



17 April 2024  
Updated 22 April 2024.

Dear Sir / Madam

**Invitation to Dynamic Pre-Qualification Questionnaire (DPQQ)**

**Reference No. 708933450**

1. A competition for Port Agency Contract Cyprus (PACC) will be conducted using the Restricted Procedure under DSPCR 2011. The DCPD Cyber Risk Assessment Reference (RAR) for tender purposes is 980908706 with a rating of VERY LOW. Down selected suppliers will be required to evidence compliance with this Cyber Risk rating standard ahead of ITT release. There is no requirement to provide this Cyber Risk compliance evidence at DPQQ stage.
2. A Dynamic Pre-Qualification Questionnaire exercise for this requirement will run from 17 April 2024 to 17 May 2024. This DPQQ will be conducted via the Defence Sourcing Portal.
3. You may raise questions about the DPQQ and the requirement via the Defence Sourcing Portal. The deadline for asking questions is 10:00 on 7 May 2024. The Authority will endeavour to answers all questions by 12:00 on 8 May 2024. Please note that any questions raised, and the answers provided, may be shared with other interested suppliers.
4. You must submit your response via the Defence Sourcing Portal by 10:00 on 17 May 2024. You must allow sufficient time for submission as late submissions will not be accepted.
5. The anticipated date for notification of DPQQ scores and down selection is 7 June 2024. Please note that this is an indicative date and may change.
6. For this DPQQ stage, you will need to answer all questions in the commercial qualification and project specific technical questionnaire sections. The three highest scoring compliant suppliers will be invited to the tender stage.
7. The draft Statement of Requirement is provided for information purposes only, to give an awareness of the requirement, and is subject to change. The full Statement of Requirement, Terms & Conditions and all other Contract Schedules (including Pricing and Performance Management), are currently being finalised and will be issued to the suppliers who are down selected from the DPQQ.
8. The current estimated timescale is as follows (please note that these are indicative dates and may change):
  - 17 April 2024 - Contract Notice Issue
  - 17 April to 17 May 2024 – Pre-Qualification Phase
  - 17 May to 7 June 2024 – Pre-Qualification Down Selection
  - 24 June 2024 - Issue of Invitation to Tender
  - 02 August 2024 - Tender Completion
  - September 2024 - Contract Award

Yours sincerely,

Ashlin Humphreys  
Commercial Lead

## Defence Sourcing Portal Submission

1. The Authority is using Defence Sourcing Portal (DSP) for submission and evaluation of DPQQ responses.
2. DSP will be used to allow:
  - a. The Authority to issue the Dynamic Pre-Qualification Questionnaire
  - b. The Authority to upload supporting documents
  - c. Suppliers to raise clarification questions
  - d. The Authority to provide any relevant notifications to Suppliers
  - e. Suppliers to submit their Tender
  - f. The Authority to evaluate DPQQ responses
3. Each Supplier is responsible for registering for their own accounts within DSP. DSP is an intuitive online system and contains on-line guidance.
4. DSP will be separated into two separate sections, called envelopes. These are:
  - Qualification envelope – for Commercial Qualification Evaluation criteria
  - Technical envelope – for Project Specific Technical & Commercial Evaluation criteria (please note this includes six (6) project specific commercial questions)
5. Suppliers will be required to enter a response for each individual evaluation criteria.
6. Responses in the Technical envelope in DSP may be supported by any additional relevant documents, which may be attached in the General Attachments folder and are instructions as to page limits or additional materials are set out within the questions.
7. Suppliers must endeavour to ensure additional uploaded documents are no larger than the recommended size where possible. To facilitate the limit, images shall be compressed to a quality suitable for printing on A4 paper and viewing on a 1024x768 pixel screen. The Supplier should not use images that add no value to the submission.
8. Responses to each evaluation criteria will only be visible to evaluators who have been assigned to evaluate those specific criteria. It is important to note that some evaluators may only be assigned to a single criteria and may not see contextual material that was part of a response to a different criteria. It is important, therefore, that each response is 'self-contained' and provides all the information required for the evaluator to form an accurate assessment. Evaluators will not be expected to search for information contained within the response to a different criteria. For example, if responding to evaluation criteria 1, Suppliers could provide a full narrative response and/or advise that the response to that specific criteria can be found in supporting document X para X.
9. If a Supplier wishes to raise a clarification question, these should be raised in DSP. Each clarification should consist of a single question or topic and should indicate the relevant part of the Dynamic Pre-Qualification Questionnaire or supporting document that it relates to.
10. The Authority will endeavour to respond to clarifications within five working days of receipt. The Authority will use the notification process to distribute the answers to all clarification questions raised to all Suppliers.

11. Suppliers should clearly identify any clarifications or parts of clarifications which they consider to be confidential or specific to its proposed solution, stating the reasons why it considers the clarification to be so. The Authority will decide at its sole discretion whether or not to accept the Supplier's request. If the Authority does not accept the request for confidentiality, the Supplier will be informed and the Authority will specify a period within which the Supplier may choose to withdraw its clarification. If the Supplier does not withdraw its clarification in such circumstances, the Authority will proceed to respond on a non-confidential basis and distribute the response to the clarification to all the Suppliers.
12. The Authority reserves the right to seek clarification in respect of a Supplier's DPQQ submission. Any clarifications raised by the Authority will be submitted via DSP. Suppliers are to endeavour to respond to all clarifications within five working days of receipt. If the response is not going to be available within five working days, the Supplier should notify the Authority and advise when the response will be given.

## DPQQ Evaluation and Down Selection

1. The DPQQ is the first stage in the Procurement process. The DPQQ will be used to identify potential suppliers that the Authority assesses to have the best capacity and capability to deliver the requirements.
2. The Authority is intending to select three (3) suppliers to proceed to the next stage. The suppliers with the three highest technical scores who are compliant from the DPQQ evaluation, will proceed to the next round. If more than three suppliers receive equal scores which rank them as the top three highest scoring complaint suppliers, then suppliers will be selected based on their scores in the highest weighted technical criteria, continuing down through the technical criteria until only a maximum of three suppliers are selected ((i.e. if supplier A and B have scores of 90, suppliers C, D, E and F have scores of 85, suppliers C, D, E and F will be ranked on their scores in criteria 1, then in criteria 2 etc).
3. Those, and only those, suppliers who are selected from the DPQQ stage will be invited to Invitation to Tender stage.
4. DPQQ evaluations will be split into two separate elements, which will each be evaluated independently:
  - a. Part 1: Forms A-E: Qualifications Evaluation
  - b. Part 2: Form F: Project Specific Technical & Commercial Evaluation
5. Any submission which is considered non-compliant for any Commercial or Technical element or criteria will be excluded from the competition.
6. Suppliers will be evaluated based on the contents of their submission only.
7. Suppliers should answer all the questions within Defence Sourcing Portal and provide any supporting documentation.
8. The Qualifications evaluation will be assessed on a pass/fail basis. Suppliers are reminded to pay close attention to the instructions contained within the DPQQ as well as \* used to mark questions.
9. The following sections must be completed in the Qualification Evaluation criteria:

### Part 1: Forms A-E

10. If a supplier receives a pass for each individual criteria, the supplier will be considered commercially compliant. If a supplier receives a fail for any individual criteria, the supplier will be considered commercially non-compliant and will be excluded from the competition.
11. The Authority reserves the right to undertake a financial health check of suppliers as part of the Evaluation in accordance with the instructions in Part 1 Form D.
12. Project Specific Technical & Commercial responses shall show how suppliers have delivered relevant requirements and whether they are likely to have the experience, capacity, capability and knowledge to deliver the services required, answering each of the individual Project Specific Technical & Commercial Evaluation criteria. They shall be as concise, clear and simple as possible. Unnecessary promotional materials should be excluded and images should only be included where relevant.
13. The Project Specific Technical & Commercial Evaluation will assess the Supplier responses to establish the level of confidence The Authority has that the Supplier will be able meet and deliver all the requirements.

14. The Project Specific Technical & Commercial Evaluation will allocate points to a set of evaluation criteria. These criteria will also be weighted, with the points allocated to each individual criteria being multiplied by the associated weight to give points for that criteria.
15. The Project Specific Technical & Commercial Evaluation may also assess some criteria on a pass/fail basis. These criteria will not be included in the Total Technical Score calculation.
16. The scores awarded for each individual criteria, excluding any pass/fail criteria, will be added together to give the Total Technical Score.
17. The points, weightings and score available for each criteria are indicated in the technical evaluation table. For example:

If criteria 1 has a weight of 15% and the evaluation gives 60 points to the suppliers response to criteria 1, 60 points is multiplied by 15% weight, so the suppliers response to criteria 1 therefore receives a score of 9.

18. Technical evaluators will be assigned to assess each of the criteria. Evaluators will award points to each Supplier for each of the technical criteria they are assessing and provide their justification.
19. A senior member of the project team will then provide moderator oversight to ensure that all aspects of the evaluation have been carried out in accordance with UK and EU treaty principles of equality, non-discrimination, proportionality, mutual recognition and transparency. For each criteria, they will consider the points and justification given by each evaluator and approve a single points figure which will be awarded to each Supplier for each criteria. This moderated points figure will be used for the purposes of calculating each criteria score and the overall technical score.
20. If a Supplier meets the minimum score threshold for each of the Project Specific Technical & Commercial criteria, the Supplier will be considered technically compliant.
21. A Supplier will be considered non-compliant if they receive points which are below the minimum score threshold set for any individual criteria or if they receive a fail on any pass/fail criteria.
22. The Project Specific Technical & Commercial criteria which will be evaluated are set out in the table below.

23.

**DPQQ Part 2 Form F: Project Specific Technical Questions Summary Table and Weightings**

Level 1	Weighting %	Level 2		Weighting %		Individual Requirements of Response - Level 3	Minimum Score Threshold	Page Count
<b>Past Experience in Service Delivery Capability</b>	<b>70</b>	<b>Part 2 Form F: Project Specific Technical Questions</b>						
		1	Experience	Pass / Fail	2.1.3	Experience and Contract Examples Table	Pass	Please see guidance at 2.1.1 – 2.1.2
		2	Delivery	43	2.1.5	Experience in delivering services	70	Please see guidance at 2.1.2 & 2.1.4
		3	Adaptability	21	2.1.7	Experience with Change	70	Please see guidance at 2.1.2 & 2.1.6
		4	Flexibility	19	2.1.9	Experience with rapid and or crisis situations	30	Please see guidance at 2.1.2 & 2.1.8
		5	User Data	17	2.1.11	Experience with capturing Data	70	Please see guidance at 2.1.2 & 2.1.10
		6	Health & Safety	Pass / Fail	2.1.13	Health & Safety Policy	Pass	Select response
					2.1.14	Health & Safety enforcement / remedial orders	Pass	Select response
					2.1.15	Health & Safety enforcement / remedial orders Additional Information	Pass	Maximum 2000 Characters available
					2.1.16	Environmental Policy	Pass	Select response
					2.1.17	Environmental enforcement / remedial orders	Pass	Select response
					2.1.18	Environmental enforcement / remedial orders Additional Information	Pass	Maximum 2000 Characters available
					2.1.19	Subcontractors compliant with H&S	Pass	Select response

				-	2.1.20	Additional information for consideration with H&S questions 2.6.1 - 2.6.5	-	Maximum 2000 characters in accordance with guidance at 2.1.2
		<b>Part 2 Form F: Project Specific Commercial Questions</b>						
<b>Past Experience in Commercial Capability</b>	30	7	Russian / Belarusian entities	Pass / Fail	2.2.3	Russian / Belarusian entities	Pass	Select response
		8	Modern Slavery	Pass / Fail	2.2.4	Modern Slavery	Pass	Maximum 2000 characters in accordance with guidance at 2.1.2
		9	GDPR Protections	Pass / Fail	2.2.5	GDPR Protections	Pass	Select response
		10	Minimum 30-day payment terms	Pass / Fail	2.2.6	Minimum 30-day payment terms	Pass	Select response
		11	Contract Management Practices	80	2.2.8	Experience of Robust Contract Management	70	Please see guidance at 2.2.2 & 2.2.7
		12	Percentage of Payments	20	2.2.10	Experience of Percentage % of payments made within specific time frames	30	Please see guidance at 2.2.2 & 2.2.9
<b>Compliance</b>	N/A	13	Declaration	Pass / Fail	2.2.12	Part 1	Pass	Select Response
					2.2.13	Part 2	Pass	Select Response
		14	Form Completed By	Pass / Fail	2.2.15	Name	Pass	Maximum 2000 Characters available
					2.2.16	Date	Pass	Maximum 2000 Characters available

24. The project specific technical questions will be scored in accordance with the tables below.

**DPQQ Part 2 Form F: Project Specific Technical Questions Scoring Table**

Question	Score	0	30	70	100
2.1.5		<p>Provider did not submit a response</p> <p>Or</p> <p>The evidence provided <b><u>is not relevant.</u></b></p>	<p>The Evidence provided <b><u>partially</u></b> addresses the points within the question with <b><u>minimal evidence</u></b> included <b><u>for 3 (three)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Services delivered,</li> <li>•Vessels types,</li> <li>•Number of on time delivery occasions and</li> <li>•Key Performance Indicators (KPIs) performance</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>substantially</u></b> addresses the points within the question with <b><u>limited evidence</u></b> included for <b><u>no more than 2 (two)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Services delivered,</li> <li>•Vessels types,</li> <li>•Number of on time delivery occasions and</li> <li>•Key Performance Indicators (KPIs) performance</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>fully</u></b> addresses the points within the question including <b><u>full evidence</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Services delivered,</li> <li>•Vessels types,</li> <li>•Number of on time delivery occasions and</li> <li>•Key Performance Indicators (KPIs) performance</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>
2.1.7		<p>Provider did not submit a response</p> <p>Or</p> <p>The Evidence provided <b><u>does not</u></b> address the points within the question</p>	<p>The Evidence provided <b><u>partially</u></b> demonstrates the points within the question including how changes are processed, with <b><u>minimal evidence</u></b> included for <b><u>no more than 2 (two)</u></b> of the following:</p> <ul style="list-style-type: none"> <li>•Change process</li> <li>•Timelines required for changes (lead times to effect changes)</li> <li>•Restrictions to processing of changes</li> </ul> <p>Using the same</p>	<p>The Evidence provided <b><u>substantially</u></b> demonstrates the points within the question with <b><u>limited evidence</u></b> included for <b><u>no more than 1 (one)</u></b> of the following:</p> <ul style="list-style-type: none"> <li>•Change process</li> <li>•Timelines required for changes (lead times to effect changes)</li> <li>•Restrictions to processing of changes</li> </ul> <p>Using the same example(s) as the</p>	<p>The Evidence provided <b><u>fully</u></b> demonstrates the points within the question on how changes are processed, <b><u>including full evidence</u></b> of the following:</p> <ul style="list-style-type: none"> <li>•Change process</li> <li>•Timelines required for changes (lead times to effect changes)</li> <li>•Restrictions to processing of changes</li> </ul> <p>Using the same example(s) as the response provided to</p>



			example(s) as the response provided to 2.1.3.	response provided to 2.1.3.	2.1.3.
2.1.9		<p>Provider did not submit a response</p> <p>Or</p> <p>The Evidence provided <b><u>does not</u></b> address the points within the question</p>	<p>The Evidence provided <b><u>partially</u></b> addresses the points within the question with <b><u>minimal evidence</u></b> included <b><u>for 3 (three)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Description of the event</li> <li>•Urgency and Frequency of the response required by the event</li> <li>•How the event was managed</li> <li>•To what extent day to day operations were impacted</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>substantially</u></b> addresses the points within the question with <b><u>limited evidence</u></b> included for <b><u>no more than 2 (two)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Description of the event</li> <li>•Urgency and Frequency of the response required by the event</li> <li>•How the event was managed</li> <li>•To what extent day to day operations were impacted</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>fully</u></b> demonstrates the points within the question, including <b><u>full evidence</u></b> of the following:</p> <ul style="list-style-type: none"> <li>•Description of the event</li> <li>•Urgency and Frequency of the response required by the event</li> <li>•How the event was managed</li> <li>•To what extent day to day operations were impacted</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>

2.1.11		<p>Provider did not submit a response</p> <p>Or</p> <p>The Evidence provided <b><u>does not</u></b> address the points within the question</p>	<p>The Evidence provided <b><u>partially</u></b> addresses the points within the question with <b><u>minimal evidence</u></b> included <b><u>for 3 (three)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Overview statement</li> <li>•Process for use of data in operational planning</li> <li>•Timescales associated with demand and capture</li> <li>•And performance monitoring</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>substantially</u></b> addresses the points within the question with <b><u>limited evidence</u></b> included for <b><u>no more than 2 (two)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>• Overview statement</li> <li>•Process for use of data in operational planning</li> <li>•Timescales associated with demand and capture</li> <li>•And performance monitoring</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>fully</u></b> outlines how the organisation demands and captures data, including <b><u>full evidence</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Overview statement</li> <li>•Process for use of data in operational planning</li> <li>•Timescales associated with demand and capture</li> <li>•And performance monitoring</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>
2.2.8		<p>Provider did not submit a response</p> <p>Or</p> <p>The Evidence provided <b><u>does not</u></b> address the points within the question</p>	<p>The Evidence provided <b><u>partially</u></b> addresses the points within the question with <b><u>minimal evidence</u></b> included <b><u>for 3 (three)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Contract management practices</li> <li>•Communication with key suppliers and stakeholder</li> <li>•Resources utilised</li> <li>•Tools used to monitor performance</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>substantially</u></b> addresses the points within the question with <b><u>limited evidence</u></b> included for <b><u>no more than 2 (two)</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Contract management practices</li> <li>•Communication with key suppliers and stakeholder</li> <li>•Resources utilised</li> <li>•Tools used to monitor performance</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>	<p>The Evidence provided <b><u>fully</u></b> addresses the points within the question including <b><u>full evidence</u></b> of the following;</p> <ul style="list-style-type: none"> <li>•Contract management practices</li> <li>•Communication with key suppliers and stakeholder</li> <li>•Resources utilised</li> <li>•Tools used to monitor performance</li> </ul> <p>Using the same example(s) as the response provided to 2.1.3.</p>

2.2.10		<p>Provider did not submit a response</p> <p>Or</p> <p>The Evidence provided <b><u>does not</u></b> address the points within the question</p>	<p>The Evidence provided demonstrates that the potential supplier has <b><u>&gt;or =60%</u></b> of all payments being made in <b>categories: 3 or 4</b></p>	<p>The Evidence provided demonstrates that the potential supplier has <b><u>&gt;or =70%</u></b> of all payments being made in <b>category: 2</b></p>	<p>The Evidence provided demonstrates that the potential supplier has <b><u>&gt;or =70%</u></b> of all payments being made in <b>category: 1</b></p>
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Question	Score	FAIL	PASS
2.1.13		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider <b><u>did not</u></b> submit a relevant populated response.</p>	<p>Provider submitted a populated response with <b><u>at least 1 (one) relevant</u></b> Experience and Contract Example provided.</p>
2.1.13		<p>Provider did not submit a response</p> <p>Or</p> <p>Provider submitted a response which <b><u>does not confirm</u></b> the presence of legally compliant H&amp;S policy</p>	<p>Provider submitted a response <b><u>confirming presence</u></b> of legally compliant H&amp;S policy</p>
2.1.14		<p>Provider did not submit a response</p> <p>Or</p> <p>Provider submitted a response acknowledging having been in receipt of a enforcement/ remedial orders <b><u>with no satisfactory evidence</u></b> that appropriate remedial action has been taken to prevent future reoccurrence.</p>	<p>Provider submitted a response <b><u>confirming never</u></b> have been in receipt of a enforcement/ remedial orders</p>

2.1.15		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider submitted a response acknowledging having been in receipt of a enforcement/ remedial orders <b><u>with no satisfactory evidence</u></b> that appropriate remedial action has been taken to prevent future reoccurrence.</p>	<p>Provider submitted a response acknowledging having been in receipt of a enforcement/ remedial orders <b><u>but has included satisfactory evidence</u></b> that appropriate remedial action has been taken to prevent future reoccurrence.</p>
2.1.16		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider submitted a response which <b><u>does not confirm</u></b> the presence of legally compliant environmental policy.</p>	<p>Provider submitted a response <b><u>confirming presence</u></b> of legally compliant environmental policy</p>
2.1.17		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider submitted a response acknowledging having been in receipt of a enforcement/ remedial orders <b><u>with no satisfactory evidence</u></b> that appropriate remedial action has been taken to prevent future reoccurrence.</p>	<p>Provider submitted a response <b><u>confirming never</u></b> have been in receipt of a enforcement/ remedial orders</p>
2.1.18		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider submitted a response acknowledging having been in receipt of a enforcement/ remedial orders <b><u>with no satisfactory evidence</u></b> that appropriate remedial action has been taken to prevent future reoccurrence.</p>	<p>Provider submitted a response acknowledging having been in receipt of a enforcement/ remedial orders <b><u>but has included satisfactory evidence</u></b> that appropriate remedial action has been taken to prevent future reoccurrence.</p>
2.1.19		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider was <b><u>unable to confirm</u></b> the subcontractor compliance with H&amp;S and employment legislation applicable to their work.</p>	<p>Provider submitted a response <b><u>confirming</u></b> the subcontractor compliance with H&amp;S and employment legislation applicable to their work.</p>

2.2.3		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider was <u>unable to confirm</u> their supply chain was free from entities who are constituted or organised under the law of Russia or Belarus.</p>	<p>Provider submitted a response <u>confirming</u> their supply chain was free from entities who are constituted or organised under the law of Russia or Belarus.</p>
2.2.4		<p>Provider did not submit a response.</p> <p>Or</p> <p>The Evidence provided <u>does not</u> address the points within the question</p>	<p>Provider submitted a response a that <u>confirms</u> the organisation has evidence of a Modern Slavery Statement which addresses the points within the question.</p>
2.2.5		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider was <u>unable to confirm</u> they have human and technical resources in place or will have in place to ensure compliance with UK GDPR and ensure protection of rights of data subjects.</p>	<p>Provider submitted a response that <u>confirms</u> they have human and technical resources in place or will have in place to ensure compliance with UK GDPR and ensure protection of rights of data subjects.</p>
2.2.6		<p>Provider did not submit a response.</p> <p>Or</p> <p>Provider was <u>unable to confirm</u> they have systems in place to include 30-day payment terms in their supply chain.</p>	<p>Provider submitted a response <u>confirming</u> they have or will have by contract award, systems in place to include 30-day payment terms in their supply chain.</p>

## **Additional Information**

1. The Authority reserves the right to:
  - Waive or amend the requirements of the DPQQ, including the timetable, structure or content of the procurement, depending on approvals processes or for any other reason;
  - Withdraw the DPQQ at any time, or to re-invite responses on the same or any alternative basis;
  - Request additional information, evidence, clarification or documents in respect of a response, submission or self-certification at any time throughout the procurement;
  - Re-apply the assessment criteria of the DPQQ, including the economic and financial standing assessment, at any time throughout the Procurement using additional information, evidence, clarification or documents; and
  - Undertake a criminal record check for relevant convictions for the Potential Supplier.
2. The Authority shall not be liable for any costs, expenditure, work or effort incurred in proceeding with, or participating in, this Procurement, including if the Procurement is terminated or amended by the Authority, or if no contract is awarded.
3. Where you have a valid reason for being unable to provide the specific information requested, other relevant information may be accepted but only if it is considered appropriate by the Authority. It is the Authority's absolute discretion as to whether the alternative information is acceptable. Potential Suppliers will not have the opportunity to challenge their de-selection on the basis of the Authority rejecting any supplementary information.
4. Whilst the DPQQ Documents provided to Potential Suppliers by the Authority has been prepared in good faith, the Authority does not warrant that the content of the DPQQ documents or any documents referred to in it is accurate or complete or that it has been independently verified.
5. Nothing in the DPQQ Documents, or any information provided on the DSP portal, is, or should be, relied upon as a promise or a representation as to the Authority's ultimate decisions in relation to the Programme. The publication of the DPQQ Documents in no way commits the Authority to award any contract or pursue any tender process for the Programme.
6. Nothing in the DPQQ Documents or in any other communication made between the Authority and any other party should be interpreted as constituting a contract, agreement or representation between the Authority and any other party (save for a formal award of contract made in writing) or as constituting a contract, agreement or representation that a contract shall be offered.
7. If the Authority considers there is a conflict of interest, it is a condition precedent for participation in the Procurement for the Potential Supplier to demonstrate to the absolute satisfaction of the Authority that the Potential Supplier or the other identified party has or will put in place measures to eliminate any unfair advantage it may have and ensure that its participation will not distort the competition.
8. You should note that the Authority may publish the names of potential suppliers who are invited to participate the next stage.
9. The contents of this document, the DPQQ and anything else provided for this procurement in the Defence Sourcing Portal are provided on the condition that they remain the property of the Authority, are kept confidential (save in so far as they are already in the public domain) and that the Potential Supplier shall take all necessary precautions to ensure that they remain confidential and are not disclosed.

10. Potential Suppliers shall not undertake any publicity activities in relation to the shortlisting process without the Authority's prior written consent, including to the format and content of any publicity. For example, no statements may be made to the media regarding the nature of any response, its contents or any proposals relating to it without the prior written consent of the Authority.
11. The Authority reserves the right to reject or disqualify a Potential Supplier where:
- The DPQQ response is submitted late, is completed incorrectly, is incomplete or fails to meet the Authority's submission requirements in the DPQQ or as otherwise notified to Potential Suppliers prior to the deadline for submission of DPQQ responses;
  - The Potential Supplier would be excluded under Regulation 23 of the Regulations at any stage during the Procurement process;
  - Following pre-qualification of a Potential Supplier for the next stage of the Procurement there is a change in identity, control, financial standing or other factor affecting the Potential Supplier unless approved by the Authority;
  - If the Authority becomes aware that information provided by the Potential Supplier in response to the DPQQ is intentionally or unintentionally false, misleading or incorrect;
  - An exemption is falsely claimed for any question of the DPQQ;
  - The Authority considers there to be evidence of direct or indirect canvassing, or an unauthorised attempt to procure information from any other person within, or associated with, the Authority, any public-sector employee or advisor concerning this Procurement or any aspect of the Programme;
  - The Authority does not consider a conflict of interest can be effectively resolved, remedied, managed or mitigated;
  - It can be demonstrated by an appropriate means that there is a breach of statutory obligations, including relating to the non-payment of taxes or social security contributions; or
  - The criminal record checks for relevant convictions for You result in you being considered unsuitable.
12. The rejection or disqualification of a Potential Supplier shall not prejudice any other civil remedy available to the Authority or any criminal liability that such conduct by a Potential Supplier may attract.
13. The Authority reserves the right to allow a manifest error to be corrected to the Authority's satisfaction, in cases where such action would be proportionate, and the action would not result in discrimination or unfair treatment to other potential suppliers.
14. The Authority reserves the right to revisit, and if necessary, amend the result of the evaluation if after completion of the evaluation new information emerges which gives the Authority reason to doubt the original pre-qualification or, in relation to a bid by a consortium, a member of the consortium changes (where approved by the Authority).
15. The Authority also reserves the right to at any time (including at a later stage of this process) to ask for evidence as to the claims made by and information provided by the Potential Supplier pursuant to the DPQQ.
16. The Authority recognises that Joint Venture and Key Sub-Contractors arrangements may be subject to change and may not be finalised until a later date. You must immediately notify the Authority where there are any changes to your circumstances (including the proposed Joint Venture and/or Key Sub-contractors) which means that information submitted within the DPQQ is no longer accurate and/or your ability to provide the requirements has materially changed.

17. Where there are any changes to your circumstances after submission of your DPQQ, you shall be required to re-submit the relevant parts of the DPQQ.
18. The Authority reserves the right to make a revised assessment of our DPQQ which may result in your disqualification from the Procurement should any change in circumstance have a sufficiently serious impact, such that you would not qualify, or you would not have been selected.