



Ministry
of Defence

[REDACTED]
Commercial Officer 2a

Catterick Barracks
Detmolder Strasse 440
33605 Bielefeld
Germany

Tel: [REDACTED]

Email: [REDACTED]

Tangent Expeditions Ltd
14-16 Glendale Road
Wooler
Northumberland
NE71 6DN
UK

Your Reference:

Our Reference: CB/BFG/0112

Date: 29 February 2016

Dear Sir/Madam

Invitation to Tender. Reference No: CB/BFG/0112

1. You are invited to tender for the provision of Logistics Support to Ex-Dragon Remec, Greenland, in competition in accordance with the attached documentation.
2. The requirement is for the provision of logistics support (excluding flights and freight) to a team of 24 Army personnel on a 6 week expedition in Kulusuk, from (estimated) 22 July 2016.
3. Funding has been approved on 13 October 2015.
4. The anticipated date for the contract award decision is 11 April 2016, please note that this is an indicative date and may change.
5. You must submit your Tender to arrive no later than 04 April 2016. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority.
6. Please confirm receipt of this tender to the Commercial Officer stated in the above address.

Yours faithfully

**List of Suppliers Invited to Submit a Tender for ITT No.
CB/BFG/0112**

Supplier Name	Supplier Address and Phone No	Supplier Point of Contact
Tasermiut	South Greenland Expeditions B-873 Qassiarsuk 3921 Narsaq Greenland	
Tangent Expeditions Ltd	14-16 Glendale Road Wooler Northumberland NE71 6DN UK	
Pirhuk – Greenland Expedition Specialists	B-1014 3915 Kulusuk East Greenland	

Invitation To Tender

for

**The Provision of Logistics Support to Ex-Dragon
Remec, Greenland – CB/BFG/0112**

Contents

This invitation consists of the following documentation:

- DEFFORM 47 – Invitation To Tender. The DEFFORM 47 sets out the key requirements that Tenderers need to meet in submitting a valid Tender. It also sets out the conditions relating to this competition. For ease it is broken into:
 - Section A – Introduction Page 3
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- Statement of Requirement – Schedule 5
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- Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) – Schedule 6
- DEFFORM 28 – Tender Return Label
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DEFFORM 47 Definitions

Section A – Introduction

A1. “The Authority” means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as “the Authority”), acting as part of the Crown.

A2. “Tenderer” means the economic operator or group of operators in the form of a consortium, including sub-contractors, which has been invited to submit a response to this Invitation to Tender. Where “you” is used this means an action on you the Tenderer.

A3. “Invitation to Tender” (ITT) refers to the first document that the Authority sends out to potential Tenderers that initiates a tender response, 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 Certificate(s) of Conformity supplied in accordance with any Quality Assurance (QA) requirements if specified) 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 Requirement” Schedule 5 of the SC3 details the technical requirements and acceptance criteria 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 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. This ITT is exempt from the Public Contracts Regulations 2015 as it is below the threshold. The requirement was advertised by the Authority in the DCO / Contracts Finder dated 11 February 2016 with reference to the requirement for the Provision of Logistics Support to Ex-Dragon Remec, Greenland.

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 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 Commercial Team 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. Standardised Contracting (SC3) conditions are attached. Only the 'Core Plus' conditions are negotiable.

~~Note: The MOD is changing to an electronic end to end procurement system. Any conditions relating to the payment process may be amended between the issue of this ITT and contract award. Any change will solely be for the purpose of ensuring payment is made.~~

Consultation with Credit Reference Agencies

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

Section B – Key Tendering Activities

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

Stage	Date and Time	Initiated By	Submit to:
Invitation to Bidders Conference ¹	N/A	N/A	N/A
Date for Confirmation of attendance at Bidders Conference ¹	N/A	N/A	N/A
Final date for Clarification Questions / Requests for additional information	28 March 2016	Tenderers	SO3 Commercial Officer 2a
Final Date for Requests for Extension ²	25 March 2016	Tenderers	SO3 Commercial Officer 2a
The Authority issues Final Clarification Answers	30 March 2016	The Authority	All Tenderers ³
Tender Return	04 April 2016 by 10.00 CET.	Tenderers	SO3 Commercial Officer 2a, using DEFFORM 28
Tender Evaluation	08 April 2016	The Authority	N/A
Negotiations ⁴	N/A	N/A	N/A
Reverse Auction	N/A	N/A	N/A
Trials / Testing	N/A	N/A	N/A

Notes

1. ~~A Bidders Conference is where the Authority presents the requirement to all Tenderers at the same time. A copy of the presentation will be issued to all Tenderers regardless of attendance. It gives you an opportunity to ask questions about the requirement. The Tenderer must provide the name(s) of those attending the Bidders Conference to the above named contact, by the date shown, so that access to the site can be arranged.~~

2. 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.

3. 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.

4. Negotiations are only permitted under the Negotiated 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. Prices must be Firm Price etc and detail any price breakdowns which must be included in the Tender.

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 90 calendar days from the Tender return date. If successful, your Tender must be open for acceptance for a further thirty (30) calendar days.

C5. Variant Bids. Any Tender made subject to additional or alternative Contract Conditions alone is not a variant bid. Where the tender evaluation has a pass / fail for the Contract Conditions the Authority may reject the Tender on the grounds of such additional or alternative Contract Conditions.

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

Section D – Tender Evaluation

D.1 This section details how your Tender will be evaluated, the tools used to evaluate the Tender and the evaluation criteria.

The Tender Evaluation will be on the basis of:

MEAT Ratio
60% Technical
40% Price

D.1.1 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 and commercial scores and the lowest price; this together would get the highest total score. If you had the highest technical and commercial scores and your price was double that of the lowest priced compliant Tender, this would receive a lower total score.

D.1.1.1 In the event of two or more Tenders being awarded the same total the Authority shall choose the Tender with the highest technical score.

D.1.1.2 Tender Evaluation Tool N/A

D.1.1.3 The evaluation process is split into a number of phases. The Commercial and Technical evaluations will be carried out separately.

D.1.1.4 The evaluation phases for this requirement will be as follows:

1	Commercial Evaluation (Annex A to DEFFORM 47) and Section E.	<p>The Commercial Evaluation will be split into two distinct parts.</p> <p>The first part is to check to ensure all Forms of Response have been provided as defined within Annex A and are acceptable.</p> <p>The second part is to check that the Tenderer has confirmed acceptance of the Terms and Conditions in his Tender and also confirmed that he will hold his Tender open for 90 days.</p> <p>Both parts will be judged as a 'Tender compliancy' issue (i.e. Pass/Fail). A bidder's Tender may be deemed 'non-compliant' and therefore excluded from the remainder of the evaluation process if marked as a 'Fail' on this aspect.</p> <p>A nil response to any of the Forms of Response requirements may result in automatic disqualification from the evaluation process, unless through clarification a reasonable explanation is provided.</p>	Pass/Fail
2	Quality/Technical Evaluation	The qualitative evaluation by the Authority's Subject Matter Experts will be undertaken independently without sight of pricing information. Qualitative includes, but is not restricted to, technical, delivery and quality aspects and shall be conducted by scoring	A mark that comprises 60% of the overall score.

		the Technical ROR provided by Tenderers. The evaluation methodology for the quality/technical aspects is at Para D.3 below.	
3	Price Evaluation	Assessment conducted by the Authority to ensure a fair and reasonable overall price has been submitted by the Tenderer. The price evaluation methodology is at Para D.4 below.	A mark that comprises 40% of the overall score.
4	Evaluation Report	A full Evaluation Report will be produced for the procurement exercise. This report shall document the reasons why a Tender is deemed successful/unsuccessful. It shall also be of sufficient detail so as to support additional de-briefing where requested by an unsuccessful bidder.	

D.2 Evaluation Methodology

D.2.1 Any Contract placed will be awarded on the basis of MEAT (Most Economically Advantageous Tender). Tenders will be scored on both price and quality/technical aspects.

D.2.1.1 The award criteria are to be proportioned as follows:

- 60% quality/technical
- 40% price

D.3 Evaluation of Quality/Technical

D.3.1 60 'points' will be allocated to the compliant bidder who achieves the highest number of quality/technical marks. Subsequent points will then be awarded to the remaining compliant bidders based on their quality/technical marks as a percentage of the highest quality/technical bidder's mark. This calculation is subsequently converted to a quality/technical score to reflect that this carries 60% of the total score.

D.3.1.1 A minimum compliance 'hurdle rate' for the quality/technical marks is set at 60. Bidders who fail to achieve a score of at least this amount will automatically be excluded from the remainder of the evaluation process.

D.3.1.2 The quality/technical evaluation will assess the technical effectiveness of each bid. The evaluators will allocate a score against each of the Requirements of Response (ROR) based upon the evaluator's individual assessment. The RORs have been structured using the following generic format:

- Aim – to define the purpose of the question;
- Background – rationale for the question;
- Confidence Characteristics - as appropriate to the question, the evaluators will assess the evidence provided to assign a level of confidence in accordance with the characteristics detailed in the scoring guidance table at paragraph D.3.1.3;
- Evidence Required - Evidence the Tenderer needs to provide to meet the confidence characteristics.

D.3.1.3 Marking against each of the RORs shall be carried out in accordance with the following:

Score and Percentage	Characteristics
Excellent Confidence 100%	The proposed solution displays all or the majority of the following characteristics: <ul style="list-style-type: none"> • Demonstrates a <u>robust understanding</u> of <u>all</u> the issues in the requirement; • Provides <u>comprehensive evidence</u> demonstrating how <u>all</u> the requirement aspects will be delivered; • <u>Anticipates potential risks</u> to delivery and proposes <u>highly suitable</u> mitigating action; • Offers a <u>very high level of confidence</u> that <u>excellent quality outcomes will be achieved across the whole service.</u>
Good Confidence 70%	The proposed solution displays all or the majority of the following characteristics: <ul style="list-style-type: none"> • Demonstrates <u>an understanding</u> of <u>all</u> the issues in the requirement; • Provides a <u>good level of evidence</u> to demonstrate how <u>all</u> the requirement aspects will be delivered; • <u>Anticipates potential risks</u> to delivery and proposes <u>suitable</u> mitigating action; • Offers <u>good confidence</u> that <u>good quality outcomes</u> will be achieved across the whole service.
Concerns 30%	The proposed solution displays all or the majority of the following characteristics: <ul style="list-style-type: none"> • Demonstrates <u>a limited degree of understanding</u> or <u>fails to consider the full range of issues</u> in the requirement; • Provides <u>only limited evidence</u> to demonstrate how <u>most or all</u> requirement aspects will be delivered; • <u>Anticipates potential risks</u> to delivery and <u>proposes some mitigating action</u> but without considering all relevant aspects, or <u>fails to fully anticipate</u> potential risks to delivery; • Offers a <u>limited or low degree of confidence</u> that <u>good quality outcomes will be achieved</u> across most aspects of the service.
Intolerable 0%	The proposed solution: <ul style="list-style-type: none"> • Is unacceptable, or no solution has been proposed.

D.3.1.4 Following the individual assessments, the scores will be adjusted by the weightings detailed below to represent a 'weighted effectiveness' score.

D.3.1.5 The evidence requirements and weightings for the quality/technical evaluation are as follows:

ROR No .	Subject	Weight
1	<p><u>PROVISION OF PREPARATORY ADVICE TO EXPEDITION</u></p> <p>Response Required Describe how your organisation will provide advice to the expedition leadership to enable them to identify where to explore and how to train and prepare the team.</p> <p>For guidance only (this is not an exhaustive list. Tenderers are free to provide additional evidence). Answers should include consideration and evidence of the following:</p> <ul style="list-style-type: none"> • Description of experience of running expeditions in the mountain ranges near Kulusuk. 	15

	<ul style="list-style-type: none"> An overview of how you will provide preparatory advice to the expedition leadership 	
2	<p><u>MOVE EXPEDITION PERSONNEL AND EQUIPMENT</u></p> <p>Response Required Describe how your organisation plans to move expedition members and equipment between Kulusuk and the chosen base camp, securely move equipment between Tasiilaq and Kulusuk and secure equipment in Kulusuk.</p> <p>For guidance only (this is not an exhaustive list. Tenderers are free to provide additional evidence). Answers should include consideration and evidence of the following:</p> <ul style="list-style-type: none"> An overview of how you will move expedition members and equipment to and from base camp, safely and reliably What boats will be used and what considerations of weather and sea conditions will be taken into account How boats seaworthiness will be guaranteed How stores will be secured in Kulusuk when expedition members are not present When and how fuel will be distributed How will personnel be accommodated in Kulusuk 	25
3	<p><u>SUPPLY THE EXPEDITION WITH SAFETY EQUIPMENT</u></p> <p>Response Required Describe how you will ensure the expedition has sufficient equipment to warn of bear approach and neutralise a bear threat</p> <p>For guidance only (this is not an exhaustive list. Tenderers are free to provide additional evidence). Answers should include consideration and evidence of the following:</p> <ul style="list-style-type: none"> Describe how you will advise the team on bear safety drills An overview of what bear warning equipment will be issued and how the expedition will be familiarised with its use Outline safe provision of appropriate weapons Confirm your organisation can provide the requested equipment An overview of how you will maintain emergency support and daily weather information 	15
4	<p><u>PROVIDE LOCAL SAFETY SUPPORT</u></p> <p>Response Required Describe how the organisation will warn the team of weather changes and help coordinate emergencies.</p> <p>For guidance only (this is not an exhaustive list. Tenderers are free to provide additional evidence). Answers should include consideration and evidence of the following:</p> <ul style="list-style-type: none"> How your organisation intends to provide a local emergency point of contact for the duration of the expedition How you will coordinate an emergency recovery to Tasiilaq hospital How you will advise on sea and ice conditions in the approaches to the fjords How daily weather reports will be delivered to the expedition 	15

5	<p>STAFF</p> <p>Response Required Provide details of the staff allocated to support this expedition.</p> <p>For guidance only (this is not an exhaustive list. Tenderers are free to provide additional evidence). Answers should include consideration and evidence of the following:</p> <ul style="list-style-type: none"> • Key staff's level of local climbing experience in area around Kulusuk • Company's engagement with the Kulusuk community • Competency and experience of boat crews in local conditions • Experience of emergency point of contact of coordinating expedition emergencies 	30
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D. 3.1.6 Any Tender that scores the following at the consensus scoring round will be rendered non-compliant, not to be considered further:

- A marking of "Concerns" or less for any of the RORs;
- An overall minimum technical score of less than 60.

D.4 Evaluation of Price

D.4.1 40 'points' will be allocated to the compliant bidder who submits the lowest total price in accordance with the pricing construct at Schedule 5 of the SC3 attached to this ITT. Subsequent points will then be awarded to the remaining compliant bidders based on their total price as a percentage of the lowest Tendered price. This calculation is subsequently converted to a Price Evaluation Score to reflect that this carries 40% of the total score.

D.4.1.1 Bidders are required to read and fully understand this methodology. Should a bidder require any further clarification, he/she is requested to contact the POC at the letter heading in the first instance, prior to submission of their bid.

D.4.1.2 Contract award is then made on the basis of the compliant Tender that has attained the highest points score once quality/technical and price aspects have been combined.

D.4.1.3 If the situation arises whereby 2 or more bids are equally scored at the completion of the evaluation, the award decision shall be based on the highest technical score.

D.5 MEAT Evaluation worked Example

D.5.1 Below is an MEAT evaluation example¹ in order to illustrate how the percentage split of overall marks will be operated:

The Technical Evaluation Score for this example is worked out using the following calculation.

Technical Evaluation Score = Total Technical Points x (Tendered Technical Mark ÷ Highest Tendered Technical Mark)

$$= 60 \times (83.45 \div 97.23)$$

$$= 60 \times 0.8582$$

$$= 51.49 \text{ (rounded to two decimal places)}$$

The Price Evaluation Score for this example is worked out using the following calculation.

Price Evaluation Score = Total Price Points x (Lowest Commercially and Technically Compliant

¹ Example for illustrative purposes only

Tendered Price ÷ Tendered Price)

$$= 40 \times (35,000 \div 38,500)$$

$$= 40 \times 0.909$$

$$= 36.36$$

Total Evaluation Score for this example is worked out using the following calculation.

Technical Evaluation Score + Price Evaluation Score

$$= 51.49 + 36.36$$

$$= 87.85$$

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 1 paper copy and CD unpriced and 1 paper copy and CD priced copies of your Tender. You must not email electronic copies until after the Tender Board has taken place. If you email your Tender before the Tender Board date, your Tender may be excluded from the competition.
- E2. You must include the electronic copy/ies of the priced and unpriced Tender with the associated paper copy/ies only. 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 must complete and include DEFFORM 47 Annex A (Offer) (excluding Appendix 1) with your Tender. Where you select 'Yes' to any questions you must attach the relevant information.
- E4. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.
- E5. You must submit your paper 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.
- E6. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.
- E7. If you intend to hand deliver your Tender you must inform the named Commercial Officer of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned.
- E8. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

Samples

- E9. Samples are not Required.

Section F – Conditions of Tendering

F1. The issue of ITT Documentation 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 an offer of contract and acceptance of that, is a matter solely for your commercial judgement. The Authority reserves the right to:

- a. seek clarification or additional documents in respect of a Tenderer's submission;
- b. visit your site;
- c. disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT;
- d. disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest, the dynamic Pre-Qualification Questionnaire (PQQ) or the tender process;
- e. re-assess your suitability to remain in the competition, for example where there is a material change of control from supplier selection;
- f. withdraw this ITT at any time, or to 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 expiration of the period specified in paragraph C4 and subject to paragraph F3.

F3. It is a Condition of Tendering that the winning Tenderer holds their Tender open for acceptance for the period stated in C4. This period starts on the day the Authority announces its decision to award the contract to the winning Tenderer in accordance with the Tender. In the event that legal proceedings challenging the award of the contract are instituted, 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 in particular to legislation relating to the canvassing of a public official, collusive behaviour and bribery. If you act in breach of this legislation then 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 that GFA from the named Commercial Officer.

Standstill Period

F10. The Authority is obliged under certain circumstances to allow a space of ten (10) calendar days between the date of dispatch of its notice to Tenderers before entering into a contract, known as 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 (SC3 Schedule 6) 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.

Remedies for Breach of Contract

F16. If using Standardised Contracting you should be aware of the contractual remedies set out in the Contract Conditions (clause F.1.a of SC3) which may apply in the event of a breach of contract by the contractor. Damages for breach of contract are not limited under the contract. However, you should also note under clause F1.d that in exercising its rights and remedies under the contract the Authority must act in a reasonable and proportionate manner having regard to the nature and consequences of the breach of contract. If you are unsure about the potential liability under the contract, you should seek advice from the named Commercial Officer.

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. The answers provided are for statistical or Contract Management purposes and are not evaluated. However failure to complete this part of the Annex makes your Tender non-compliant.

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

Ministry of Defence

Tender Submission Document (Offer)

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

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

Applicable Law				
I agree that any contract resulting from this competition shall be subject to English Law *Where 'No' is selected, Scots Law will apply.				Yes / No*
Total Value of Tender (excluding VAT)				
£				
WORDS				
UK Value Added Tax				
If registered for Value Added Tax purposes, please insert:				
a. Registration No				
b. Total amount of Value Added Tax payable on this Tender (at current rate(s)) £.....				
Location of work (town / city) where contract will be performed by Prime:				
Where items which are subject of your Tender are not supplied or provided by you, state location in town / city to be performed column (continue on another page if required)				
Tier 1 Sub-contractor Company Name	Town / city to be Performed	Contractor Deliverables	Estimated Value	SME Yes / No
Mandatory Declarations (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)):			Tenderer's Declaration	
Is the offer subject to the Authority contracting for all the Contractor Deliverables?			Yes* / No	
Is the offer made subject to a Minimum Order Quantity?			Yes* / No	
Are the Contractor Deliverables subject to Registered Designs or Patents?			Yes* / No	
Are the Contractor Deliverables subject to Foreign Export Control and Security Restrictions?			Yes* / No	
Are the Contractor Deliverables subject to Overseas Expenditure?			Yes* / No	
Have you complied with all regulations relating to the operation of the collection of custom import duties?			Yes / No	
Have you completed Form 1686 for sub-contracts?			Yes / No	
Have you completed the compliance matrix/ matrices?			Yes / No / 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 already signed a corporate level DEFFORM 30 have you attached one?			Yes / No	

If you have not previously submitted a Statement Relating to Good St 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) No 2037/2000 of the E Parliament and of the Council of 29 June 2000? http://ozone.unep.org/en/treaties-and-decisions/montreal-protocol-substances-deplete-ozone-layer	Yes* / No
Are you able to support the objectives of Reservist and other supplier support to the Armed Forces?	Yes* / No
Have you attached The Bank / Parent Company Guarantee?	Yes* / No / Not Required
Have you completed, or are you working towards Cyber Essentials accreditation or equivalent and will have it in place by the Commencement Date of the Contract.	Yes*/No
If applicable are you working with your proposed supply chain to ensure where relevant they achieve Cyber Essentials accreditation or equivalent prior to the commencement date of each sub contract.	Yes*/No/N/A
Have you complied with the requirements of the Military Aviation Authority Regulatory Articles?	Yes / No / Not Required
Have you completed the additional Mandatory Requirements?	Yes / No / Not Required
*If selecting Yes to any of the above questions, please attach the information detailed in Appendix 1 to DEFFORM 47 Annex A (Offer).	
Tenderer's Declaration of Compliance with Competition Law	
<p>We certify that the offer made is intended to be genuinely competitive. No aspect of the price has been fixed or adjusted by any arrangement with any Third Party. Arrangement in this context includes any transaction, or agreement, private or open, or collusion, formal or informal, and whether or not legally binding. In particular:</p> <ul style="list-style-type: none"> a. the offered price has not been divulged to any Third Party, b. no arrangement has been made with any Third Party that they should refrain from tendering, c. no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion, d. no discussion with any Third Party has taken place concerning the details of either's proposed price, and e. no arrangement has been made with any Third Party otherwise to limit genuine competition. <p>We understand that any instances of illegal cartels or market sharing arrangements, or other anti-competitive practices, suspected by the Authority will be referred to the Competition and Markets Authority for investigation and may be subject to action under the Competition Act 1998 and the Enterprise Act 2002.</p> <p>We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.</p> <p>We agree that the Authority may share the Contractor's information / documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. We certify that we have identified any sensitive material in DEFFORM 539A.</p>	
Dated this..... day of Year	
Signature:	In the capacity of
(Must be original) (State official position e.g. Director, Manager, Secretary etc.)
Name: (in BLOCK CAPITALS)	Postal Address:
duly authorised to sign this Tender for and on behalf of:	Telephone No:
(Tenderer's Name)	Registered Company Number:
	Dunn And Bradstreet number:

Information on Mandatory 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.

Notification of Inventions etc.

3. Where the Contractor Deliverables are subject to any Registered Intellectual Property Rights select 'Yes'.

4. You must clearly state in your Tender any Contractor Deliverable to be produced under any resultant contract that is, or is likely to be, the subject of a Patent, a Registered Design right or an application for either, or an unregistered design right, owned by either yourself or a Third Party. This includes anything of this nature affecting the performance of any resultant contract or subsequent use of any Contractor Deliverable by the Authority. You must specifically draw attention to:

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

5. You must, when requested, give the Authority details of every restriction and obligation referred to in paragraph 4. 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. 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.

b. If requested, a summary of every existing, expected or known licence and restriction referred to in paragraph 7.a. This includes any related obligation or restriction and the extent they place an obligation or restriction on the Authority, including:

- (1) the exporting nation and the export licence number, where known;
- (2) the Contractor Deliverables affected;
- (3) the nature of the restriction and obligation;
- (4) the authorised end use and end users;
- (5) any specific restrictions on access by Third Parties, or by individuals based on their nationality, to the Contractor Deliverables; and
- (6) any specific restrictions on re-transfer or re-export to Third Parties of the Contractor Deliverables or anything delivered or used in the performance or fulfilment of them.

c. If requested, you must provide an outline of your mitigation plan to manage performance risks on any resultant contract based on paragraph 7.a.

8. You must use reasonable endeavours to obtain sufficient information from your potential supply chain to enable a full response to paragraphs 7.a and 7.b. If you are unable to obtain adequate information, you must state this in your Tender when responding to paragraph 7.a and 7.b.

9. 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.

10. If you have previously provided information under paragraph 7 you can provide details of the previous notification and confirm the validity.

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

12. It is the Winning Tenderer(s) responsibility to ensure they comply with any restrictions stated in paragraph 7 during the life of the contract. This includes any restrictions the Authority has explicitly stated / clarified in any ITT documentation.

13. 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 7.

Overseas Expenditure

14. You must provide details in your Tender of any expenditure outside the UK, including:

- a. country in which sub-contract is placed / to be placed;
- b. name, division and full postal address of sub-contractor;
- c. value of sub-contract; and
- d. date sub-contract placed / to be placed.

15. Should you propose the supply of Articles of US origin the export of which from the USA are subject to control under the US International Traffic in Arms Regulations (ITAR), you must include details in your Tender. This will allow the Authority to make a decision whether the export can or cannot be made under the auspices of 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

16. European Union (EU) legislation permits the use of various procedures to suspend customs duties.
17. 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 procedures to be applied and the estimated Import Duty to be incurred and / or suspended.
18. 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

19. 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 chapter. You can access a word version of Form 1686 on GOV.UK at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/28522/1686UKS_abc_contractor.pdf

Small and Medium Enterprises

20. The Authority is committed to supporting the Government's small and medium-sized enterprise (SME) initiative; its aspiration is that 25% of spend, direct and through the supply chain, should go to SMEs by 2015. The MOD uses the EU definition of an SME.
21. A key aspect of the Government's SME Policy is ensuring that its suppliers throughout the supply chain are paid promptly. All suppliers to the Authority and their sub-contractors are encouraged to make their own commitment and register with the Prompt Payment Code at: <http://www.promptpaymentcode.org.uk>.
22. Suppliers are also encouraged to work with the Authority to support the wider SME initiative. The link below to the Cabinet Office website provides information on the Government's Crown Representative for SMEs, a link to the definition of an SME and details on the SME initiative. <https://www.gov.uk/government/publications/2010-to-2015-government-policy-government-buying/2010-to-2015-government-policy-government-buying#appendix-1-making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>.
23. The opportunity also exists for Tenderers to advertise any sub-contract valued at over £10,000 in the MOD Contracts Bulletin and further details can be obtained directly from:

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

Transparency, Freedom of Information and Environmental Information Regulations

24. 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 (<https://www.gov.uk/government/policies/government-transparency-and-accountability>) and the information contained within DEFCON 539 or SC2 / SC3 Conditions of Contract Clause A14 [delete as appropriate].
25. 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").
26. You should complete the attached Tenderer's Commercially Sensitive Information Form (DEFFORM 539A) explaining which parts of your Tender you consider are commercially sensitive. This includes providing a named individual who may be contacted with regard to FOIA and EIR.

27. 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

~~28. Tenderers must note that use of the Authority's Purchase to Payment (P2P) system is a mandatory requirement for this contract. You can view information on the P2P system and the methods to connect at www.d2btrade.com. Please feel free to consult the service provider on connectivity options. The Winning Tenderer will be required to sign DEFFORM-30 (Electronic Transaction Agreements) at a corporate level if you are not already registered on P2P and unconditionally accept DEFCON 5J (Unique Identifiers), DEFCON-129J (The Use of Electronic Business Delivery Form); and DEFCON 522J (Payment under P2P). Where Standardised Contracting 2 (SC2) or Standardised Contracting 3 (SC3) conditions are used, unconditional acceptance of all references to P2P in clause G1 is required. A failure to do so will result in your Tender being non-compliant.~~

Change of Circumstances

29. Where circumstances have changed with regard to a Statement Relating to Good Standing or you have not previously submitted a Statement Relating to Good Standing select 'Yes' and submit a Statement Relating to Good Standing with your Tender.

Asbestos, Hazardous Items and Depletion of the Ozone Layer

30. 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.

Reservist and other Supplier Support to the Armed Forces

31. The 2010 Strategic Defence and Security Review set out what our Armed Forces will look like and outlined the role of the Reserve Forces within that Future Force. Reserves will have a greater role, providing both a larger proportion of the force and Defence capabilities in certain specialist areas that are not practical or cost effective to maintain full time.

32. The MOD wishes to have a more sustained and enduring relationship with suppliers, on Reservist and other military personnel objectives, based on mutual benefit. The personnel objectives include:

- a. Employment of service leavers
- b. Employment of wounded, injured or sick veterans
- c. Employment of the partners of service personnel
- d. Helping local cadet units
- e. Support to Reservist employees
- f. Encouragement of Reserve service

33. Of particular interest to Defence is the need to have more Reservists employed by reserves supportive employers as described in Chapter 4 of the White Paper, 'Reserves in the Future Force 2020; Valuable and Valued' available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/210470/Cm865_5_web_FINAL.pdf

34. The Authority therefore encourages all Tenderers, and their suppliers, to:

- a. consider whether they are able to support these objectives; and, if they are
- b. sign the Corporate Covenant, declaring their support for the Armed Forces community.

35. Guidance on the various ways you can demonstrate your support through the Corporate Covenant is at [The corporate covenant - Detailed guidance - GOV.UK](#).

36. Specific guidance on how you can support the Reserve Forces, what your support means

in practice, and what the potential benefits are for you can be found at: www.sabre.mod.uk.

37. Please 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 in the websites.

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant

Team

Zone D, 6th Floor, Ministry of Defence,
Main Building, Whitehall, London, SW1A 2HB

38. Where you decide to contribute to meeting the personnel objectives above, you should also report the outcomes of such contributions to the above address so they can be recorded and acknowledged.

39. Paragraphs 31 – 38 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 and we are committed to working with you to this end.

Military Aviation Authority (MAA) Requirements

40. There are no MAA Requirements.

Bank or Parent Company Guarantee

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

42. NOT USED

Cyber Essentials Accreditation

43. For all new requirements advertised from 1st January 2016 which entail the transfer of MOD identifiable information² from customer to supplier or the generation of information by a supplier specifically in support of the MOD contract, MOD will require suppliers to have a Cyber Essentials certificate by the contract start date at the latest, and for it to be renewed annually. This requirement must be flowed down the supply chain.

44. Please notify the Authority as soon as you become aware of any issues with Supply Chain ability to comply with Cyber Essentials.

² In this context 'information' means any information in any written or other tangible form disclosed to one party by or on behalf of the other party under or in connection with the Contract, including information provided in the tender or negotiations which preceded the award of the Contract as defined in DEFCON 531 edition 11/14.