**OIP/0069 – Lighting and Power Distribution Systems (LAPDS) Dynamic Pre-Qualification Questionnaire (DPQQ) Instructions**

Contracting Authority: Operational Infrastructure Team (OI), Ministry of Defence

Requirement: Lighting and Power Distribution Systems (LAPDS) Procurement Contract

Issue date: 04/11/2022

Return date: 04/12/2022 12:00

Note that DPQQ’s received after the return date will not be considered.

**GUIDANCE INSTRUCTIONS AND CONDITIONS**

 **I.** **Introduction**

 1. The Authority issues this Dynamic Pre-Qualification Questionnaire (“DPQQ”) in support of the OIP/0069 requirement.

 2. The Authority requires the information sought in this DPQQ from each Potential Contractor that wishes to proceed further in this procurement. Only Potential Contractors who are successful at this stage will be invited to proceed to the next stage of the procedure.

**II.** **Notes for completion by Potential Contractor**

1. The following definitions are used in this document:

 “We” or “Authority” means the Ministry of Defence.

 “You” or “Your” or the “Potential Contractor” means the business or company which is completing this DPQQ.

 2. Please ensure that you complete the questionnaire as requested. Failure to do so may result in your application to participate in the procurement procedure being disqualified. If the question does not apply to you, please write N/A. Where you cannot complete a question, the Authority reserves the right to require further clarification or supplementary information.

 3. Where you have a valid reason for being unable to provide the specific information requested in relation to Economic and Financial Standing, Technical and Professional Ability, Defence and Security Sector Matters or Project Matters; other information may be accepted but only if it is considered appropriate by the Authority.

 4. All questions should be answered without reference to general marketing or promotional material.

 5. Please answer every question in English. If any of the required information (e.g. text in financial accounts) is not in English, you must supply a copy of the original document and an English translation of that information.

 6. Where financial information is quoted in figures other than pounds sterling; the sum should be stated in both the original currency and pounds sterling. You should use exchange rates quoted (by national central banks, international institutions or commercial banks operating in the foreign exchange market) on the day this DPQQ was issued for all currency conversions, and you must state the exchange rate used in your response.

 7. You must inform the Authority of any material changes to the information provided as soon as you become aware of the change.

 **III.** **Return of this DPQQ**

1. Please complete the DPQQ using the Defence Sourcing Portal (DSP), by **04/12/2022 at 12:00.**

 If you have any difficulties completing the DPQQ on the DSP please contact Thomas Neillat least 48 hours prior to the return date. Email: Thomas.Neill103@mod.gov.uk Please ensure any clarification questions are sent through the messaging function on the DSP.

 2. In your response, you must provide the name, position and contact detail for the person within the business or company of the Potential Contractor responsible for this requirement in Part 1 - Form A.

**IV.** **Verification of Information Provided**

 1. The higher the value and technical complexity of the procurement, the higher the level of verification that is likely to be required. Not all questions require supporting documents at this stage (for example certificates or statements). Each question in the DPQQ will state what documentary evidence is required and when it is required to be submitted. The Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.

 2. You may also be asked to clarify your answers or provide more details about certain issues.

 3. Any serious misrepresentation in providing the information requested or failure to provide any of the information requested in the DPQQ or in response to a request for clarification by the Authority may result in the Potential Contractor’s exclusion from the competition.

 4. The Authority mayseek independent financial and market advice to validate information declared by you or to assist in the evaluation. Reference site visits or demonstrations or presentations are unlikely to be requested at this stage, but the Authority reserves the right to request these as a part of the DPQQ process.

**V.** **Consortia Arrangements**

 1. Potential Contractor should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium as part of their answer.

 2. At any stage in the procurement process, Potential Contractors must, as soon as possible, notify the Authority in writing of any material change in relation to the proposed consortium arrangement (including any change of roles or responsibilities and the addition or removal of consortium members). The Authority reserves the right to require the responses to the DPQQ to be updated to reflect the revised arrangement so that it can make a further assessment by applying the selection criteria to the new information provided, which may affect the suitability of the Potential Contractor to proceed with the procurement process.

**VI.** **Selection of Potential Contractor**

1. During the DPQQ stage, the intention is to arrive at a short list of a maximum of five (5) qualified Potential Contractors for formal Invitation to Tender (ITT).

2. **The criteria applied for the selection of Potential Contractor are detailed at Annex A below.**

 **VII.** **Company Point of Contact**

 1. For the purposes of this DPQQ Potential Contractors are required to appoint a point of contact who shall be responsible for all communication with the Authority during the supplier selection stage and to whom the Authority will address any enquiries and responses to Bidder Clarification Questions. This will form part of the response on the DSP (Section 1.8 contact details in the DPQQ).

 **VIII.** **Clarification Process**

 1. The deadline for clarification questions is **18/11/2022 at 12:00**. The Authority reserves the right not to respond to queries submitted after this date.

 2. All clarification questions should sent via the messaging function on the DSP. The Authority will endeavour to provide a response to all questions within 5 working days, for questions of a more complex nature the Authority will provide a holding response and advise timescales for responding.

 3. All clarification questions and responses will be communicated, without identifying the originator, to all Potential Contractors who are participating in the process unless there are compelling reasons why they should not be disclosed.

**IX.** **Costs and Expenses**

 1. Potential Contractors are responsible for their costs and expenses incurred in connection with the preparation and submission of the DPQQ and all future stages of the selection and tender evaluation process. The Authority, or any of its advisers, does not accept any liability in respect of this DPQQ or any supporting documentation or liability for any costs or expenses borne by the Potential Contractor or any of their Sub-Contractors or advisers in this process.

**IIX.** **Conflicts of Interest**

 . The Authority is required to ensure that all Potential Contractors are treated equally and in a non-discriminatory way during the procurement process. The Authority therefore needs to eliminate or mitigate conflicts of interest to ensure a fair and non-discriminatory procurement process.

2. Potential Contractors should note that, subject to the terms of this DPQQ, the Authority reserves the right to disqualify a Potential Contractors where there is an actual or potential conflict of interest, including in relation to any other party identified in response to this DPQQ. Such identified parties may include an associated company or member of any consortium or proposed sub-contractors.

 3. Potential Contractors are required to review carefully the prior or current involvement of the Potential Contractor or any other identified party before submission of the completed DPQQ.

4. Potential Contractors must report to the Authority if they have identified from this review actual or potential conflicts of interest arising from the Potential Contractor or any other identified party’s participation in the procurement

 5. If the Authority considers there is a conflict of interest, it is a condition precedent for participation in the procurement for the Potential Contractor to demonstrate to the absolute satisfaction of the Authority that the Potential Contractor or the other identified party has or will put in place measures to neutralise any unfair advantage it may be deemed to have and ensure that its participation will not distort the competition.

 6. The measures mentioned at paragraph 4 above are likely to include physical separation, protection of information, control of personnel and managerial and administrative separation, as appropriate.

 7. If the Potential Contractor puts in place measures to mitigate any risk from a conflict of interest, the Authority may make such measures contractually binding commitments on the part of a Potential Contractor or the other identified party.

 8. Any Potential Contractor should take this condition into account when deciding whether to participate in this procurement.

**Annex A**

**Notes on DPQQ Evaluation to Potential Contractor**

1. The objective of the DPQQ evaluation is to pre-qualify and select Potential Contractors to carry out the requirements under this contract.

1. All pass/fail questions are detailed in the DPQQ. Potential Contractors are to note that where a pass/fail question allows the Authority the discretion to exclude a Potential Contractor, then the Authority will exercise its discretion in determining whether or not to exclude a Potential Contractor.

1. For those Potential Contractors who pass the Part 1 (i.e. they record no “Fail” against any mandatory legal question); their capability will be assessed in Part 2 using criteria listed in Table 1 below.

1. During the DPQQ evaluation, all questions will be scored in accordance with the scoring mechanism detailed below. Each question will be scored between 0 and 5 with the Authority reserving the right to exclude any Potential Contractor which scores a 0 (Fail) in any of the questions detailed below. In addition, if any Potential Contractor scores a Fail in any of the Project Questions with the pass/fail criteria, the Authority reserves the right to exclude that Potential Contractor.

1. The scores received by Potential Contractors shall equate to a percentage score as detailed in Table 1 below with a total available score of 100%.
2. For the avoidance of confusion, only the 5 highest total percentage scoring Potential Contractors shall be invited to partake in the Invitation of Tender (ITT). Should more than one Potential Contractor score the same total percentage score, the Authority reserves the right to request additional information in order to enable the Authority to make an appropriate determination as to which Potential Contractor to invite to the ITT.

1. Weightings for each question are specified in the DPQQ and summarised in the table below:

Table 1:

|  |  |  |
| --- | --- | --- |
| **SECTION** | **QUESTION** | **PASS/FAIL or WEIGHTING** |
| PART 2 FORM F | 6.1.1 | 25% |
| PART 2 FORM F | 6.1.2 | 25% |
| PART 2 FORM F | 6.1.3 | 20% |
| PART 2 FORM F | 6.1.4 | 15% |
| PART 2 FORM F | 6.2.1 | PASS/FAIL |
| PART 2 FORM F | 6.3.1 | PASS/FAIL |
| PART 2 FORM F | 6.3.2 | 15% |
| PART 2 FORM G | 7 | PASS/FAIL |
| **TOTAL SCORE** |  | **100%** |

**Example A – Question 6.1.1, Weighting 25%**

|  |  |
| --- | --- |
| **Score** | **Total Score** |
| 5 | 25% |
| 3 | 15% |
| 1 | 5% |
| 0 | 0% |

**Example B – Question 6.1.4, Weighting 15%**

|  |  |
| --- | --- |
| **Score** | **Total Score** |
| 5 | 15% |
| 3 | 9% |
| 1 | 3% |
| 0 | 0% |

**Part 1 – Commercial (Mandatory Legal Questions)**

1. **Form A – Organisation and Contract Details**
2. **Form B – Grounds for mandatory rejection**
3. **Form C – Grounds for discretionary rejection**
4. **Form D – Economic and Financial Standing**
5. **Form E – Technical and Professional Ability**

**Part 2 Form F - Project Questions**

**6.1.1 – Technical Ability and Experience**

 **Aim:** The Authority requires assurance that the Potential Contractor has the technical ability and experience providing field electrical distribution systems, (with power ranging from 110V to 400V or 16 amps to 63 amps).

 **Evidence:** The Applicant should provide evidence of where it has successfully demonstrated technical ability and experience of providing field electrical distribution systems, by reference to no more than three (3) examples undertaken within the last five (5) years.

 **Guidance:** A high-scoring answer would, taking the examples as a whole, include details of the following points (stating clearly which of the examples are relevant to each point):

1. Provide details of the Applicants technical facilities.
2. Detail the processes utilised and activities undertaken in providing field electrical distribution systems.
3. Describe personnel experience and qualifications.
4. Provide details of principal areas of business.

Question 6.1.1 will be assessed as follows: [**Available Percentage Score – 25%**]

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| 5 - Excellent | The Potential Contractor’s response gives the Authority high confidence that the Potential Contractor has the technical ability and experience of providing field electrical distribution systems because the evidence provided:* 1. Is of high quality, detail, clarity and is relevant to the question; and
	2. Relates to examples which are of similar/or higher scale, technical scope or complexity to the Procurement.
 |
| 3 - Good | The Potential Contractor’s response gives the Authority confidence that the Potential Contractor has the technical ability and experience of providing field electrical distribution systems because the evidence provided:1. Is of reasonable quality, detail, clarity and is mostly relevant to the question; and
2. Relates to examples which are of a less comparable scale, technical scope or complexity to the Procurement.
 |
| 1 - Poor | The Potential Contractor’s response gives the Authority low confidence that the Potential Contractor has the technical ability of providing field electrical distribution systems and experience because the evidence provided:1. Is of low quality, detail, clarity and is not entirely relevant to the question; and
2. Relates to examples which are not of comparable scale, technical scope or complexity to the Procurement.
 |
| 0 – Fail | The Potential Contractor’s response gives the Authority no confidence that the Potential Contractor has the technical ability and experience of providing field electrical distribution systems because the Potential Contractor has not provided any evidence and/or any relevant evidence. |

**6.1.2 - Experience of Successfully Delivering Equipment.**

**Aim:** The Authority requires assurance that the Potential Contractor has the experience of successfully delivering equipment.

**Evidence:** The Applicant should provide evidence of where it has successfully delivered field electrical distribution systems for temporary infrastructure, by reference to no more than three (3) examples undertaken within the last five (5) years.

**Guidance:** A high-scoring answer would, taking the examples as a whole, include details of the following points (stating clearly which of the examples are relevant to each point):

1. Provide details of the customer, the project value, and the start and end date of the project.
2. Summarise the customer’s requirements, the project sizes, the project objectives and the surrounding context.
3. Describe the ultimate outcome of the projects in terms of success.

Question 6.1.2 will be assessed as follows: [**Available Percentage Score – 25%**]

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| 5 - Excellent | The Potential Contractor’s response gives the Authority high confidence that the Potential Contractor has the experience of successfully delivering equipment because the evidence provided:* 1. Is of high quality, detail, clarity and is relevant to the question; and
	2. Relates to examples which are of similar/or higher scale, technical scope or complexity to the Procurement.
 |
| 3 - Good | The Potential Contractor’s response gives the Authority confidence that the Potential Contractor has the experience of successfully delivering equipment because the evidence provided:1. Is of reasonable quality, detail, clarity and is mostly relevant to the question; and
2. Relates to examples which are of a less comparable scale, technical scope or complexity to the Procurement.
 |
| 1 - Poor | The Potential Contractor’s response gives the Authority low confidence that the Potential Contractor has the experience of successfully delivering equipment because the evidence provided:1. Is of low quality, detail, clarity and is not entirely relevant to the question; and
2. Relates to examples which are not of comparable scale, technical scope or complexity to the Procurement.
 |
| 0 – Fail | The Potential Contractor’s response gives the Authority no confidence that the Potential Contractor has the experience of successfully delivering equipment because the Potential Contractor has not provided any evidence and/or any relevant evidence. |

**6.1.3 – Experience of Surges of Demands.**

**Aim:** The Authority requires assurance that the Potential Contractor has the experience of surge of demands and supply of equipment at reduced timeframes or increased quantites.

**Evidence:** The Applicant should provide evidence of where it has successfully provided delivery of equipment, where it has obtained shorter lead times for urgent high priority items and where it has dealt with sudden surges in demands, by reference to no more than three (3) examples undertaken within the last five (5) years.

**Guidance:** A high-scoring answer would, taking the examples as a whole, include details of the following points (stating clearly which of the examples are relevant to each point):

1. Provide details of when equipment has been delivered on time and has complied with delivery warehouse regulations.
2. Describe previous order surges and experience of obtaining shorter lead times.
3. Provide details of reacting to Urgent Operational Requirments (UOR).
4. Describe previous experience of increased quantities being delivered against anticiplated demand.

Question 6.1.3 will be assessed as follows: [**Available Percentage Score – 20%**]

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| 5 - Excellent | The Potential Contractor’s response gives the Authority high confidence that the Potential Contractor has the experience of delivering equipment because the evidence provided:* 1. Is of high quality, detail, clarity and is relevant to the question; and
	2. Relates to examples which are of similar/or higher scale, technical scope or complexity to the Procurement.
 |
| 3 - Good | The Potential Contractor’s response gives the Authority confidence that the Potential Contractor has the experience of delivering equipment because the evidence provided:1. Is of reasonable quality, detail, clarity and is mostly relevant to the question; and
2. Relates to examples which are of a less comparable scale, technical scope or complexity to the Procurement.
 |
| 1 - Poor | The Potential Contractor’s response gives the Authority low confidence that the Potential Contractor has the experience of delivering equipment because the evidence provided:1. Is of low quality, detail, clarity and is not entirely relevant to the question; and
2. Relates to examples which are not of comparable scale, technical scope or complexity to the Procurement.
 |
| 0 – Fail | The Potential Contractor’s response gives the Authority no confidence that the Potential Contractor has the experience of delivering equipment because the Potential Contractor has not provided any evidence/relevant evidence. |

**6.1.4 – Utilisation of Safety & Environmental Management**

**Aim:** The Authority requires assurance that the Potential Contractor has experience of providing safety and environmental management.

**Evidence:** The Applicant should provide evidence of where it has successfully provided safety and environmental management, by reference to no more than two (2) examples undertaken within the last three (3) years.

**Guidance:** A high-scoring answer would, taking the examples as a whole, include details of the following points (stating clearly which of the examples are relevant to each point):

1. Describe the Applicant’s past experience of safety and environmental management.
2. Provide details of when safety and environmental legislation compliance has been applied.
3. Summarise the Applicant’s safety and environment management system used.
4. Examples of any independent/external auditing for safety and environmental management processes used.

Question 6.1.4 will be assessed as follows: [**Available Percentage Score – 15%**]

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| 5 - Excellent | The Potential Contractor’s response gives the Authority high confidence that the Potential Contractor has the experience of providing safety and environmental management because the evidence provided:* 1. Is of high quality, detail, clarity and is relevant to the question; and
	2. Relates to examples which are of similar/or higher scale, technical scope or complexity to the Procurement.
 |
| 3 - Good | The Potential Contractor’s response gives the Authority confidence that the Potential Contractor has the experience of providing safety and environmental management because the evidence provided:1. Is of reasonable quality, detail, clarity and is mostly relevant to the question; and
2. Relates to examples which are of a less comparable scale, technical scope or complexity to the Procurement.
 |
| 1 - Poor | The Potential Contractor’s response gives the Authority low confidence that the Potential Contractor has the experience of providing safety and environmental management because the evidence provided:1. Is of low quality, detail, clarity and is not entirely relevant to the question; and
2. Relates to examples which are not of comparable scale, technical scope or complexity to the Procurement.
 |
| 0 – Fail | The Potential Contractor’s response gives the Authority no confidence that the Potential Contractor has the experience of providing safety and environmental management because the Potential Contractor has not provided any evidence and/or relevant evidence. |

**6.3.2 - Receipt of Enforcement or Remedial Orders**

Has the Applicant or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders from the Health and Safety Executive (HSE) (or equivalent body) in the last 3 years? If the answer is yes, please provide evidence outlining what action the Applicant has taken to resolve issues raised.

Question 6.3.2 will be assessed as follows:

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| Pass | The Potential Contractor or any of its Directors or Executive Officers have not been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years. The Potential Contractor or any of its Directors or Executive Officers have taken the appropriate action to resolve any issues raised in response to enforcement/remedial orders in relation to the HSE (or equivalent body) in the last 3 years. This must include a letter from HSE informing the issue has been resolved.  |
| Fail | The Potential Contractor or any of its Directors or Executive Officers have received enforcement/remedial orders in relation to the HSE (or equivalent body) in the last 3 years and have failed to take appropriate action to resolve issues raised. |

**6.2.9 - Certification for Quality Management Systems**

Please provide details and copies of the Applicant’s current certification for any Quality Management Systems (QMS) operated by the Company (ISO 9001:2015 UKAS accredited or equivalent), including throughout your supply chain, to supply electrical distribution systems.

Where no quality certification is currently held, please detail the steps the Applicant is taking to obtain certification. The Applicant must be at a minimum able to evidence they are at the second stage of obtaining ISO 9001:2015 UKAS accredited or equivalent stage for a different accreditation.

Question 6.2.9 will be assessed as follows:

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| Pass | The Potential Contractor has provided relevant evidence to demonstrate certification for QMS or has given the Authority evidence that the Potential Contractor has the ability to obtain the required certification. The Applicant must be at a minimum able to evidence they are at the second stage of obtaining ISO 9001:2015 UKAS accredited or equivalent stage for a different accreditation. |
| Fail | The Potential Contractor has not provided any evidence to demonstrate certification for QMS or has not provided relevant evidence to demonstrate the Potential Contractor’s ability to obtain the required certification. |

**6.2.10 – Utilisation of Effective Quality Assurance Procedures**

**Aim:** The Authority requires assurance that the Potential Contractor has effective Quality Management Systems (QMS).

**Evidence:** The Applicant should provide evidence of where it has successfully utilised effective quality assurance processes and procedures, by reference to no more than two (2) examples undertaken within the last three (3) years.

**Guidance**: A high-scoring answer would, taking the examples as a whole, include details of the following points (stating clearly which of the examples are relevant to each point):

* 1. Describe the procedures utilised for identifying and recording non-compliant work (in terms of quality).
	2. Summarise the processes utilised for implementing corrective and preventive actions.
	3. If used, describe how the process is applied to sub-contractors, including:
		1. How sub-contractors were notified of prime contract Quality Assurance conditions and provide details of the method by which they were ‘flowed down’ in sub-contract orders.
		2. Detail how the Potential Contractor ensured that sub suppliers were approved and how compliance with prime contract requirements were met.

Question 6.2.10 will be assessed as follows: [**Available Percentage Score – 15%**]

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| 5 - Excellent | The Potential Contractor’s response gives the authority high confidence that the Potential Contractor has utilised effective Quality Assurance procedures because the evidence provided: * 1. Is of high quality, detail, clarity and is relevant to the question; and
	2. Relates to examples which are of similar/or higher scale, technical scope or complexity to the Procurement.
 |
| 3 - Good | The Potential Contractor’s response gives the authority confidence that the Potential Contractor has utilised effective quality assurance procedures because the evidence provided: 1. Is of reasonable quality, detail, clarity and is mostly relevant to the question; and
2. Relates to examples which are of a less comparable scale, technical scope or complexity to the Procurement.
 |
| 1 - Poor | The Potential Contractor’s response gives the Authority low confidence that the Potential Contractor has utilised effective quality assurance procedures because the evidence provided:1. Is of low quality, detail, clarity and is not entirely relevant to the question; and
2. Relates to examples which are not of comparable scale, technical scope or complexity to the Procurement.
 |
| 0 - Fail | The Potential Contractor’s response gives the Authority no confidence that the Potential Contractor has utilised effective Quality Assurance procedures because the Potential Contractor has not provided any evidence and/or relevant evidence. |

**7.1 Part 2: Form G - Defence and Security Questions**

The potentially sensitive and emotive nature of this task requires that the down selection process may include background checks on the nationality and conduct of companies with respect to security and any evidence of activity contrary to the security of the United Kingdom territory and inhabitants. Potential Contractors are requested to confirm that they are willing to undertake and comply with any background checks etc. required by the Authority.

Question 7.1 will be assessed as follows:

|  |  |
| --- | --- |
| **Score** | **Evidence and Experience** |
| Pass | The Potential Contractor has confirmed that they are willing to undertake and comply with any required background checks etc. |
| Fail | The Potential Contractor has confirmed that they are not willing to undertake and comply with any required background checks etc. |