

**List of Suppliers Invited to Submit a Tender for ITT No.  
IRM18/5938**

<b>Supplier Name</b>	<b>Supplier Address and Phone No</b>	<b>Supplier Point of Contact</b>
Bozeat Industrial Ltd (T/A BI Engineering Ltd)	Crane Close Dennington Industrial Estate Northants, NN8 2QG	Anthony Matcham
NAR Group Ltd	Unit D, 409 Harlestone Road Northampton Northamptonshire NN5 6PB	Robert Goodwin

**Invitation To Tender  
for  
IRM18/5938  
The Repair of Coolant Line Replacement Units  
(CLRUs) and Associated Items**

## 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:
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## Section A – Introduction

### DEFFORM 47 Definitions

A1. “The Authority” This requirement is issued on behalf of the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as “the Authority”). In this Agreement, the Authority is acting as part of the Crown and Babcock DSG Limited will be conducting procurement and contract management activity as the Authority’s agent.

A2. “Tenderer” means the economic operator or group of operators in the form of a consortium, including sub-contractors, who have 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, competitive dialogue or negotiation.

A4. A “Tender” is the offer that you are making to the Authority.

A5. “Contractor Deliverables” means the works, goods and / or the services, including packaging (and Certificates(s) of Conformity supplied in accordance with any Quality Assurance (QA) requirements, if specified) and any associated technical data which the contractor is required to provide under the contract in accordance with the Schedule of Requirements, but excluding incidentals outside the Schedule of Requirements such as progress reports.

A6. “Schedule of Requirements” (Schedule 2) 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 Work” (Schedule 2, Annex A) details the technical requirements and acceptance criteria (Schedule 8) of the Contractor Deliverables. This may include the System Requirements Document (SRD).

A8. “Conditions of Tendering” means the conditions set out in the DEFFORM 47 that govern the competition.

A9. “Contract Conditions” means the attached conditions that will govern any resultant contract.

A10. A “Third Party” is any person who is not an employee of the Authority or Tenderer, as defined at 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 competition;
- c. information you must include in your Tender and the required format;
- d. administrative arrangements for the receipt and evaluation of Tenders; and
- e. Contract Conditions that shall apply in the event that the Authority awards a contract following this competition.

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 dated 27/02/19 with reference to the requirement [2019/S 041-094127](#) following the Restricted procedure under the Defence and Security Public Contracts Regulations 2011.

## 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 written 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 A15.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 ITT Material (or use beyond the original purpose), 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 named Commercial Officer if you decide not to submit a Tender;
- g. immediately return all ITT Documentation, ITT Material and derived information of an unmarked nature, should you decide not to respond 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 and submitting 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. The full text of Defence Conditions (DEFCONs) and Defence Forms (DEFFORMS) are available electronically via the [Acquisition System Guidance \(ASG\)](#).

## Section B – Key Tendering 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	1700 hours 26 <sup>th</sup> June 2020	Tenderers	Naomi Yale, Procurement Officer
Final Date for Requests for Extension to return date <sup>1</sup>	1700 hours 26 <sup>th</sup> June 2020	Tenderers	Naomi Yale, Procurement Officer
The Authority issues Final Clarification Answers	1700 hours 1 <sup>st</sup> July 2020	The Authority	All Tenderers <sup>2</sup>
Tender Return	1400 hours Wednesday 15 <sup>th</sup> July 2020	Tenderers	The Tender Board, using DEFFORM 28
Tender Evaluation	13 <sup>th</sup> October 2020	The Authority	N/A

### 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. The Authority will endeavour to ensure that you have at least 10 working days to submit your Tender.
3. Negotiations are not permitted under the Open or Restricted Procedures.

## **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 of the Contractor Deliverables.

### **Construction of Tenders**

C2. Your Tender must be written in English, using Arial font size 11. Prices must be in £GBP ex VAT. Prices must be Firm Price and inclusive of delivery.

C3. To assist the Authority's evaluation 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 60 calendar days from the Tender return date. If successful, your Tender must be open for acceptance for a further thirty (30) calendar days.

### **Variant Bids**

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

This section details how your Tender will be evaluated, the tools used to evaluate the Tender and the evaluation criteria.

- 1. Quality Plan:** Bidders must submit a quality plan compliant with 'AQAP 2105 NATO requirements for Quality Plans Edition C Version 1 January 2019' as part of their tender submission. The quality plan will be evaluated against the requirements set out within the 'Deliverable Quality Plan Review and Evaluation Form' (Annex B to DEFFORM 47). Compliance will be determined using the following methodology:-

1.1 Each of the requirements set out in Annex B will be evaluated and issued a compliance level using the following criteria:-

Fully Compliant (FC)	Substantially Compliant (SC)	Partially Compliant (PC)	Non Compliant (NC)
All applicable AQAP requirements have been satisfied in full.	Nearly all applicable AQAP requirements have been satisfied, although some minor weaknesses may remain.	Most applicable AQAP requirements have been satisfied, although some essential requirements not sufficiently addressed.	Several applicable AQAP requirements have not been met or there are major deficiencies in addressing one or more of the applicable AQAP requirements.

1.2 A rating score between 0-3 will be allocated to each of the above referenced compliance ratings as set out below:-

Compliance Level Rating	Score
Non-Compliant	0
Partially Compliant	1
Substantially Compliant	2
Fully Compliant	3

1.3 On completion of the evaluation, the overall score (being the total of scores of all requirements) will be converted to a percentage (against a maximum achievable total of 123) by applying the below calculation:-

$$(\text{Score} / 123) * 100$$

1.4 The percentage score is then used to determine a quality plans compliance, and pass/fail, status by applying the following thresholds:-

Percentage	Pass / Fail	Equivalent Compliance Level
< or = to 33%	Fail	Non-Compliant
34% - 65%	Pass	Partially Compliant
66% - 89%	Pass	Substantially Compliant
90% - 100%	Pass	Fully Compliant

Provision of a 'Non-Compliant' quality plan will result in a 'Fail' against the quality plan requirement and will result in your tender being excluded from further participation in the process.

N.B – The successful bidder will be notified of their equivalent compliance level on contract award and if the quality plan is deemed 'partially compliant' or 'substantially compliant' the bidder will be required to undertake further work to bring the quality plan up to 'fully compliant' with AQAP requirements. Failure to have in place a 'fully compliant' quality plan in time for the first purchase order issued under the contract may be considered a material breach of contract.

**2. DEFFORM 528 Import and Export Controls:**

Bidders must submit a fully completed DEFFORM 528 as part of their tender submission. The DEFFORM 528 will be evaluated as part of the ITT. If any product is subject to UK/EU/US or ROW Trade Controls, full classification must be provided. In case of a 'nil' return where the items being offered are not subject to any Trade Controls, a signed DEFFORM 528 is still required and must be completed with NO or N/A in the relevant boxes for each item. Failure to return a fully completed DEFFORM 528 may result in your bid being deemed non-compliant. Please read the guidance notes attached to the DEFFORM 528.

**3. The Tender Evaluation will be on the basis of:**

MEAT Ratio – Highest combined technically and financially scored compliant tender

50% technical (400 marks available) and 50% price (400 marks available).

If compliant with section 1 and 2 above, this tender will be evaluated using the MEAT method. This is a comparative score and the scoring method is worked out using the ratio and calculation above. The optimum is the highest technical score and the lowest pricing, this together would get the highest total score. If you had the highest technical score but your pricing was double that of the lowest priced compliant tender, this would receive a lower score.

To give a total score the following calculation shall be used:

$$\text{Suppliers Technical Score} + \text{Suppliers Pricing Score} = \text{Overall Mark}$$

**'EXAMPLE LTD' Scoring, Technical 47**

$$\text{Technical Score} = \text{Total Available Marks (50)} \times \left\{ \frac{\text{Tender Technical score}}{\text{Highest Possible Technical score}} \right\} = 47.0$$

$\frac{376}{400}$

**'EXAMPLE LTD' Scoring, Price 18.5**

$$\text{Pricing Score} = \text{Total Available Marks (50)} \times \left\{ \frac{\text{Tender Pricing score}}{\text{Highest Possible Pricing score}} \right\} = 36.1$$

$\frac{289}{400}$

**TOTAL MEAT SCORE FOR 'EXAMPLE LTD' = 83.1**

3.1 Pricing Evaluation

For each defined level in table 1 below, the firm price submitted in Annex B to Schedule 2 will be evaluated.

The pricing score for each level shall be calculated using the total marks given in table 1 as per the following worked example and combined to give the Tender Pricing Score.

$$\text{Pricing Score} = \text{Total Available Marks} \times \left\{ \frac{\text{Lowest Priced Technically and Commercially Compliant Level total}}{\text{Potential Providers Level total}} \right\}$$

$$\text{Pricing Score} = 20 \times \left\{ \frac{\pounds 10,000.00}{\pounds 12,000.00} \right\}$$

$$\text{Pricing Score} = 20 \times 0.833$$

$$= 16.66 \text{ (16.7 rounded to one decimal place)}$$

Table 1 – Total Available Marks.

NSN	MARKS	Scores for "EXAMPLE LTD"
<b>2520-99-290-6282</b>	<b>110</b>	
Minor	30	26
Medium	30	25
Major	30	25
Menu Items	10	9
BER	2	2
Packaging (Repair)	4	3
Packaging (New) - Level N	4	3
<b>2930-99-757-3925</b>	<b>45</b>	
Minor	10	9
Medium	10	9
Major	15	8
Menu Items	5	4
BER	1	1
Packaging (Repair)	2	2
Packaging (New) - Level N	2	2
<b>EACH REMAINING NSN (x7)</b>	<b>35</b>	
Minor	10	35*
Medium	10	42*
Major	10	49*
BER	1	7*
Packaging (Repair)	2	14*
Packaging (New) - Level N	2	14*
<b>TOTAL MARKS AVAILABLE</b>	<b>400</b>	<b>289</b>

\* Total scores for each of the remaining NSNs

### 3.2 Technical Evaluation

Criterion Scores														
Unacceptable		0%												
Poor		30%												
Satisfactory		70%												
Good		100%												
Additional information														
The Authority reserves the right to exclude any Tender scoring 'unacceptable' or 'poor' for one or more technical evaluation questions.														
In the event of two or more Tenders being awarded the same total score, the Authority shall choose the Tender with the lowest price.														
TECHNICAL EVALUATION QUESTIONS														
<h2>1. Inward Assembly Testing</h2> <p>Please provide evidence of how repairables will be tested to determine any fault conditions and describe how this will assist in planning the repair process.</p> <p><b>Weighting: 10%</b></p> <p>Total marks available for this question = 40</p> <table border="1"> <tbody> <tr> <td>0</td> <td>Unacceptable</td> <td>The potential provider has failed to provide details of their Inward Assembly Testing process. Or the procedures described are considered inadequate.</td> </tr> <tr> <td>12</td> <td>Poor</td> <td>The potential providers answer contains limited details of their Inward Assembly Testing process and have failed to supply any supporting evidence. Or the procedures described are considered poor.</td> </tr> <tr> <td>28</td> <td>Satisfactory</td> <td>The potential providers answer contains some robust detail of aspects of their Inward Assembly Testing process, copies of procedures / draft procedures have been included in the answer as supporting evidence. Details of test equipment and rigs used on similar equipment have been supplied.</td> </tr> <tr> <td>40</td> <td>Good</td> <td>The potential providers answer contains a detailed overview of their Inward Assembly Testing process. A detailed description of the testing that each assembly will be subjected to, also including details of specific test equipment and test rigs used to test each assembly. Sample test and inspection sheets and procedures have been included as supporting evidence.</td> </tr> </tbody> </table>			0	Unacceptable	The potential provider has failed to provide details of their Inward Assembly Testing process. Or the procedures described are considered inadequate.	12	Poor	The potential providers answer contains limited details of their Inward Assembly Testing process and have failed to supply any supporting evidence. Or the procedures described are considered poor.	28	Satisfactory	The potential providers answer contains some robust detail of aspects of their Inward Assembly Testing process, copies of procedures / draft procedures have been included in the answer as supporting evidence. Details of test equipment and rigs used on similar equipment have been supplied.	40	Good	The potential providers answer contains a detailed overview of their Inward Assembly Testing process. A detailed description of the testing that each assembly will be subjected to, also including details of specific test equipment and test rigs used to test each assembly. Sample test and inspection sheets and procedures have been included as supporting evidence.
0	Unacceptable	The potential provider has failed to provide details of their Inward Assembly Testing process. Or the procedures described are considered inadequate.												
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40	Good	The potential providers answer contains a detailed overview of their Inward Assembly Testing process. A detailed description of the testing that each assembly will be subjected to, also including details of specific test equipment and test rigs used to test each assembly. Sample test and inspection sheets and procedures have been included as supporting evidence.												
<h2>2. Turnaround Times and Schedule Adherence</h2> <p>Please detail your expected turnaround times for the repair of these articles. Turnaround time defined as the time from first receipt of the article at your premises until the remanufactured article has been receipted back at MOD Donnington (or other MOD location as specified). Please also provide an explanation of your processes to ensure that turnaround times will be met, including:</p> <ul style="list-style-type: none"> <li>Your process for ensuring business-as-usual demand will be met within the turnaround times, including any contingency measures available to you;</li> </ul>														

- Examples of successful application of your processes where available (for example, in the form of statistics on your adherence to turnaround times)
- Your processes to manage unforeseen demands i.e. surge or urgent operational requirements (UOR);
- Your processes for recording, tracking and where necessary improving performance on turnaround times.

**Weighting: 20%**

Total marks available for this question = 80

0	Unacceptable	The potential provider has failed to provide any details of expected turnaround time OR the turnaround time specified exceeds [90 calendar days] for the majority of items OR the potential provider has failed to identify measures to ensure compliance with the suggested turnaround time or stated reasons are beyond their control.
24	Poor	The potential provider has provided an estimate of expected repair turnaround time for the majority of the articles, which is in excess of 60 Calendar day OR the potential provider's process is judged not adequate to support reliable turnaround of less than 60 days OR potential provider has provided limited details of the measures they will take to ensure their expected turnaround times are achieved.
56	Satisfactory	The potential provider has provided a detailed estimate of expected repair turnaround time for the majority of the articles, which is between 30-60 Calendar days OR the potential provider's process is judged not adequate to support reliable turnaround of less than 30 days. The potential provider has clearly demonstrated detailed measures to ensure their expected turnaround times are achieved, providing examples of previous occasions where measures they have applied to ensure delivery against turnaround time and/or providing an explanation of a satisfactory process for monitoring and improving turnaround times. They have also offered potential solutions to surge or UOR situations.
80	Good	The potential provider has provided a detailed estimate of expected repair turnaround time for the majority of the articles, which is less than 30 Calendar days AND the potential provider's process is judged adequate to support reliable turnaround of less than 30 days. The potential provider has demonstrated detailed contingency measures to ensure their expected turnaround times are achieved and provided examples of previous occasions where measures have been applied to ensure delivery against turnaround times and/or have provided an explanation of a robust process for monitoring and improving turnaround times. They have also offered potential solutions to surge and UOR situations.

### 3. Repair Process and Provision of OEM Parts

Please provide a full explanation of how each item will be repaired.

Your response must include:

- The process to be followed for each item (including example documents where available);
- The resources and timescales involved in each process;
- Details of how the processes are communicated to personnel carrying out repairs (including example documents where available);
- Details of the appropriate training, qualifications and/or accreditations held by personnel involved in the processes;
- The source of parts to be used (i.e. whether OEM or other);
- Where non-OEM parts are to be sourced, details of your authorisation process for those parts, and supply chain management and quality assurance processes to ensure the parts meet OEM standard or better.

**Weighting: 50%**

Total marks available for this question = 200

0	Unacceptable	The potential provider has failed to provide details of their repair process or the procedures described are considered inadequate.
60	Poor	The potential provider's answer contains limited details of their repair process and demonstrates little knowledge or experience in the repair of this type of equipment. The potential provider has failed to supply any supporting evidence or the procedures described are considered poor.
140	Satisfactory	The potential provider's answer contains complete explanations of their Repair Process and copies of procedures/draft procedures have been provided as supporting evidence. All response requirements have been completed
200	Good	The potential provider's answer contains a detailed explanation of their Repair Process. Detailed processes and procedures for the repair of each item are clearly laid out and explained with the provision of OEM parts clearly demonstrated. A process for authorising the use of none OEM parts (when OEM parts are not available) has been included. All response requirements have been completed comprehensively, with supporting documentation and evidence.

### 4. Outward Assembly Testing and Final Inspection

Please provide evidence of how you would carry out Outward Assembly Testing and Final Inspection to the latest OEM specification including:

- Explanation of the testing and inspection processes that will be carried out, with examples of supporting documents where available;
- Details of any test rigs and what expected test results/deviation criteria you would expect to see;

- The resources and timescales involved in each process;
- Details of how the processes are communicated to personnel carrying out repairs (including example documents where available);
- Details of the appropriate training, qualifications and/or accreditations held by personnel involved in the processes.

•  
**Weighting: 20%**

Total marks available for this question = 80

0	Unacceptable	The potential provider has failed to provide details of their Outward Assembly Testing and Final Inspection process, OR the procedures described are considered inadequate.
24	Poor	The potential provider's answer contains limited details of their Outward Assembly Testing and Final Inspection process to the latest OEM specification and does not contain any supporting evidence OR the procedures described are considered poor
56	Satisfactory	The potential provider's answer contains some robust detail of aspects of their Outward Assembly Testing and Final Inspection process to the latest OEM specification; copies of procedures/draft procedures have been included in the answer as supporting evidence. Details of test equipment and rigs used on similar equipment have been supplied. All required response information has been provided.
80	Good	The potential provider's answer contains a detailed overview of their Outward Assembly Testing and Final Inspection process to the latest OEM specification. A detailed description of the testing that each item will be subjected to, also including details of specific equipment and test rigs used to test each item. Sample test and inspection sheets and procedures have been included as supporting evidence. Appropriate processes are in place for communication of procedures to staff and training/accreditations. All requested information has been provided with accompanying supporting documents.

## Section E – Instructions on Submitting Tenders

### 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 reserve the right to reject any Tender received after the stated date and time. You must provide one unpriced and one priced copy of your Tender.

E2. You must include the electronic copy of the priced and unpriced Tender with the associated paper copy. You must label CDs containing electronic copies of the Tender with “Includes Prices” or “Unpriced”. The electronic copies of the Tenders must be compatible with Microsoft Office Word 2010 and other MS Office 2010 applications. If you, password protect or encrypt any information on CDs containing prices you must supply the password / use compatible encryption methods so that the Authority can undertake a pricing evaluation.

E3. You may upload electronic copies of your Tender to [MoDtenders-DSG@babcockinternational.com](mailto:MoDtenders-DSG@babcockinternational.com) by the date and time stated in the covering letter to this DEFFORM 47. The Authority reserve the right to reject any Tender received after the stated date and time. Electronic copies of tenders must be sent in accordance with the below:

- a. Must be in ‘Word’ and ‘Excel’ format.
- b. Must be ‘zipped’ and no larger than 20MB in size
- c. Password protected - A separate email must be sent to the same email address giving the password.
- d. Tender number must be included in the subject line of both the submitted tender and the password email.

Any hard copy submission will take precedence if you elect to submit both hard and soft copies.

E4. You must complete and include DEFFORM 47 Annex A (Offer) with your Tender. Where you select ‘Yes’ to any questions you must attach the relevant information.

E5. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.

E6. You must submit your paper and CD copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.

E7. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.

E8. 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.

E9. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

### Samples

E10. Samples are not required.

## Section F – Conditions of Tendering

F1. 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. Any expenditure, work or effort undertaken prior to any 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 re-invite 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 a DEFFORM 159. Written notification will be issued, to the address you provide, on or before the end of the validity 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 are instigated, challenging the award of the contract, prior to entry into contract, it is a condition of this ITT that you hold your Tender open for 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 Competition Act 1998, the UK Bribery Act 2010, applicable EU and UK legislation and any equivalent legislation in a third state.

F5. Your attention is drawn to legislation relating to the 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 Conflicts of Interest (COI) that have arisen or that arise at any point prior to 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 competition, 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 the 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 the 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. The 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 shall 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 Annex A 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, related aspects of good procurement practice and answering Freedom Of Information requests.

F15. For these purposes, the Authority may share within Government any of the Contractor's documentation / information (including any that the Contractor considers to be confidential and / or commercially sensitive such as specific bid information) submitted by the Contractor to the Authority during this procurement. Contractors taking part in this competition must identify any sensitive material in the DEFFORM 539A (or SC1B Schedule 4 or SC2 Schedule 5) and consent to these terms as part of the competition process. This allows the MOD to share information with other Government Departments while complying with our obligations to maintain confidentiality.

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 bank account number on contract award.

## **Specific Conditions of Tendering**

F20 The Tenderer shall submit one unpriced and one priced and signed copy of the Tender plus a CD containing a soft copy. The Tenderer shall, as a minimum, provide the following information:

- a. Completed and signed DEFFORM 47 (Offer) sheet – Annex A to Dfm 47
- b. Completed copy of DEFFORM 539A - Tenderer's Commercially Sensitive Information Form (or a nil return).
- c. Completed copy of DEFFORM 68 – Supply of Hazardous Materials or Substances in Contractor Deliverables (or a nil return).
- c. Completed Annex A to Schedule 2 - Price List – Schedule of Requirements
- d. A completed DEFFORM 528 – Import and Export Controls.
- e. A Quality Plan compliant with AQAP 2015 NATO requirements for Quality Plans Edition C Version 1 January 2019.
- f. Mandatory Returns Checklist – Completed in Full.

## Shelf Life

F21. It shall be a requirement of the Contract that, where shelf life is a consideration, the Contractor shall declare to this effect and provide details against each Contractor Deliverable to be recorded at Annex A to Schedule 2 – Price List.

## Sustainable Development

F22. The Authority is very committed to achieving sustainable development goals through educating the supply chain, developing performance measures and sharing best practice. This is not a condition to working with the Authority now or in the future, nor part of the contract. It is however a commitment on our part to encourage and support sustainable development and we are committed to working with you to this end. The Authority very much hopes that you share this commitment and we will discuss sustainable development further with the successful Tenderer during the performance of any resultant contract.

## Military Level Packaging

F23. Military level Packaging shall be the responsibility of the Contractor. The Tenderer shall ensure that their bids reflect the full cost of any Contractor Deliverables that require packaging to a military level standard.

F24. Where the Tenderer intends to use a MPAS accredited specialist packaging Contractor to undertake military level packaging, the Tenderer shall submit with his bid details of the Contractor, including full title, address and contact details as a minimum.

## Quality Plan and Inspection

F25. In accordance with Condition 21 of Schedule 3 Tenderers are required to submit a Quality Plan compliant with AQAP 2015 NATO requirements for Quality Plans Edition C Version 1 January 2019.

F26. Tenderers shall allow the Authority access to their premises for the purpose of undertaking Quality Audits and Inspections during the tender period and post Contract award. The Authority can request to carry out an inspection of each of the winning Tenderer's proposed facilities in line with the Quality Plan. Tenderers must provide a brief written statement with the submission of their Tender confirming their acceptance of this.

## Cyber Security

F27. For contracts which necessitate the transfer of MOD identifiable information (MODII)<sup>1</sup>, all suppliers and any sub-contractors who will be in receipt of such MODII must hold an appropriate Cyber Security Certification by the contract start date at the latest, and ensure that this certification is renewed annually.

F28. To demonstrate compliance, Tenderers are required to complete a Supplier Assurance Questionnaire (SAQ) at <https://supplier-cyber-protection.service.gov.uk>, (if not already completed and demonstrated at DPQQ stage). Tenderers will need to enter the below reference when completing the SAQ, to access the appropriate Risk Assessment.

Cyber Protection Risk Assessment Ref: **RAR-NG5Z4SWK**  
For information this requirement has been assessed as being: **LOW**

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<sup>1</sup> In this context 'information' shall have the meaning as defined in the contract and DEFCON 658.

Ministry of Defence

Tender Ref No. IRM18/5938

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.

<b>Applicable Law</b>				
I agree that any contract resulting from this competition shall be subject to English Law *Where 'No' is selected, Scots Law will apply.				Yes / No*
<b>Total Value of Tender (excluding VAT)</b>				
£ .....				
WORDS .....				
<b>UK Value Added Tax</b>				
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)) £.....				
<b>Location of work (town / city) where contract will be performed by Prime:</b>				
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
<b>Mandatory Declarations</b> (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)):			<b>Tenderer's Declaration</b>	
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? If the answer is Yes, please complete and attach DEFFORM 528			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 provided details of how you will comply with all regulations relating to the operation of the collection of custom import duties, including the proposed Customs procedure to be used and an estimate of duties to be incurred or suspended?			Yes / No	
Have you completed Form 1686 for sub-contracts?			Yes / No	

Have you completed the compliance matrix/ matrices?	Yes / No / Not Required
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 /N/A
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) 1005/2009 (as amended by <a href="#">EC 744/2010</a> ) of the European Parliament and of the Council.	Yes* / No
Have you attached The Bank / Parent Company Guarantee?	Not Required
Have you complied with the requirements of the Military Aviation Authority Regulatory Articles?	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).	
<b>Tenderer's Declaration of Compliance with Competition Law</b>	
<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> <ol style="list-style-type: none"> <li>the offered price has not been divulged to any Third Party,</li> <li>no arrangement has been made with any Third Party that they should refrain from tendering,</li> <li>no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion,</li> <li>no discussion with any Third Party has taken place concerning the details of either's proposed price, and</li> <li>no arrangement has been made with any Third Party otherwise to limit genuine competition.</li> </ol> <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>	
<b>Dated this..... day of ..... Year.....</b>	
<b>Signature:</b>  (Must be original)	<b>In the capacity of</b> ..... (State official position e.g. Director, Manager, Secretary etc.)
<b>Name:</b> (in BLOCKCAPITALS)  <b>duly authorised to sign this Tender for and on behalf of:</b>  (Tenderer's Name)	<b>Postal Address:</b>  <b>Telephone No:</b> <b>Registered Company Number:</b> <b>Dunn And Bradstreet number:</b>

## Information on Mandatory Declarations

### Part Tender

1. Under Condition 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. If you have answered 'Yes' in Annex A (Offer) as directed by paragraph 3 above, you must provide details in your Tender of any Contractor Deliverable which will be, or is likely to be, subject to any IPR restrictions or any other restriction on the Authority's ability to use or disclose the Contractor Deliverable, including export restrictions. In particular, you must identify:

- a. any restriction on the provision of information to the Authority; any restriction on disclosure or the use of information by the Authority; any obligations to make payments in respect of IPR, and any Patent or Registered Design (or application for either) or other IPR (including unregistered Design Right) owned or controlled by you or a Third Party;
- b. any allegation made against you, whether by claim or otherwise, of an infringement of Intellectual Property Rights (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 resultant 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 paragraph 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 competition 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 Regulations (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 Defense 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 competition, for any deliverables not yet imported into the EU, you are required to provide details of your plans to address customs compliance, including the Customs procedures to be applied (together with the procedure code) 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 Majesty's Revenue & 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 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](#).

## **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 SMEs 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](#).

19. Suppliers are also encouraged to work with the Authority to support the Authority's SME initiative. Information on the Authority's purchasing arrangements, our commercial policies and our SME policy can be found at [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](http://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 DEFCON 539.

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 or SC1B Schedule 4 or SC2 Schedule 5) explaining which parts of your Tender you consider to be commercially sensitive. This includes providing a named individual who can 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. By submitting this Tender, you agree to electronic payment in accordance with Clause 36 of the contract. 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) Requirements**

28. There are no MAA Requirements.

## **Bank or Parent Company Guarantee**

29. A Bank or Parent Company Guarantee is not required.

## **The Armed Forces Covenant**

29. The Armed Forces Covenant is a promise from the nation to those who serve, or who have served, and their families, to ensure that they are treated fairly and are not disadvantaged in their day to day lives, as a result of their service.

30. The Covenant is based on two principles:

- 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 Armed Forces Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

31. [The Armed Forces Covenant](#) provides guidance on the various ways you can demonstrate your support through your Covenant pledges and how by engaging with the Covenant and Armed Forces, such as employing Reservists, a company or organisation can also see real benefits in their business.

32. 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: [employerrelations@rfca.mod.uk](mailto:employerrelations@rfca.mod.uk)

Address: Defence Relationship Management  
Ministry of Defence  
Holderness House  
51-61 Clifton Street  
London  
EC2A 4EY

33. 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 evaluation, contract award procedure or any resulting contract. However, the Authority very much hopes you will want to provide your support.



Defence BU | DSG  
**Deliverable Quality Plan Review and Evaluation Form**

Reference AQAP 2105 Edition C and AQAP 2110 Edition D

<b>Product &amp; Contract:</b> .....	<b>Supplier:</b> .....
<b>QP Reference No:</b> .....	<b>Issue:</b> .....
<b>Date:</b> .....	

AQAP	Title	Requirement	Compliance Rating	Comments
3.1	<b>Preparation</b>			
3.1.3		The Quality Plan is to be clearly linked to the relevant stage/phase of the contractual activity.		
3.1.4		The Quality Plan shall be clearly linked to the contract and the product/service.		
3.1.5		The Quality Plan shall be clearly linked to processes and procedures within their QMS, including reference to applicable contractual documents and plans.		
3.2.1	<b>Approvals</b>	Supplier authorized personnel shall approve the Quality Plan prior to submittal to the GQAR and/or Acquirer for evaluation.		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
<b>3.4</b>	<b>Reviews, Revision and Change Control</b>			
<b>3.4.1</b>	<b>Review of Quality Plan</b>	The Quality Plan shall be reviewed periodically by the Supplier within the phases through the contract life cycle.		
<b>3.4.3</b>	<b>Amendment of Quality Plan</b>	The Supplier's procedure for review and amendment of the Quality Plan shall be included.		
<b>3.4.4</b>	<b>Change Control</b>	The Quality Plan must be under, and demonstrate, evidence of change control.		
<b>4.1</b>	<b>General</b>			
<b>4.1.1</b>	<b>Link to Contract and/or Product</b>	The content of the Quality Plan must be adequately precise and detailed enough to reflect the ongoing Supplier activities specific for the contract.		
<b>4.1.2</b>	<b>Reference to documentation</b>	The Quality Plan shall refer to and/or include all procedures, plans and other documents applicable to the contract.		
<b>4.2</b>	<b>Project Description</b>	The purpose and applicability of the project shall be described in a short form.		
<b>4.3</b>	<b>Acronyms, Abbreviations</b>	All acronyms and abbreviations used in the Quality Plan shall be listed.		

Reference: BDSG-142-75	Version: 1	Function: Quality	Page 2 of 11
Once printed this document is uncontrolled – controlled copies are available on the intranet (QMS)			

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
4.4	<b>Quality Management System Activities</b>			
4.4.1	<b>Processes</b>	The Quality Plan shall include how processes are identified along with their application, their sequence and interaction.		
		Criteria and methods to ensure that processes are effective shall be included, as well as resources to support and monitor the implementation of them. Emphasis shall be put on processes that are complex or involve significant levels of risk as well as new processes.		
		The Quality Plan shall include how the supplier will control outsourced products, processes and activities including the avoidance, detection, mitigation and disposition of counterfeit materiel.		
		The Quality Plan shall include how processes are monitored, measured, analysed and continually improved. Appropriate performance indicators shall be determined.		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
4.4.2	<b>Documentation Requirements</b>	The Quality Plan shall describe how documentation requirements, including quality policy, quality objectives, scope of QMS, procedures, records and other documents are maintained and controlled, including retention periods. A document status list shall be available at all times, formalised during transitions between phases and/or baselines e.g. prior to design reviews.		
4.5	<b>Referenced Documents</b>			
4.5.1		Where applicable, the Quality Plan shall refer to other quality related documents and plans. The interfaces and relationships to these documents shall be described.		
4.5.2		The Quality Plan shall list the contractual and other related documents that are used by the Supplier to provide assurance of product conformance.		
4.5.3		The order of precedence of referenced documents and their relationship to the contract, including the Quality Plan, shall be specified.		
4.6	<b>Access to Supplier and External providers and support for GQA activities.</b>	The Quality Plan shall describe the provisions and support to be provided to the GQAR and/or Acquirer for access to the Supplier and/or external providers.		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
4.7	<b>Organisational Role, Responsibilities and Authorities</b>			
4.7.1		The Quality Plan shall include a contract specific description of the organizational structure and identify those responsible for ensuring that the required activities are carried out. The responsibilities and authorities of responsible personnel related to quality, including the Management Representative, shall be described. The independence of personnel designated for contract related quality responsibilities shall be clearly documented. The inter-relationships between those responsible personnel shall be explained.		
4.7.2		The relations to the GQAR and/or Acquirer shall be described.		
4.8	<b>Risk Management</b>	The Quality Plan shall describe the contract specific activities for Risk Management and/or give reference to the required Risk Management Plan.		
4.9	<b>Support</b>	The Quality Plan shall describe how the Supplier manages resources.		
4.9.1	<b>Resource Management</b>	The provision of resources, human resources, infrastructure and work environment needed to implement the contract requirements shall be specified in the Quality Plan.		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
4.9.2	<b>Monitoring and Measuring Resources</b>	The Quality Plan shall describe the processes used to ensure that measurement processes and measuring equipment meet requirements. The measurement management system shall be described; including the metrological function, measurement processes and the metrological confirmation process. The control of monitoring and measuring equipment in order to provide evidence of product conformity to contract requirements shall be described.		
4.10	<b>Operation</b>	The planning of activities derived from the requirements and risks shall be defined but is not limited to the processes below.		
4.10.1	<b>Operational Planning and Control</b>	1. The Quality Plan shall describe the activities related to how the planning process for product realization/operation will be carried out. This shall include, or be referenced to, the requirement and solution compliance matrix. It shall describe how the matrix is maintained and controlled.		
		2. The Quality Plan shall describe how the contract specific activities for identification, management, traceability, review and validation of requirements is planned. Giving reference to related processes, documents (i.e.: system requirement specification) and test procedures.		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
4.10.2	<b>Configuration Management</b>	The Quality Plan shall describe the contract specific activities for Configuration Management and/or give reference to the required Configuration Management Plan.		
4.10.3	<b>Customer Communications</b>	The Quality Plan shall describe the arrangements for communication with the GQAR and/or Acquirer.		
4.10.4	<b>Determining the Requirements Related to the products</b>	The Quality Plan shall identify and describe the activities associated with determining and reviewing requirements.		
4.10.5	<b>Design and Development controls</b>	The Quality Plan shall describe how design and development of products are performed, including processes for design and development planning, inputs, controls, reviews, evaluation, acceptance criteria, verification, validation, outputs and changes		
4.10.6	<b>Dependability</b>	The Quality Plan shall describe the contract specific activities for Dependability, if required in the contract. <i>Note: Further information on NATO Dependability Management is contained within Allied Dependability Management Publications (ADMP).</i>		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
4.10.7	<b>Control of Externally Provided Processes, Products and Services</b>	The Quality Plan shall describe how externally provided products are controlled through the supply chain. This shall include the flow down of requirements, the acquisition process, ensuring product conformity, Supplier evaluation and selection, quality auditing and other activities associated with externally provided products through the supply chain. Specific risks related to the supply chain products shall be identified and managed as part of Suppliers Risk Management. See 4.8 Risk Management above.		
4.10.8	<b>Control of Production and Service Provision</b>	<p>The Quality Plan shall describe how the production and service provisioning is carried out under controlled conditions. The process that includes all operations in sequential order from receipt of purchased products through to the storage and release of products shall be included.</p> <p>The Quality Plan shall identify all special processes implemented for the contract. For special processes not yet validated, the Quality Plan shall describe activities in order to achieve this validation.</p>		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
<b>4.11</b>	<b>Release of Products</b>			
4.11.1		The Quality Plan shall describe how the Supplier will ensure that only acceptable products intended for delivery are released to the Acquirer. The Quality Plan shall refer to the contract specific arrangements for release authority, which may include the use of a Certificate of Conformity.		
4.11.2		The Quality Plan shall describe how the contract specific requirements for identification and control of non-conforming products will be carried out.		
<b>4.12</b>	<b>Improvement</b>			
4.12.1		The Quality Plan shall identify the processes/procedures that are required for product/service improvement.		
4.12.2		The Quality Plan shall describe how continual improvement and corrective actions will be carried out.		
<b>4.13</b>	<b>Performance Evaluation</b>			
4.13.1	<b>Customer Satisfaction</b>	The Quality Plan shall describe how the Supplier monitors, measures and improves customer satisfaction		
4.13.2	<b>Analysis and Evaluation</b>	The Quality Plan shall describe the analysis of data used in order to demonstrate the suitability and effectiveness of planned activities that lead to improvements.		

**Deliverable Quality Plan Review and Evaluation Form**

AQAP	Title	Requirement	Compliance Rating	Comments
4.13.3	Internal Audit	The Quality Plan shall describe how internal audits will be performed in order to determine whether the Quality Plan conforms to the requirements and is effectively implemented and maintained.		
5	Software Project Quality Plan	If a Software Project Quality Plan (Ref AQAP-2210 2.2.2) is required by the contract, the software specific activities shall be covered by the requirements in chapter 4 of this publication.		

Compliance Level Rating	Score
Non-Compliant	0
Partially Compliant	1
Substantially Compliant	2
Fully Compliant	3

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**Additional Comments:**

[Empty box for additional comments]

This Quality Plan is FC / SC / PC / NC \*

**Name:** ..... **Signature** .....

**Post:** ..... **Date:** .....

*\* Delete as applicable*

Reference: BDSG-142-75	Version: 1	Function: Quality	Page 11 of 11
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## Mandatory Returns Checklist

Mandatory Return	Tick to indicate Inclusion
DEFFORM 47 (Annex A) Tender Submission Document (Offer)	<input type="checkbox"/>
DEFFORM 68 (Schedule 6) – Supply of Hazardous Materials or Substances in Contractor Deliverables	<input type="checkbox"/>
DEFFORM 528 (Schedule 16) – Import and Export Information	<input type="checkbox"/>
DEFFORM 539A (Schedule 5) – Commercially Sensitive Information Form	<input type="checkbox"/>
DEFFORM 691 (Schedule 7) – Timber and Wood Derived Products	<input type="checkbox"/>
Completed Annex B to Schedule 2 - Pricing	<input type="checkbox"/>
DEFFORM 47, Section D – Answers to Technical Questions	<input type="checkbox"/>
Quality Plan fully compliant with AQAP 2105 Edn 2.	<input type="checkbox"/>
Confirmation that military packaging (where required) is carried out by an MPAS accredited company, as per clause 23 of the enclosed Terms and Conditions.	<input type="checkbox"/>
Point of Contact and email for Purchase Orders as per clause 46.5 of the enclosed Terms & Conditions.	<input type="checkbox"/>

**Return of all documentation is required even in the instance of a Nil Return.**