**Provision of Career Transition Partnership (CTP) Services.**

The primary purpose of the career transition service is to assist ( through the provision of career advisory and training services) eligible regular and full-time reserve personnel leaving the Armed Forces(Royal Navy, Army and Royal Air Force) to make a successful transition to civilian employment, including self-employment, appropriate to their skills, knowledge, and experience and/or in accord with their aspirations. The service shall also include preparations for civilian life for Service Leavers who do not wish to find employment e.g. those planning to retire or those going into full-time education. This includes advice on the financial aspects of resettlement, the housing market and information for the Service Leaver's family as appropriate. Please refer to Description of Requirements attached.

Please also note the full specification will be issued to those suppliers selected for Invitation to Tender (ITN).

**Legal, economic, financial and technical information**

**Deposits and guarantees required: (if applicable)**

A Parent Company Guarantee and/or Performance Bond in a form to be provided by the MoD may be required. Details will be included in the Tender Documentation, if applicable.

Potential Providers must note the mandatory requirement for electronic trading using the Contracting, Purchasing & Finance (CP&F) electronic trading tool. All payments for deliverables under the contract shall only be made via CP&F. Details can be found at

<https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system>

**Legal form to be taken by the group of economic operators to whom the contract is to be awarded: (if applicable)**

In the event of a group provider submitting an acceptable offer, the MoD requires one of the following:

(a) the group of bidders to take a legal form; or

(b) one bidder to take Prime Contractor responsibility; or

(c) that each member of the group undertakes joint and severable liability for the performance of the agreement.

**Description of particular conditions:**

This procurement is restricted to companies registered in UK or Gibraltar under DSPCR 2011 Reg 23(4)(k) (i)as amended under The Defence and Security Public Contracts (Amendment) (EU Exit) Regulations 2019).

The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise. The link below to the Gov.uk website provides information on the Government Security Classification.

[**www.gov.uk/goverment/publications/goverment-security-classifications**](http://www.gov.uk/goverment/publications/goverment-security-classifications)

**Criteria regarding the personal situation of economic operators (that may lead to their exclusion) including requirements relating to enrolment on professional or trade registers.**

The Authority will apply all the offences listed in Article 39(1) of Directive 2009/81/EC (implemented as Regulation 23(1) of the Defence and Security Public Contract Regulations (DSPCR) 2011 in the UK) and all of the professional misconducts listed at Article 39(2) of Directive 2009/81/EC (see also Regulation 23(4) in the DSPCR 2011) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of these criteria are at

www.contracts.mod.uk/delta/project/reasonsFor Exclusion.html#dspr

Candidates will be required to sign a declaration confirming whether they do or do not have any of the listed criteria as part of the pre-qualification process.

Candidates who have been convicted of any of the offences under Article 39(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest (including defence and security factors) for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 39(2) may be excluded from being selected to bid at the discretion of the Authority.

Suppliers Instructions How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once)

- Browse to the eSourcing Portal

- Click the “Click here to register” link

- Accept the terms and conditions and click “continue”

- Enter your correct business and user details

- Note the username you chose and click “Save” when complete

- You will shortly receive an email with your unique password (please keep this secure)

2. Express an Interest in the tender

- Login to the portal with the username/password

- Click the "PQQs Open to All Suppliers" link. (These are Pre-Qualification Questionnaires open to any registered supplier)

- Click on the relevant PQQ to access the content.

- Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.

- This will move the PQQ into your “My PQQs” page. (This is a secure area reserved for your projects only)

- Click on the PQQ code, you can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box

3. Responding to the tender

- You can now choose to “Reply” or “Reject” (please give a reason if rejecting)

- You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification

- Note the deadline for completion, then follow the onscreen instructions to complete the PQQ

- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance please consult the online help, or contact the eTendering help desk.

**Objective criteria for choosing the limited number of candidates:**

The Authority intends to restrict the number of tenderers up to a maximum of six, minimum 3. The Authority will assess the suitability of potential providers to be invited to tender using the Pre-Qualification Questionnaire (PQQ) that interested providers must complete to be considered. The PQQ will be assessed and, if necessary, the number of potential providers reduced to a maximum of up to six, using the following assessment criteria, all of which must be met.

1. Potential providers must score a "PASS" against all questions throughout the questionnaire that are scored as "PASS/FAIL".

2. Potential providers must demonstrate satisfactory (PASS) evidence against questions SQ-6.1 to 6.3 (serial numbers 1.13.1 to 1.13.3) in Part 1 Form E - Technical and Professional Ability.

All Suppliers who satisfy the above assessment criteria will be ranked using the total weighted score allocated against the scored questions in [the Technical Questionnaire] and the Authority will invite up to six providers with the highest total weighted score. If there are a number of providers with the same weighted score, the Authority reserves the right to invite more than the maximum number of six suppliers. In the event that more than one supplier is ranked in sixth place on the above basis, the Authority reserves the right to award sixth place on the basis of the highest score in Form F section 2.4 (Technical Questions) only.

Failure to achieve a minimum pass mark of 60 of 100 for the overall DPQQ score may result in elimination from the process.

**Additional Information.**

The Contracting Authority intends to use the Model Services Contract version 2.0 (as amended) to contract with the successful bidder.

The Contracting Authority intends to use an e-Tendering system in this procurement exercise, please visit www.contracts.mod.uk for full details and to register your interest in this procurement.

Additional Information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the (PQQ) criteria set out for the procurement. The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise. The link below to the Gov.uk website provides information on the Government Security Classification. [do we need to amend to MoD Security Classification?]

https://www.gov.uk/government/publications/government-security-classifications

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