



Ministry  
of Defence

[REDACTED]  
Commercial Officer

Dstl Portsmouth West  
Portsmouth Hill Road  
Fareham  
PO17 6AD

Tel: [REDACTED]

Email: [REDACTED]

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Our Reference:  
RQ0000002570

Date: 8<sup>th</sup> April 2022

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Dear Supplier

**Invitation To Tender (ITT) Reference No. RQ0000002570**

1. You are invited to tender for AR&AS IT Health Check in accordance with the attached documentation.
2. The anticipated date for the Contract award decision is 20<sup>th</sup> May 2022 please note that this is an indicative date and may change.
3. The Contract Conditions for Cyber Security Services 3 DSP Agreement (RM3764.3) apply. Failure to conform to these conditions will result in your tender being non-compliant.
4. You must submit your Tender no later than 29<sup>th</sup> April 2022. You must return your Tender to [REDACTED]

Yours faithfully

[REDACTED]

Commercial Officer

# **Invitation to Tender**

## ***AR&AS IT Health Check***

***Governed by the Cyber Security Services DSP Agreement (RM3764.3)***

Dstl ref: RQ0000002570

## **Contents**

This Invitation to Tender consists of the following documentation:

- Section A – Conditions of tendering
- Section B - Key Tendering Activities
- Section C - Tender Return Instructions
- Section D - Tender Evaluation
- Statement of Requirements (SoR)
- Security Aspects Letter (SAL)
- Supplier Assurance Questionnaire (SAQ)

## **Section A - Conditions of Tendering**

1. The issue of ITT Documentation or ITT Material is not a commitment by the Authority to place a Contract as a result of this competition or at a later stage. Neither does the issue of this ITT or subsequent Tender submission create any implied Contract between the Authority and any Tenderer and any such implied Contract is expressly excluded.
2. The Authority reserves the right, but is not obliged to:
  - a. vary the terms of this ITT in accordance with applicable law;
  - b. seek clarification or additional documents in respect of a Tenderer's submission during the Tender evaluation where necessary for the purpose of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly;
  - c. visit your site;
  - d. disqualify any Tenderer that submits a non-compliant Tender in accordance with the instructions or conditions of this ITT;
  - e. disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest, the dynamic PQQ or the tender process;
  - f. re-assess your suitability to remain in the competition
  - g. withdraw this ITT at any time, or choose not to award any Contract as a result of this tender process, or re-invite Tenders on the same or any alternative basis;
  - h. 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;
  - i. choose not to award any Contract as a result of the current tender process;
  - j. where it is considered appropriate, ask for an explanation of the costs or price proposed in the Tender where the Tender appears to be abnormally low;
3. You will bear all costs associated with preparing and submitting your Tender. The Authority will not be liable for the costs of any Tender, work or effort incurred by you participating in this tender process, including where the tender process is terminated or amended by the Authority, where the Authority decides not to award a Contract or where you withdraw from the tender process either directly or indirectly as costs under any other Contract with the Authority.

## Section B – Key Tendering Activities

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

Stage	Date and Time	Initiated By
Issue Tender	08/04/2022	The Authority
Clarification period start	08/04/2022	Tenderer
Clarification period end	22/04/2022	The Authority
ITT submission deadline	29/04/2022	The Tenderer
Notice of unsuccessful and winning tenders	13/05/2022	The Authority
Award contract	20/05/2022	The Authority

### NOTES

1. The Tenderer must make requests for an extension in writing (email is sufficient) to the above named contact, by the date and time shown. Any extension is at the sole discretion of the Authority and if granted will be granted to all Tenderers.
2. 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.

## **Section C – Instructions on Submitting your Tender**

### **Submission of your Tender**

1. You must send your Tender to the Commercial Officer stated in the covering letter
2. The Authority reserves the right to reject any Tender received after the stated date and time.

You must provide your Tender in 2 volumes:

- Overview response to the requirement excluding any pricing
- Overview response to the requirement including firm price for the requirement

**Firm pricing is required for the purpose of this tender.**

3. Please provide responses and costings for the requirement detailed in the attached Statement of Requirement.
4. You must tender for all the Contractor Deliverables listed in the attached Statement of Requirements. The Authority reserves the right to reject your Tender where you have not tendered for all of the Contractor Deliverables.
5. Your Tender must be written in English with a maximum word count of 1500. Prices must be in £GBP ex VAT.
6. 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.
7. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.
8. Please detail any for assumptions, representations, risks and contingencies that form part of your proposal.
9. You must include your response to the Mandatory Declarations below in your overview response to the requirement.

## Mandatory Declarations

Have you read the attached Security Aspects Letter (SAL)?	<b>Yes/No</b>
Will any of the work be sub-contracted? If yes, please indicate any areas you intend to subcontract, and who the proposed sub-contractors will be.	<b>Yes/No</b>
Can you confirm that the colleagues working on this requirement hold DV clearance or are able to achieve this before the start of the work due to the classification of the deliverables and are UK National?  If the answer is no to this, your proposal will be not selected to be taken forward as compliant and you will be discounted from the competition.  Please provide details of everyone working on this requirement, including clearance reference number, expiry date and Date of Birth, so that we can confirm that they hold DV Clearance.	<b>Yes/No</b>
Cyber Risk Assessment is [REDACTED]. This has a [REDACTED] Profile.  Have you completed the attached Supplier Assurance Questionnaire (SAQ)?  Please Note: The previous Cyber Risk Assessment portal has been closed down. There is currently an interim process in place while a new portal is being created. Follow the process below for this ITT. In accordance with the Supplier Cyber Protection Risk Assessment (RA) Workflow, if a RAR reference is stated above, a SAQ Form must be completed by the contractor before a contract can be awarded. A PDF version of the form has been included as part of the ITT for this purpose. Please complete the form and return it to ISSDes-DCPP@modnet.r.mil.uk during the tender period. A SAQ reference will be generated and sent in response within a few days. The SAQ reference must be included with the tender response. A Cyber Implementation Plan (CIP) should also be included if appropriate. Flow down to Sub-contractors	<b>Yes/No</b>
Does your tender include any commercially sensitive information? If yes, please provide information.	<b>Yes/No</b>

## Section D - Evaluation of Tender Response

Proposals will be assessed by the Dstl Project Technical Authority and Commercial Authority using the following criteria and weighting.

This requirement will be competed and awarded on the basis of best Weighted Value for Money Index. The winning tender will be subject to available funding. DSTL reserves the right to fail a tender exceeding the unrevealed limit on grounds of unaffordability.

Technical criteria 60%

Cost 40%

Tenders will be technically evaluated using the criteria supplied in the following table. The maximum technical score is 30, the minimum score is 0.

Descriptions of the criteria and what constitutes an excellent to poor response are provided. A score of 0 or 1 in any of the criteria will result in the tender being assessed as technically non-compliant and will be excluded from the competition.

### Technical Criteria

The three technical criteria are equally weighted.

Technical Category 60%		Max Score (0-10)
Describe how would you ensure that vulnerability assessments are carried out to an acceptable standard without affecting a live environment?		10
Describe how your final report will meet the objectives of the requirement (e.g. structure, length, audience, etc.).		10
How do you structure your approach whilst penetrating a network in a layered environment?		10
Mark	Criteria	
0 – Unacceptable or no answer	Has demonstrated inadequate experience or provided inadequate supporting evidence which gives no confidence of the Potential Tenderer's competence and an unacceptably high level of risk to the project	
1 – Poor response with Very High risk	Has demonstrated narrow experience or provided minimal supporting evidence which gives low confidence of the Potential Tenderer's competence and a very high level of risk to the project.	



4 – Satisfactory with Medium to High risk	Has demonstrated some experience and provided adequate supporting evidence which gives some confidence of the Potential Tenderer's competence and a low to medium level of risk to the project.
7 – Good with Low to Medium risk	Has demonstrated broad experience and provided adequate supporting evidence which gives confidence of the Potential Tenderer's competence and a low to medium level of risk to the project.
10 – Excellent with Very Low risk	Has demonstrated considerable and detailed experience and provided sound and relevant supporting evidence which gives high confidence of the Potential Tenderer's competence and a very low level of risk to the project.

### Commercial Criteria

Mark	Definition
<b>Pass</b>	Fully meets the Authority's requirement. Provision and acceptance of the sub-criteria information in the format requested, which is clear, unambiguous and transparent.
<b>Fail</b>	Unacceptable/Nil Return. Tenderer did not respond to the question or the response wholly failed to demonstrate an ability to meet the sub-criteria requirement.  <b>Any proposal marked as a Fail will be excluded from the competition.</b>

Element	Requirement	Weighting
<b>C1</b>	Compliance with the Cyber Security Services 3 terms and conditions	Pass/Fail
<b>C2</b>	Please submit your full firm price breakdown for all costs to be incurred, including: <ul style="list-style-type: none"> <li>• Labour costs</li> <li>• Travel &amp; Subsistence costs</li> <li>• Any Materials costs</li> <li>• Any Facility costs</li> <li>• Any Sub-Contractor costs</li> <li>• Any other costs</li> </ul>	Pass/Fail

## Calculation of total score

The below worked example shows how the tender total score will be calculated.

The winning tender is the one with the highest weighted value for money index. In the event of a tie-break between suppliers for the highest score, the tie supplier with the highest technical mark will be awarded the contract.

### Weighted Value for Money Index example

The overall tender score is calculated as follows:

Technical score<sup>60/40</sup>

Cost

Tender	Technical Score	Cost (£)	Weighted VFM Index	Rank
A	$21^{60/40} = 96.23$	40000	0.00241	2
B	$27^{60/40} = 140.30$	50000	0.00281	1
C	$18^{60/40} = 76.37$	45000	0.00170	3

Weighted VFM Index is rounded to three significant figures.