidance)

Section 2 (Stage 1) – (Pass / Fail)

The mandatory compliance evaluation in accordance with Mandatory Compliance Matrix at Annex B to the DEFFORM 47 is Pass / Fail Criteria.

These criteria shall be evaluated as follows:

Mandatory Compliance Evaluation including Contract Terms and Conditions

Background

The Authority requires confidence that the Contract underpinning the provision of the service is fit for purpose and results in an appropriate level of risk transfer to the Contractor whilst still being value for money.

Aim

To Contract with a supplier capable of delivering the required service that is compliant with the Mandatory Compliance Evaluation including Terms and Conditions.

Evidence Required / Requirement of Reponse

The Authority shall evaluate the Mandatory Compliance Matrix and bid response submitted by the Tenderers.

If a bid response is deemed non-compliant against any of the mandatory requirements detailed within the Mandatory Compliance Matrix at Annex B to the DEFFORM 47 then the bid will be deemed as non-compliant and rejected at stage 1 and will not proceed to stage 2.

Mark Pass / Fail	Rationale
PASS	The Tenderer has not made any changes to the terms and conditions or the mandatory requirements at Annex B to the DEFFORM 47.
FAIL	The Tenderer has made a change to the terms and conditions or changes against the mandatory requirements at Annex B to the DEFFORM 47 and would be deemed as non-compliant; therefore the Tender would be deemed non compliant at Stage 1.

Section 3 – Technical (Stage 2)

Weight: 70%

The technical evaluation comprises 70% of the overall evaluation. The weightings within the 70% are broken down as per Annex C to the DEFFORM 47.

Background: The Authority requires confidence that the Contractor has the ability to perform the Service required.

Aim: To Contract with a Supplier capable of delivering the required Service.

Evidence: The Authority requires confidence that the Contractor can provide evidence against the Criteria detailed at Annex C of the DEFFORM 47.

Each tenderer will be given a final technical score. The tenderer with the highest compliant Tender score shall be awarded 100% of the marks available for the Technical Element (i.e 100). Other compliant Tenders shall be awarded a percentage score relative to the highest Technical score.

Section 4 – Financial (Stage 2)

The Financial Evaluation comprises 30% of the overall evaluation.

Contract Price

Weight: 30%

Background: The Authority requires confidence that the Contractor has a Contract Price that offers value for money for the Service required.

Aim: To Contract with a Supplier capable of delivering the required Service at a price that demonstrates value for money to the Authority.

Evidence: The Authority requires a Contract Price set out in Annex A of the DEFFORM 47.

Financial Scoring Guidance

The scoring guideline for the Financial element is detailed below:

Scoring Guideline

Calculating Contract Price

The Tenderer with the lowest Tender price shall be awarded 100% of the marks available for the Contract price element (i.e. 100). Other compliant Tenders shall be awarded a percentage score relative to the lowest Contract price received by the Authority using the following calculation:

$$\text{Contract Price Element score} = \left(\frac{\text{Lowest Tender Cost}}{\text{Tenderers Cost}} \right) \times 100$$

Section 5 – Overall Scoring Guidance (Stage 3)

The winning tenderer will be determined as follows:

The Final Technical Score will be weighted 70% to give a total score out of 70.

The Final Contract Price score will be weighted 30% to give a total score out of 30.

The winning tenderer shall be the tenderer with the highest combined technical, and Contract price score out of 100 that is fully compliant and no higher than the stated budget.

Section E – Instructions on Submitting your Tender

Submission of your Tender

- E1. Tenders must be sent to the Tender Board by the date and time stated in the covering letter to this DEFFORM 47. The Authority reserves the right to reject any Tender received after the stated date and time. You must provide **ONE (1)** priced and **ONE (1)** unpriced copies of your Tender. You must not email electronic copies until after the Tender Board has taken place. If you email your Tender before the Tender Board date, your Tender may be excluded from the competition.
- E2. You must include the electronic copy/ies of the priced and unpriced Tender to [REDACTED]
- E3. You must complete and include DEFFORM 47 Annex A (Offer) (excluding Appendix 1) with your Tender. Where you select 'Yes' to any questions you must attach the relevant information.
- E4. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.
- E5. You must submit your paper copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.
- E6. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.
- E7. If you intend to hand deliver your Tender you must inform the named Commercial Officer of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned.
- E8. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

Samples

- E9. Where samples are required for testing purposes you must be prepared to submit them without charge. You should clearly label samples with the following particulars:
- a. your name and address;
 - b. the Tender Reference Number and due date for return of the Tender; and
 - c. the Description and Item Number as shown in the Schedule of Requirements.
- E10. You should send your samples to the named Commercial Officer after the Tender return date.
- E11. The Authority may retain all samples for twelve (12) months from the Tender return date. After this period, the Authority will destroy the samples unless you specifically state you require them to be returned. The samples associated with a successful Tender may be kept by the Authority indefinitely.
- E13. Samples that are consumed will not be returned.

Section F – Conditions of Tendering

F1. The issue of ITT Documentation or ITT material is not a commitment by the Authority to place an order as a result of this competition or at a later stage. Any expenditure, work or effort undertaken by you prior to an offer and subsequent acceptance of contract, is a matter solely for your commercial judgement. The Authority reserves the right to:

- a) seek clarification or additional documents in respect of a Tenderer's submission;
- b) visit your site;
- c) disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT;
- d) disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest, the dynamic Pre-Qualification Questionnaire (PQQ) or the tender process;
- e) re-assess your suitability to remain in the competition, for example, where there is a material change of control from supplier selection;
- f) withdraw this ITT at any time, or to invite other Tenders on the same or any alternative basis;
- g) re-issue this ITT on a single source basis, in the event that this procurement does not result in a 'competitive process' as defined in the Single Source Contract Regulations 2014, making such adjustments as would be required by the application of the Defence Reform Act 2014 and / or the Single Source Contract Regulations 2014;
- h) choose not to award any contract as a result of the current procurement process;
- i) award a contract for some of the Contractor Deliverables, unless you specifically oppose this in your Tender or state any minimum order quantities; and / or
- j) ask for an explanation of the costs or price proposed in the tender where the tender appears to be abnormally low

F2. The contract will be entered into when the Authority sends written notification of its entry into the contract, via DEFFORM 159. Written notification will be issued, to the address you provide, on or before the expiration of the period specified in paragraph C4 and subject to paragraph F3.

F3. It is a Condition of Tendering that the winning Tenderer holds their Tender open for acceptance for the period stated in C4. This period starts on the day the Authority announces its decision to award the contract to the winning Tenderer in accordance with the Tender. In the event that legal proceedings challenging the award of the contract are instigated, prior to entry into contract, it is a condition of this ITT that you hold your Tender open for the acceptance during this period, and up to fourteen (14) days after the result of the legal proceedings. In the event of such legal challenge, the Authority agrees to use all reasonable measures to accelerate proceedings.

Conforming to the Law

F4. You must comply with the UK Bribery Act 2010, applicable EU and UK legislation and any equivalent legislation in a third state.

F5. Your attention is drawn in particular to legislation relating to canvassing of a public official, collusive behaviour and bribery. If you act in breach of this legislation your Tender may be disqualified from this procurement. Disqualification will be without prejudice to any civil remedy available to the Authority or any criminal liability that your conduct may attract.

Bid Rigging and Other Illegal Practices

F6. You must report any bid rigging, fraud, bribery, corruption, or any other dishonest irregularity in connection to this tendering exercise to:

Defence Regulatory Reporting Cell Hotline

0800 161 3665 (UK) or

+44 1371 85 4881 (Overseas)

Conflicts of Interest

F7. You must notify the Authority immediately of any new Conflicts of Interest (COI) that have arisen or that arise at any point prior to the contract award decision.

F8. Where there is an existing or potential Conflict Of Interest (COI) you must include a proposed Compliance Regime in your Tender. As a minimum this must include:

- a. manner of operation and management;
- b. roles and responsibilities;
- c. standards for integrity and fair dealing;
- d. levels of access to and protection of competitors sensitive information and Government Furnished Information;
- e. confidentiality / non-disclosure agreements (e.g. DEFFORM 702);
- f. the Authority's rights of audit; and
- g. physical and managerial separation.

Should your Tender be accepted your proposed Compliance Regime will become part of the Contract Conditions and shall be legally binding.

Government Furnished Assets

F9. Where the Authority provides Government Furnished Assets (GFA) in support of this procurement, you must include details of the GFA in your Public Store Account and treat it in accordance with Def Stan 05-099. If unsuccessful in this competition, you must seek instructions for that GFA from the named Commercial Officer.

Standstill Period

F10. The Authority is obliged under certain circumstances to allow a space of ten (10) calendar days between the date of dispatch of its notice to Tenderers before entering into a contract, known as a standstill period. This period is to give unsuccessful Tenderers an opportunity to make a legal challenge before the contract is entered into if there has been, or it is alleged that there has been a breach of the Regulations. This standstill period ends at midnight at the end of the 10th day after the date the DEFFORM 158 is sent. Where this is not a working day, it extends to midnight at the end of the next working day.

Publicity Announcement

F11. The Authority will publish notification of the contract and may publish contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person, or might prejudice fair competition between suppliers. You should complete and return DEFFORM 539A as explained in the DEFFORM 47 and associated Appendix 1.

F12. If you wish to make a similar announcement you must seek approval from the named Commercial Officer.

F13. Under no circumstances should you confirm to any Third Party the Authority's acceptance of an offer of contract prior to either informing the Authority of your acceptance or the Authority's announcement of the award of contract, whichever occurs first.

Sensitive Information

F14. All central government departments and their executive agencies and non departmental public bodies are subject to control and reporting within Government, in particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-governmental role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

F15. For these purposes, the Authority may share within Government any of your documentation / information (including any that you consider to be confidential and / or commercially sensitive such as specific bid information) submitted by you to the Authority during this procurement. The information will not be disclosed outside Government. You must identify any sensitive material in the DEFFORM 539A (or SC2 Schedule 9, or SC3 Schedule 6) and consent to these terms as part of the tendering process.

F16. The Authority reserves the right to disclose on a confidential basis any information it receives from Tenderers during the procurement process (including information identified by the Tenderer as Commercially Sensitive Information in accordance with the provisions of this ITT/ITN) to any third party engaged by the Authority for the specific purpose of evaluating or assisting the Authority in the evaluation of the Tenderer's Tender. In providing such information the Tenderer consents to such disclosure.

Reportable Requirements

F17. Listed in the DEFFORM 47 Annex A (Offer) are the Mandatory Declarations. It is a Condition of Tendering that you complete and attach the returns listed in the Annex and, where you select yes, you attach the relevant information.

F18. Failure to complete this part of the Annex in full makes your Tender non-compliant. Additional information provided in response to Appendix 1 may be used to support the Authority's evaluation of your tender, as detailed in Section D.

F19. If you are an overseas Contractor and your Tender is successful you will be required to provide the name and address of your bank and the relevant account number on contract award.

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Ministry of Defence

Tender Ref No. 700261343

Tender Submission Document (Offer)

To the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland (hereafter called “the Authority”)

The undersigned Tenderer, having read the ITT Documentation, offers to supply the Contractor Deliverables at the stated price(s), in accordance with any referenced drawings and / or specifications, subject to the Conditions of Tendering. It is agreed that only the Contract Conditions or any amendments issued by the Authority shall apply.

Applicable Law				
I agree that any contract resulting from this procurement shall be subject to English Law				Yes / No*
*Where 'no' is selected, Scots Law will apply.				
Value of Tender (excluding VAT)				
£				
WORDS.....				
UK Value Added Tax				
If registered for Value Added Tax purposes, please insert:				
a. Registration No				
b. Total amount of Value Added Tax payable on this Tender (at current rate(s)) £.....				
Location of work (town / city) where the contract will be performed by Prime:				
Where items which are subject of your Tender are not supplied or provided by you, state location in town / city to be performed column (continue on another page if required)				
Tier 1 Sub-contractor Company Name	Town / city to be performed	Contractor Deliverables	Estimated Value	SME Yes / No
Mandatory Declarations (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)):				Tenderer's Declaration
Is the offer subject to the Authority contracting for all the Contractor Deliverables?				Yes* / No
Is the offer made subject to a Minimum Order Quantity?				Yes* / No
Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding?				Yes* / No
Are the Contractor Deliverables subject to Foreign Export Control and Security Restrictions?				Yes* / No
Have you obtained foreign export approval necessary to secure IP user rights for the Authority in Contract Deliverables, including technical data, as determined in the Contract Conditions?				Yes* / No
Have you complied with all regulations relating to the operation of the collection of custom import duties?				Yes / No
Have you completed Form 1686 for sub-contracts?				Yes / No
Have you completed the compliance matrix/ matrices?				Yes / No
Are you a Small Medium Sized Enterprise (SME)?				Yes / No
Have you and your sub-contractors registered with the Prompt Payment Code with regards to SMEs?				Yes / No

Have you completed and attached Tenderer's Commercially Sensitive Information Form (DEFFORM 539A)?	Yes / No
If you have not previously submitted a Statement Relating to Good Standing, or circumstances have changed have you attached a revised version?	Yes / No
Do the Contractor Deliverables contain Asbestos, as defined by the control of Asbestos Regulations 2012?	Yes* / No
Have you completed and attached a DEFFORM 68 - Hazardous Articles, Deliverables materials or substances statement?	Yes* / No
Do the Contractor Deliverables (including Packaging) use Substances that deplete the Ozone Layer, as defined in Regulation (EC) No 2037/2000 of the European Parliament and of the Council of 29 June 2000? http://ozone.unep.org/en/treaties-and-decisions/montreal-protocol-substances-deplete-ozone-layer	Yes* / No
Have you attached The Bank / Parent Company Guarantee?	Yes* / No / Not Required
Have you complied with the requirements of the Military Aviation Authority Regulatory Articles?	Yes / No / Not Required
Have you completed the additional Mandatory Requirements?	Yes / No / Not Required
*If selecting Yes to any of the above questions, please attach the information detailed in Appendix 1 to DEFFORM 47 Annex A (Offer).	
Tenderer's Declaration	
<p>We certify that the offer made is intended to be genuinely competitive. No aspect of the price has been fixed or adjusted by any arrangement with any Third Party. Arrangement in this context includes any transaction, or agreement, private or open or collusion, formal or informal, and whether or not legally binding. In particular:</p> <ul style="list-style-type: none"> a. the offered price has not been divulged to any Third Party, b. no arrangement has been made with any Third Party that they should refrain from tendering, c. no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion. d. no discussion with any Third Party has taken place concerning the details of either's proposed price, and e. no arrangement has been made with any Third Party otherwise to limit genuine competition. <p>We understand that any instances of illegal cartels or market sharing arrangements, or other anti-competitive practices, suspected by the Authority will be referred to the Competition and Markets Authority for investigation and may be subject to action under the Competition Act 1998 and the Enterprise Act 2002.</p> <p>We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.</p> <p>We agree that the Authority may share the Contractor's information/documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. We certify that we have identified any sensitive material in DEFFORM 539A.</p>	
Dated this.....day of.....Year.....	
Signature:	In the capacity of
(Must be original) (State official position e.g. Director, Manager, Secretary etc.)
Name: (in BLOCK CAPITALS)	Postal Address:
duly authorised to sign this Tender for and on behalf of:	Telephone No:
(Tenderer's Name)	Registered Company Number:
	Dunn and Bradstreet Number:

Information on Mandatory Declaration Returns

Part Tender

1. Under Conditions of Tendering F1, the Authority reserves the right to order some or part of your Tender. If your offer is subject to the Authority contracting for all the Contractor Deliverables, select 'Yes' and provide further details in your Tender.

Minimum Order Quantities

2. Where your offer is subject to minimum order quantities, select 'Yes' and provide further details in your Tender.

IPR - Restrictions

3. Where the Contractor Deliverables are subject to IPR that has been exclusively or part funded by private venture, foreign investment or otherwise than by Authority funding you must select 'Yes' in Annex A (Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding) .

4. Furthermore if you have answered 'Yes' in Annex A (Offer) as directed by paragraph 3 above, you must clearly state in your Tender any Contractor Deliverable to be produced under any resultant contract that is or is likely to be the subject to any IPR restrictions, (or anything of this nature including export restrictions in provision to the Authority or resulting in the Authority receiving limited use or disclosure rights) either by yourself or a Third Party. You must particularly draw attention to:

- a. Any restriction of, provision to the Authority, disclosure or use by the Authority, or obligation to make payments, in respect of any intellectual property (including technical information) required for the purpose of any resultant contract or any subsequent use of any Contractor Deliverable by the Authority. Any Patent or Registered Design (or application for either) or unregistered design right owned or controlled by you or a Third Party which is or appears to be relevant to the Contractor Deliverables, the use of which by or on behalf of the Authority may give rise to a claim under Sections 55 or 56 of the Patents Act 1977, or Section 12 of the Registered Designs Act 1949, or Section 240 of the Copyright, Designs and Patents Act 1988;
- b. any allegation made against you, whether by claim or otherwise, of an infringement of an intellectual property right (whether a Patent, Registered Design, unregistered design right, copyright or otherwise) or of a breach of confidence, which relates to the performance of any resultant contract or subsequent use by or for the Authority of any Contractor Deliverables;
- c. the nature of any allegation referred to under sub-paragraph 4.b., including any obligation to make payments in respect of the Intellectual Property Right of any confidential information and / or;
- d. any action you need to take or the Authority is required to take to deal with the consequences of any allegation referred to under sub-paragraph 4.b.

5. You must, when requested, give the Authority details of every restriction and obligation referred to in paragraph 4. The Authority will not acknowledge any such restriction unless so notified under paragraph 4 or as otherwise agreed under any subsequent Contract. You must also provide, on request, any information required for authorisation to be given under Section 2 of the Defence Contracts Act 1958.

6. If you have previously provided information under paragraphs 4 and 5 you can provide details of the previous notification, updated as necessary to confirm their validity.

Notification of Foreign Export Control Restrictions

7. If, in the performance of the Contract, you need to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, you will be responsible for applying for the licence. The Authority will provide you with all reasonable assistance in obtaining any necessary UK import or export licence.

8. In respect of any Contractor Deliverables, likely to be required for the performance of any resultant contract, you must provide the following information in your Tender:

a. Whether all or part of any Contractor Deliverables are or will be subject to:

- 1) a non-UK export licence, authorisation or exemption; or
- 2) any other related transfer control that restricts or will restrict end use, end user, re-transfer or disclosure.

You must complete DEFFORM 528 (or other mutually agreed alternative format) in respect of any Contractor Deliverables identified at paragraph 8 and return it as part of your Tender. If you have previously provided this information you can provide details of the previous notification and confirm the validity.

9. You must use reasonable endeavours to obtain sufficient information from your potential supply chain to enable a full response to paragraphs 8. If you are unable to obtain adequate information, you must state this in your Tender. If you become aware at any time during the procurement that all or part of any proposed Contractor Deliverable is likely to become subject to a non-UK Government Control through a Government-to-Government sale only, you must inform the Authority immediately by updating your previously submitted DEFFORM 528 or completing a new DEFFORM 528.

10. This does not include any Intellectual Property specific restrictions mentioned in paragraph 4.

11. You must notify the named Commercial Officer immediately if you are unable for whatever reason to abide by any restriction of the type referred to in paragraph 8.

12. Should you propose the supply of Contractor Deliverables of US origin the export of which from the USA is subject to control under the US International Traffic in Arms Regulation (ITAR), you must include details on the DEFFORM 528. This will allow the Authority to make a decision whether the export can or cannot be made under the US-UK Defence Trade Co-Operation Treaty. The Authority shall then convey its decision to the Tenderer. If the Authority decides that use of the Treaty for the export is permissible, it is your responsibility to make a final decision whether you want to use that route for the export concerned if you are awarded the contract.

Import Duty

13. European Union (EU) legislation permits the use of various procedures to suspend customs duties.

14. For the purpose of this procurement, for any deliverables not yet imported into the EU, you are required to provide details of your plans to address customs compliance, including the procedures to be applied and the estimated Import Duty to be incurred and / or suspended.

15. You should note that it is your responsibility to ensure compliance with all regulations relating to the operation of the accounting for import duties. This includes but is not limited to obtaining the appropriate Her Majesties Revenue and Customs (HMRC) authorisations.

Sub-contracts Form 1686

16. Form 1686 (also known as Appendix 5) is to be used in all circumstances where contractors wish to place a sub-contract with a contractor where the release of either Reportable OFFICIAL or OFFICIAL-SENSITIVE information is involved. The process will require submission of the single page document either directly to the MOD Project Team or, where specified, to the DE&S Security Advice Centre. You can find further information in the [Security Policy Framework – Contractual Process](#) chapter. You can access a word version of Form 1686 on GOV.UK at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/28522/1686UKSubcontractor.pdf

Small and Medium Enterprises

17. The Authority is committed to supporting the Government's small and medium-sized enterprise (SME) initiative; its ambitious target is that every £1 in every £3 that the Government spends should be with small businesses by 2020. Our goal is that 25% of MOD spending should be spent with SME's by 2020; this applies to the money which the MOD spends directly with SMEs and through the supply chain. The Authority uses the European Commission definition of an SME.

18. A key aspect of the Government's SME Policy is ensuring that its suppliers throughout the supply chain are paid promptly. All suppliers to the Authority and their sub-contractors are encouraged to make their own commitment and register with the Prompt Payment Code at: [Prompt Payment Code](#).

19. Suppliers are also encouraged to work with the Authority to support the wider SME initiative. The link below to the Cabinet Office website provides information on the Government's Crown Representative for SMEs, a link to the definition of an SME and details on the SME initiative. [Gov.uk](#).

20. The opportunity also exists for Tenderers to advertise any sub-contract valued at over £10,000 in the MOD Contracts Bulletin and further details can be obtained directly from:

BiP Solutions Ltd
Web address: www.contracts.mod.uk
Tel No: 0845 270 7099

Transparency, Freedom of Information and Environmental Information Regulations

21. You should be aware that the contents of any resultant Contract may be published in line with government policy set out in the Prime Minister's letter of May 2010 ([Government Transparency and Accountability](#)) and the information contained within SC2 Conditions of Contract Clause A14.

22. Before publishing the Contract, the Authority will redact any information which is exempt from disclosure under the Freedom of Information Act 2000 ("the FOIA") or the Environmental Information Regulations 2002 ("the EIR").

23. You should complete the attached Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) explaining which parts of your Tender you consider are commercially sensitive. This includes providing a named individual who may be contacted with regard to FOIA and EIR.

24. You should note that, while your views will be taken into consideration, the ultimate decision whether to publish or disclose information lies with the Authority. You are advised to provide as much detail as possible on the form. It is highly unlikely that a Tender will be exempt from disclosure in its entirety. Should the Authority decide to publish or disclose information against your wishes, you will be given prior notification.

Electronic Purchasing

25. Tenderers must note that use of the [Contracting, Purchasing and Finance \(CP&F\)](#) electronic procurement tool is a mandatory requirement for any resultant contract awarded following this Tender. By submitting this Tender you agree to electronic payment. Please feel free to consult the service provider on connectivity options. Failure to accept electronic payment will result in your Tender being non-compliant.

Change of Circumstances

26. If you have not previously submitted a Statement Relating to Good Standing or circumstances have changed please select 'yes' and submit a Statement Relating to Good Standing with your Tender.

Asbestos, Hazardous Items and Depletion of the Ozone Layer

27. The Authority is required to report any items that use asbestos, that are hazardous or where there is an impact on the Ozone. Where any Contractor Deliverables fall into one of these categories select 'Yes' and provide further details in your Tender.

Military Aviation Authority (MAA)

28. In July 2011 the Military Aviation Authority (MAA) launched a new set of Regulatory Publications. Key to these is the Regulatory Articles (RA), which prescribe acceptable means of compliance (AMC) for each separate Regulation. Tenderers who wish to propose an alternative means of compliance must obtain agreement in principle from the MAA (through the Project team) in advance of submitting their Tender. AMC are strongly recommended practices and a justification will be required if they are not followed. Tenderers must consult the MAA where there is more than one AMC. You must confirm how you intend to comply with the RA, and the date you consulted with the MAA.

Bank or Parent Company Guarantee

29. A Parent Company or Bank Guarantee may be required. In the event that your tender is identified as the most favourable / compliant tender, but MOD assesses that a Parent Company or Bank Guarantee is required, then one will be requested (in the form of DEFFORM 24 / 24A as appropriate). No contract will be awarded until a suitable Parent Company or Bank Guarantee, as appropriate, is in place.

The Armed Forces Covenant

30. The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the Armed Forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

31. The Covenant's two principles are that:

- a. The Armed Forces community would not face disadvantages when compared to other citizens in the provision of public and commercial services; and
- b. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

The Authority encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

32. [The Armed Forces Covenant](#) provides guidance on the various ways you can demonstrate your support through the Corporate Covenant.

33. If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant Team
Zone D, 6th Floor, Ministry Of Defence
Main Building, Whitehall, London, SW1A 2HB

34. Paragraphs 30-33 above are not a condition of working with the Authority now or in the future, nor will this issue form any part of the tender review, contract award procedure or any resulting contract. However, the Authority very much hopes you will want to provide your support.



COMPLIANCE MATRIX

Stage 1 - The following Compliance Matrix is to be completed by Tenderers and provided with their Tender proposal. If non compliant then the Tenderers bid will be rejected at this stage and will not proceed to Stage 2.

Item Number	Document	Deliverable	Tender Reference	Notes to Supplier	Mandatory Criteria Y/N	Compliant Y/N	Comments
1	DEFFORM 47	Submit a completed and signed DEFFORM 47 Annex A – Tender Submission Document (Offer) including all of the Mandatory Declarations (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer))	DEFFORM 47	Ensure all declarations have been made	Y		
2	SC2 Conditions	General	1	Confirm Compliance	Y		
3	SC2 Conditions	Duration of Contract	2	Confirm Compliance	Y		
4	SC2 Conditions	Entire Agreement	3	Confirm Compliance	Y		
5	SC2 Conditions	Governing Law	4	Confirm Compliance	Y		
6	SC2 Conditions	Precedence	5	Confirm Compliance	Y		
7	SC2 Conditions	Amendments to Contract	6	Confirm Compliance	Y		
8	SC2 Conditions	Variations to Specification	7	Confirm Compliance	Y		
9	SC2 Conditions	Authority Representatives	8	Confirm Compliance	Y		
10	SC2 Conditions	Severability	9	Confirm Compliance	Y		
11	SC2 Conditions	Waiver	10	Confirm Compliance	Y		
12	SC2 Conditions	Assignment of Contract	11	Confirm Compliance	Y		
13	SC2 Conditions	Third Party Rights	12	Confirm Compliance	Y		
14	SC2 Conditions	Transparency	13	Confirm Compliance	Y		
15	SC2 Conditions	Disclosure of Information	14	Confirm Compliance	Y		
16	SC2 Conditions	Publicity and Communications with the Media	15	Confirm Compliance	Y		
17	SC2 Conditions	Change of Control of Contractor	16	Confirm Compliance	Y		
18	SC2 Conditions	Environmental Requirements	17	Confirm Compliance	Y		
19	SC2 Conditions	Contractor's Records	18	Confirm Compliance	Y		
20	SC2 Conditions	Notices	19	Confirm Compliance	Y		
21	SC2 Conditions	Progress Monitoring, Meetings and Reports	20	Confirm Compliance	Y		
22	SC2 Conditions	Supply of Contractor Deliverables and Quality Assurance	21	Confirm Compliance	Y		
23	SC2 Conditions	Marking of Contractor Deliverables	22	Confirm Compliance	Y		
24	SC2 Conditions	Packaging and Labelling (excluding Contractor Deliverables containing	23	Confirm Compliance	Y		
25	SC2 Conditions	Supply of Hazardous Material or Substance in Contractor Deliverables	24	Confirm Compliance	Y		
26	SC2 Conditions	Timber and Wood-Derived Products	25	Confirm Compliance	Y		
27	SC2 Conditions	Certificate of Conformity	26	Confirm Compliance	Y		
28	SC2 Conditions	Access to Contractor' Premises	27	Confirm Compliance	Y		
29	SC2 Conditions	Delivery / Collection	28	Confirm Compliance	Y		
30	SC2 Conditions	Acceptance	29	Confirm Compliance	Y		
31	SC2 Conditions	Rejection	30	Confirm Compliance	Y		
32	SC2 Conditions	Diversion Orders	31	Confirm Compliance	Y		
33	SC2 Conditions	Self to Self Delivery	32	Confirm Compliance	Y		
34	SC2 Conditions	Import and Export Licences	33	Confirm Compliance	Y		
35	SC2 Conditions	Third Party Intellectual Property – Rights and Restrictions	34	Confirm Compliance	Y		
36	SC2 Conditions	Contract Price	35	Confirm Compliance	Y		
37	SC2 Conditions	Payment and Recovery of Sums Due	36	Confirm Compliance	Y		
38	SC2 Conditions	Value Added Tax	37	Confirm Compliance	Y		
39	SC2 Conditions	Debt Factoring	38	Confirm Compliance	Y		
40	SC2 Conditions	Subcontracting and Prompt Payment	39	Confirm Compliance	Y		
41	SC2 Conditions	Dispute Resolution	40	Confirm Compliance	Y		
42	SC2 Conditions	Termination for Insolvency or Corrupt Gifts	41	Confirm Compliance	Y		
43	SC2 Conditions	Termination for Convenience	42	Confirm Compliance	Y		
44	SC2 Conditions	Material Breach	43	Confirm Compliance	Y		
45	SC2 Conditions	Consequences of Termination	44	Confirm Compliance	Y		
46	SC2 Conditions	DEFCON 76 (SC2) (Edn 11/17) – Contractor's Personnel at Government Establishments	45	Confirm Compliance	Y		
47	SC2 Conditions	DEFCON 82 (SC2) (Edn 11/17) - Special Procedure for Initial Spares	45	Confirm Compliance	Y		
48	SC2 Conditions	DEFCON 117 (SC2) (Edn 11/17) - Supply of Documentation for NATO Codification Purposes	45	Confirm Compliance	Y		
49	SC2 Conditions	DEFCON 524A (Edn. 02/20) - Counterfeit Materials	45	Confirm Compliance	Y		
50	SC2 Conditions	DEFCON 624 (SC2) (Edn 11/17) – Use of Asbestos	45	Confirm Compliance	Y		
51	SC2 Conditions	DEFCON 627 (Edn 12/10) - Quality Assurance - requirement for a Certificate of Conformity	45	Confirm Compliance	Y		
52	SC2 Conditions	DEFCON 658 (SC2) (Edn 11/17) – Cyber Security	45	Confirm Compliance	Y		
53	SC2 Conditions	AQAP 2110 - NATO Quality Assurance Requirements for Design, Development and Production	45	Confirm Compliance	Y		
54	SC2 Conditions	DEFSTAN 05-061 (Pt 1) - Quality Assurance Procedural Requirements - Concessions	45	Confirm Compliance	Y		
55	SC2 Conditions	DEFSTAN 05-061 (Pt 4) - Quality Assurance Procedural Requirements - Contractor Working Parties	45	Confirm Compliance	Y		
56	SC2 Conditions	DEFSTAN 05-061 (Pt 9) - Quality Assurance Procedural Requirements - Independent Inspection Requirements for Safety Critical Items	45	Confirm Compliance	Y		
57	SC2 Conditions	AQAP 2105 - NATO Requirements for Quality Plans	45	Confirm Compliance	Y		
58	SC2 Conditions	DEFSTAN 05-135 Avoidance of Counterfeit Material	45	Confirm Compliance	Y		
59	SC2 Conditions	AQAP 2310 - NATO Quality Management System Requirements for Aviation, Space and Defence Suppliers	45	Confirm Compliance	Y		
60	SC2 Conditions	DEFCON 595 (Edn. 02/19) - General Purpose Automatic Test Equipment Data Requirements	45	Confirm Compliance	Y		
61	SC2 Conditions Special Conditions	Scope of Contract /Ordering Procedure	46.1	Confirm Compliance	Y		
62	SC2 Conditions Special Conditions	Price	46.2	Confirm Compliance	Y		
63	SC2 Conditions Special Conditions	Authority to Proceed	46.3	Confirm Compliance	Y		
64	SC2 Conditions Special Conditions	Packaging	46.4	Confirm Compliance	Y		
65	SC2 Conditions Special Conditions	Invoice and Payment	46.5	Confirm Compliance	Y		
66	SC2 Conditions Special Conditions	Quality Assurance	46.6	Confirm Compliance	Y		
67	SC2 Conditions Special Conditions	Delivery	46.7	Confirm Compliance	Y		
68	SC2 Conditions Special Conditions	Cyber	47.1	Confirm Compliance	Y		
69	SC2 Conditions Special Conditions	Intellectual Property Rights	47.2	Confirm Compliance	Y		
70	SC2 Conditions	Schedule 2 - Schedule of Requirement	Schedule 2	Completion of Tables, inclusive of any proposed Milestone Payment Plan	Y		
71	SC2 Conditions	Schedule 5 - Contractor's Commercially Sensitive Information Form (i.a.w. Condition 13)	Schedule 5	Completion of Schedule 5	Y		
72	SC2 Conditions	Schedule 6 - Hazardous Articles, Materials or Substances Supplied under the Contract: Data Requirements	Schedule 6	Completion of Schedule 6	Y		
73	SC2 Conditions	Schedule 7 - Timber and Wood- Derived Products Supplied under the Contract: Data Requirements	Schedule 7	Completion of Schedule 7	Y		
74	SC2 Conditions	Annex A to SC2 – Statement of Requirement	Annex A	Completion of Annex A (Tenderers response column)	Y		