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| --- | --- | --- |
| MOD_CMYK_AW |  |  |
|  |
| **DES LE STSP-DCC-Comrcl2** |
|  |
| Soldier Training and Special ProgrammesDismounted Close CombatElm 3C, MOD Abbey WoodBristol, BS34 8JHTel:  |
| Email: DESLESTSP-DCC-Comrcl2b@mod.uk |

|  |  |
| --- | --- |
|  | Your Ref: Our Ref: SSP/00132 26th October 2016 |

Dear Sirs

**Invitation to Tender (ITT) Reference No. SSP/00132**

1. You are invited to tender for a Five Year Framework Agreement for the procurement of Chemical, Biological, Radiation and Nuclear (CBRN) Gloves in competition in accordance with the attached documentation.
2. The requirement is for an estimated annual quantity of **77,000** pairs of CBRN Protective Glove and **77,000** pairs of CBRN Inner Glove over the period of five years.
3. The budget is £6,700,000.00 ex VAT.
4. The anticipated date for the contract award decision is January 2017. Please note that this is an indicative date and may change
5. You must submit your Tender to arrive no later than 10:00 am on 7th December 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 email account stated in the letterhead above

Yours faithfully,

DES LE STSP-DCC-Comrcl2

##  List of Suppliers Invited to Submit a Tender for ITT No. SSP/00132

|  |  |  |
| --- | --- | --- |
| **Supplier Name** | **Supplier Address** | **Supplier Point of Contact**  |
| Survitec Group | 1-5 Beaufort Road, Birkenhead, Merseyside, CH41 4HQ |  |
| AirBoss-Defense | 28A Boulevard de l'Aéroport, Bromont, Quebec, Canada, J2L 1S6 |  |
|  |  |  |

**Invitation To Tender for**

Five Year Framework Agreement for the Procurement of CBRN Gloves – SSP/00132

## 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
		- Definitions
		- Purpose
		- ITT Documentation and ITT Material
		- Tender Expenses
		- Material Change of Control from Supplier Selection
		- Contract Conditions
		- Other Information
		- Communication and Clarification
		- Government Security Classifications Policy
		- Contract Duration
		- Additional Tenderer’s Information
		- Quantities/Orders
		- Specification Concessions
		- Completing the Schedule of Requirements
		- Current In-Service Inner/Outer Gloves
		- Pre-Contract Award Evaluation
		- Supply of Samples
	+ Section B – Key Activities
	+ Section C – Instructions on Preparing Tenders
		- Tenders for Selected Contractor Deliverables
		- Construction of Tenders
		- Validity
		- Variant Bids
	+ Section D – Tender Evaluation
	+ Section E – Instructions on Submitting Tenders
		- Submission of your Tender
		- Samples
	+ Section F – Conditions of Tendering
		- Conforming to the Law
		- Bid Rigging and Other Illegal Practices
		- Conflicts of Interest
		- Government Furnished Assets
		- Standstill Period
		- Publicity Announcement
		- Sensitive Information
		- Remedies for Breach of Contract
		- Reportable Requirements
		- Conditions of Tendering Specific to this Requirement
	+ DEFFORM 47 Annex A – Tender Submission Document (Offer)
		- Appendix 1 to DEFFORM 47 Annex A (Offer) – Information on Mandatory Declarations
	+ DEFFORM 28 – Tender Return Label
	+ Annex B Tenderer’s Commercially Sensitive Information Form (DEFFORM 539A)
	+ Annex C – CBRN Inner Glove ITT Scoring Matrix
	+ Annex D - CBRN Proctective Glove ITT Scoring Matrix
* 1 – Schedule of Requirements
* 2 – General Conditions
* 3 – Specifications, Plans Etc
* 4 – Price
* 5 – Intellectual Property Rights
* 6 – Loans
* 7 – Delivery
* 8 – Payments/Receipts
* 9 – Contract Administration
* DEFFORM 111 – Appendix to Contract – Addresses and Other Information
* Annex A – Performance Specification (Inner)
* Annex B ­­– Performance Specification (Protective)
* Annex C – Palletisation
* Annex D – Progress Reports Proforma
* Annex E – The Electronics Agreement
* Annex F – Certificate of Conformity
* Annex G – Security Aspects Letter

## Section A – Introduction

**DEFFORM 47 Definitions**

1. “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.
2. “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.
3. “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.
4. A “Tender” is the offer that you are making to the Authority.
5. “Contractor Deliverables” means the works, goods and / or the services, including packaging (and Certificates(s) of Conformity supplied in accordance with any Quality Assurance (QA) requirements if specified) 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.
6. “Schedule of Requirements” (Section 1 of the Invitation to Tender) 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.
7. The “Performance Specification” (Annex A and Annex B to the ITT) details the technical requirements and acceptance criteriaof the Contractor Deliverables. The Schedule of Requirement is attached at Section 1 of the Terms and Conditions.
8. “Conditions of Tendering” means the conditions set out in the DEFFORM 47 that govern the competition.
9. “Contract Conditions” means the attached conditions that will govern any resultant contract.
10. A “Third Party” is any person who is not an employee of the Tenderer as defined at A2.

**Purpose**

1. 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:
	1. tender process and timetable for the next stages of the procurement;
	2. instructions and conditions that govern this competition;
	3. information you must include in your Tender and the required format;
	4. administrative arrangements for the receipt and evaluation of Tenders; and
	5. Contract Conditions that shall apply in the event that the Authority awards a

contract following this competition.

1. The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.
2. This ITT has been issued to all potential Tenderers chosen during the supplier selection stage.
3. The requirement was advertised by the Authority in the Supplement to the OJEU dated 12th August 2015with reference to the requirement for Rubberised Textile fabrics following the Restricted procedure under the Defence and Security Public Contracts Regulations 2011.

### ITT Documentation and ITT Material

1. 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:
	1. 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;
	2. 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;
	3. seek written approval from the Authority if you need to provide access to any ITT Documentation or ITT Material to any Third Party;
	4. 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;
	5. 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;
	6. inform the Commercial Team if you decide not to submit a Tender;
	7. immediately destroy all ITT documentation, ITT Material and derived information of an unmarked nature, should you decide not to participate in responding to this ITT, or you are notified by the Authority that your Tender has been unsuccessful; and
	8. consult the named Commercial Officerto agree the appropriate destruction process if you are in receipt of ITT Documentation and ITT Material marked ‘OFFICIAL-SENSITIVE’ or ‘SECRET’.
2. 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

1. 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

1. 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

1. The full text of Defence Conditions (DEFCONs) and Defence Forms (DEFFORMS) are available electronically via <https://www.gov.uk/acquisition-operating-framework>.

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.

### Other Information

1. The Tenderers’ attention is drawn to the following information.

### Communication and Clarification

All enquiries relating to this Invitation to Tender should be made in writing, quoting the Tender Number, to S Gray, DES LE STSP-DCC-Comrcl2b using the contact details detailed at Box 1 of the DEFFORM 111, the Appendix to the Contract. Enquiries made by telephone, other than for documents missing from the tender package, will not be acceptable. Please note that all enquiries must be made by the prime contractor only.

**Government Security Classifications Policy**

As of the 2nd April 2014 the new Government Security Classifications Policy (GSC) was introduced. A key aspect of this policy is the reduction in the number of security classifications used. This Tender and any subsequent contract that may be awarded to you as a result, is subject to protection under GSC. You are therefore encouraged to make yourself aware of the changes through the Gov.uk GSC website.

The Authority hereby reserves the right to amend any security related term or condition of the draft contract accompanying this ITT to reflect any changes introduced by national law or government policy. Where this ITT is accompanied by any instructions on safeguarding classified information (e.g. a security aspects letter), the Authority reserves the right to amend the terms of these instructions as a result of 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. This may relate to the instructions on safeguarding classified information as they apply to the tender process and / or any contract awarded to you as a result of this tender process.

**Contract Duration**

The contract shall commence on the Contractors acceptance of the Authority’s offer of Contract and shall be for a period of five years.

**Additional Tenderer's Information**

a) The Tenderer must state whether they are a Micro, Small or Medium-sized Enterprise (SME). For the purpose of this tender a Micro Enterprise is defined as a company with less than 10employees, a Small Enterprise is defined as a company with less than 50 employees and a medium sized enterprise is defined as a company with less than 250 employees (both UK and foreign companies with less than 250 employees should be included, provided that some or all of the work will be carried out in the UK).

b) The following should be excluded from SME status:

i. Divisions or subsidiaries of larger organisations (e.g. divisions of BAE Systems, Thales etc.) where that larger organisation has more than 250 employees.

ii. Joint Ventures and Special Purpose Vehicles.

iii. Companies procuring goods or services from overseas suppliers where there is no work being carried out in the UK.

iv. Companies that are clearly only acting as Agents for products and services that are not produced in the UK.

c) To assist Defence Bills Agency in setting up UK Contractor payment details; UK Tenderers shall provide details of their Contractor’s Registration No., as registered at Company House.

**Quantities/Orders**

The quantities shown against each item in the Schedule of Requirements are estimates only. The Authority may order more or less than the estimated quantities and shall not be bound to order any of the items referred to in the Schedule of Requirements.

 **Specification Concessions**

Tenderers are requested to note that any Deviation / Production Permit / Waiver / Concession authorised against any previous contract(s) for the items detailed in the Schedule of Requirements will not apply against any Contract resulting from this Invitation to Tender.

**Completing the Schedule of Requirements**

The Schedule of Requirements contains columns which the Tenderer is required to complete.

Goods will be required to be delivered at a set rate per week/fortnight/month. The **Delivery Timescale** Column is to state the time, in weeks from the date of order, that it will take to make initial delivery (*Initial Del*), the maximum quantity that will be delivered in each delivery (*Qty per Del*) and whether deliveries will be weekly, fortnightly or monthly (*per*).

The **Unit Price, ex VAT, Delivered (£)** Column is to state the item price in £ sterling for the goods delivered in accordance with the terms of the Invitation to Tender in each of the Contract years. The prices to be entered against the Quantity Bands in years 1 to 5 are to be firm prices (not subject to change) and shall include all tooling costs etc. **The submitted price shall exclude the cost of batch testing, as detailed under 9.6, contract administration, within the terms and conditions.**

**Pre-Contract Award Evaluation**

Following the receipt of the Tenderer’s offer, the Authority reserves the right to conduct a Pre-Contract Award Evaluation (PCAE) at the Tenderer’s premises and at his sub-contractor’s premises prior to Contract Award.

If conducted the PCAE will involve a PCAE team visiting the premises where the work is to be carried out and investigate matters such as:

a. capacity, capabilities, experience and training of staff in relation to the proposed contract;

b. the quality control system and Quality Assurance (QA) documentation;

c. the proposed organisation and operating methods; what work may be dealt with in-house and what may be subcontracted; and how (in relation to subcontract work in particular) this will be managed, controlled and validated;

d. the risks that have been identified by the tenderers and the actions proposed to minimise them; and

e. the risks to other MOD work being undertaken by the tenderer if his tender is accepted.

**Supply of Samples**

Samples shall be forwarded to DES LE STSP-DCC-Comrcl2b, Elm 3c, MOD Abbey Wood, Bristol, BS34 8JH, by no later than **10:00am on 7th December 2016** for evaluation.

All submissions should be clearly labeled with the Tender Number and Item Designation and marked for the attention of the Tender Evaluation Team.

Samples required are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qty** |  **Qty** | **Description** | **NATO Stock Number** |
| 100 Pairs of CBRN Inner Glove | 100 Pairs of CBRN Protective Glove | CBRN Glove (Pair off Inner & Protective) for User Trials, consisting of 8 x size 6ea, 21 x size 7ea, 22 x size 8ea, 21 x size 9ea, 20 x size 10ea and 8 x size 11ea. | XXXX |
| 10 Pairs |  | CBRN Protective Gloves for Chemical Testing, of any size(s). | XXXX |

Any samples not used for trials can be returned if requested.

## Section B – Key Activities

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Date and Time**  | **Initiated By** | **Submit to:** |
| Final date for Clarification Questions / Requests for additional information | 23rd November 2016 | Tenderers | DES LE STSP-DCC-Comrcl2 |
| Final Date for Requests for Extension 2 | 23rd November 2016 | Tenderers | DES LE STSP-DCC-Comrcl2 |
| The Authority issues Final Clarification Answers | 28th November 2016 | The Authority | All Tenderers 3 |
| Tender Return | 7th December 2016 | Tenderers | The Tender Board, using DEFFORM 28 |
| Tender Evaluation | Commencing 7th December 2016 | The Authority | N/A |
| Negotiations4 | N/A | The Authority | N/A |
| Reverse Auction | N/A | The Authority | N/A |
| Trials / Testing | CommencingFebruary 2017 | The Authority  | N/A |

**Notes**

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1. The Tenderer must make requests for an extension in writing (email is sufficient) to the above named contact, by the date and time shown. Any extension is at the sole discretion of the Authority and if granted will be granted to all Tenderers.
2. The Authority will automatically copy questions and answers to all Tenderers, removing the names of those who have raised the questions. If you do not want your question disclosed you must inform the Authority of this and the reason why when submitting the question. The Authority may choose to discuss with you whether it is appropriate to disclose the question or response, or both, to other Tenderers. If the Authority decides to disclose, you will be given the opportunity to withdraw your question. Where a question reveals a piece of information that could significantly impact the Tenderers responses this may result in an extension of the Tender return date. The Authority will endeavour to ensure that you have at least 10 working days to submit your Tender.
3. Negotiations are only permitted under the Negotiated procedures.

## Section C - Instructions on Preparing Tenders

### Tenders for Selected Contractor Deliverables

1. 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

1. Your Tender must be written in English, using Arial font size 11. Prices must be in £GBP. Prices must be Firm Price and detail any price breakdowns which must be included in the Tender.
2. 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.

### Variant Bids

C5. 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 Variant Bids during this competition.

## Section D – Tender Evaluation

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

The Project CBRN Gloves Test and Evaluation strategy will ensure the testing of each requirement set out in the Performance Specification(s) in sufficient detail to enable evidence collection and to inform the User Trials Process. A range of evidence from technical requirements and specifications, through to subjective Human Factors Integration (HFI) assessment, will be collated to ensure that the Gloves are tested thoroughly against the specification requirements. The following points detail how each tender will be evaluated by each testing/review team:

**Evaluation Methodology**

The Authority intends to award the contract for the supply of CBRN Gloves on the basis of a Tender that:

(a) is evaluated as being commercially compliant, principally through unconditional acceptance by the Tenderer of the Authority’s Terms and Conditions; and

(b) is evaluated as technically compliant, principally through satisfying all of the Pass/ Fail criteria and attaining the highest acceptable score for each criteria;

Tender Evaluation will be conducted in a series of stages as detailed below in order to identify the Tender that meets these conditions.

**Evaluation Stages**

There are five stages to the evaluation process.

**Stage 1: Commercial Compliance**

Tenders will be evaluated for compliance with the Mandatory Criteria detailed on page 14 of 20. Any Tender that does not comply with all the Pass/Fail criteria will be deemed non-compliant. Those Tenders that are compliant will pass to Stage 2 (Technical Assessment).

**Stage 2: Technical Assessment**

Tenders that demonstrate compliance at Stage 1 will be evaluated against the Performance Specification Requirements, set out within the scoring matrix at Annex C and Annex D of the DEFFORM 47. Tenders that do not comply with any Pass/Fail criteria set out in the ITT Scoring Matrix at Annex C and Annex D will be deemed non-compliant. Once a tender passes the set Pass/Fail criteria, it will be scored against the rest of the requirements. Where the individual requirement is scored and a score of zero is awarded, this will not mean that the tender is non-compliant.

**Stage 3: Trialling**

Tenders that demonstrate compliance at Stage 2 will be taken to trials; this will be completed in accordance with the requirements laid out in the scoring matrix at Annex C and Annex D of the DEFFORM 47. The final score for each requirement will be allocated after the feedback questionnaires have been completed by the trials troops.

Physical activities will be representative of military tasks and be conducted across a range of DCC actions. Other activities will include controlled functional assessments and specific configuration changes, however all activities will be realistic and reasonable when considered against the type of activity the User will undertake when completing CBRN requirements.

**Stage 4: Delivery Compliance Scoring**

Tenders that have been deemed compliant in the previous evaluation stages will be marked accordingly in relation to the evidence submitted relating to their delivery performance as detailed in the scoring matrix at Annex C and Annex D of the DEFFORM 47.

 **Stage 5: Price Scoring**

Tenders that have been deemed compliant in Stages 1 – 4 will be evaluated as detailed
 below:-

 For each of the Contract Years, the provided Estimated Quantities and the Unit Prices relating
 to that estimated quantity will be multiplied together.

CBRN Protective Glove

 For the avoidance of doubt each of the Glove sizes will be multiplied as follows:

* Size 6 – the estimated annual quantity of 6,137 will be multiplied by the Tenderer’s firm price for the 5,001 to 7,500 price band.
* Size 7 – the estimated annual quantity of 7,099 will be multiplied by the Tenderer’s firm price for the 5,001 to 7,500 price band.
* Size 8 – the estimated annual quantity of 15,685 will be multiplied by the Tenderer’s firm price for the 15,001 to 20,000 price band.
* Size 9– the estimated annual quantity of 24,386 will be multiplied by the Tenderer’s firm price for the 20,001+ price band.
* Size 10 – the estimated annual quantity of 16,501 will be multiplied by the Tenderer’s firm price for the 15,001 to 20,000 price band.
* Size 11 – the estimated annual quantity of 7,192 will be multiplied by the Tenderer’s firm price for the 5,001 to 7,500 price band.

CBRN Inner Glove

For the avoidance of doubt each of the Glove sizes will be multiplied as follows:

* Size 6 – the estimated annual quantity of 3,850 will be multiplied by the Tenderer’s firm price for the 0 to 5,000 price band.
* Size 7 – the estimated annual quantity of 7,700 will be multiplied by the Tenderer’s firm price for the 7,501 to 15,000 price band.
* Size 8 – the estimated annual quantity of 15,400 will be multiplied by the Tenderer’s firm price for the 15,001 to 20,000 price band.
* Size 9– the estimated annual quantity of 23,100 will be multiplied by the Tenderer’s firm price for the 20,001+ price band.
* Size 10 – the estimated annual quantity of 13,475 will be multiplied by the Tenderer’s firm price for the 10,001 to 15,000 price band.
* Size 11 – the estimated annual quantity of 13,475 will be multiplied by the Tenderer’s firm price for the 10,001 to 15,000 price band.

 The totals calculated above shall be added together to give a total tender price for each year of

 the contract. The collective price for each year shall be evaluated.

 For each of the Contract Years the lowest priced compliant tenderer is awarded a maximum 10
 points. The scores of each of the other tenderers are calculated by dividing the price of the
 lowest priced compliant tenderer by their price and multiplying the result by 10. Scores will be
 rounded to 2 decimal places.

 A maximum of 50 points are available for both Protective and Inner Gloves

The collective score of Years 1-5 will then be divided by 50 and multiplied by 25 to give a score
 out of 25.

For each answer (other than pass/fail questions) there is a minimum score to be achieved to be deemed compliant. This is found on the scoring matrix in relation to both Protective and Inner gloves.

 **Stage 6: Collation of scoring**

Tenders that have been compliant with stages 1 – 5 will have the scores collated in the scoring matrix, to provide the overall score for their tender application; which will be used to help determine who is the winning bidder of the competition.



**Figure 1: Flow Chart**

|  |
| --- |
| **The Tender Evaluation will be on the basis of:** |
| MEAT (Most Economically Advantageous Tender) Ratio |

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 below. The optimum is the highest technical score and lowest price, this together would get the highest total score. If you had the highest technical score but your price was double that of the of the lowest priced compliant Tender, this would receive a lower total score.

Tenders will firstly undergo a compliance assessment against the **mandatory criteria** set out below (tenderers are recommended to check they have completed all the requirements of the Mandatory Criteria as non-compliance **may** result in exclusion from further evaluation of the tender).

|  |
| --- |
|  |
| **Mandatory Criteria:**  |  |
| Returns completed in DEFFORM 47 including Subcontractor details, and all Mandatory Declarations | Pass / Fail |
| Tender received on time | Pass / Fail |
| Priced and unpriced tenders received in both paper and CD format | Pass / Fail |
| Tender for all Contracted Deliverables | Pass / Fail |
| Prices tendered in £GBP, and Tender Valid for 90 days | Pass / Fail |
| Completion of Tenderers Commercially Sensitive Information Form (DEFFORM 529A) Annex B (Offer) | Pass / Fail |
| Completion of Schedule of Requirements Delivery and Price Columns | Pass / Fail |
| Compliance of Glove Sizing Schedule at Annex A&B | Pass / Fail |
| Prices supplied for every item | Pass / Fail |
| Delivery Lead times for each item | Pass / Fail |
| Compliance for all payments to be made via P2P and completion of DEFFORM 30 (Annex E of T&C’s) | Pass / Fail |
| Total on Defform 47A matches total SOR | Pass / Fail |
| Samples Supplied as detailed in page 7 of 20 of the DEFFORM 47  | Pass / Fail |
| Additional Tenderer’s Information. Tenderer is to confirm whether they are a Small Medium Enterprise, and their UK company house registration number. | Pass / Fail |
| Compliance with the SNITs. Tenderers are to confirm understanding of and compliance with the terms and conditions of the SNITs | Pass / Fail |
| Compliance with Schedule of Requirements. Tenderers are to confirm they can provide the goods detailed on the Schedule of Requirements in accordance with the appropriate technical specification | Pass / Fail |
| Compliance with All Conditions Tenderers are to confirm understanding of and compliance with the terms and conditions of the proposed Contract | Pass / Fail |
| Confirmation of supply and location of evidence within submission column (Ref. Annex C and D) | Pass / Fail |
| Failure to meet the Mandatory Criteria will result in your Tender being non-compliant and may not be evaulated further. |

Tenders that have passed the initial compliance assessment will then be scored against the MEAT criteria detailed below.

**Technical 30% (Protective Glove 25%, Inner Glove 5%)**

**User Trials 30% (Protective Glove 25%, Inner Glove 5%)**

**Delivery Compliance 15% (Protective Glove 8%, Inner Glove 7%)**

**Price 25% (Overall- both Inner & Protective Glove)**

**Total : 100%**

|  |  |
| --- | --- |
|  |  |
|  |  |
| To give a total score the following calculation shall be:CBRN **Protective Glove**1. The Sum of the weighted Criterion scores achieved for Technical will be divided by 1050 and then multiplied by 25 to give a score out of 25.
2. The Sum of the weighted Criterion scores achieved for User Trials will be divided by 440 and then multiplied by 25 to give a score out of 25.
3. The Sum of the weighted Criterion scores achieved for Delivery Compliance will be divided by 100 and then multiplied by 8 to give a score out of 8.
 |

CBRN **Inner Glove**

1. The Sum of the weighted Criterion scores achieved for Technical will be divided by 1000 and then multiplied by 5 to give a score out of 5.
2. The Sum of the weighted Criterion scores achieved for User Trials will be divided by 80 and then multiplied by 5 to give a score out of 5.
3. The Sum of the weighted Criterion scores achieved for Delivery Compliance will be divided by 100 and then multiplied by 7 to give a score out of 7.

The overall sum for both Inner and Protective Glove of the weighted Criterion scores achieved for Price will be divided by 50 and then multiplied by 25 to give a score out of 25.

The maximum score available to tenderers is 100. The company with the highest score out of 100 after all elements of the evaluation have been completed and combined will win the competition.

## 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 2 paper/CD unpriced and 2 paper/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. Please ensure you 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 submit pdf files, password protect or encrypt any information on CDs containing prices you must supply the password so that the Authority can undertake a pricing evaluation.

1. 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.
2. You must include the original signed DEFFORM 47 Annex A (Offer) with one paper copy of your priced Tender.
3. 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.
4. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of each envelope or box that contains your Tender.
5. 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.
6. You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

### Samples

1. Where samples are required for evaluation purposes you must be prepared to submit them without charge. You should clearly label samples with the following particulars:
2. your name and address;
3. the Tender Reference Number and due date for return of the Tender; and
4. the Description and Item Number as shown in the Schedule of Requirements.
5. You should send any samples to the named Commercial Officer no later than the Tender return date.
6. The Authority may retain all samples for twelve (12) months from the Tender return date. After

this period, the Authority will destroy the samples unless you specifically state you require their return. The Authority may keep samples associated with a successful Tender indefinitely.

1. Samples that are consumed will not be returned.

## Section F – Conditions of Tendering

* 1. 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:
		1. seek clarification or additional documents in respect of a Tenderer’s submission;
		2. visit your site;
		3. disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT;
		4. 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;
		5. re-assess your suitability to remain in the competition, for example where there is a material change of control from supplier selection;
		6. withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis;
		7. 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;
		8. choose not to award any contract as a result of the current procurement process;
		9. 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:
		10. ask for an explanation of the costs or price proposed in the tender where the tender appears to be abnormally low.
	2. 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.
	3. 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

* 1. 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.
	2. 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

* 1. 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

* 1. 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.
	2. 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:
		1. Manner of operation and management;
		2. Roles and responsibilities;
		3. Standards for integrity and fair dealing;
		4. Levels of access to and protection of competitors sensitive information and Government Furnished Information;
		5. Confidentiality/non-disclosure agreements (e.g. DEFFORM 702);
		6. The Authority’s rights of audit; and
		7. 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

* 1. 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 05-99. If unsuccessful in this competition, you must seek instructions for that GFA from the named Commercial Officer.

**Standstill Period**

* 1. 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 of the next working day.

### Publicity Announcement

* 1. 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.
	2. If you wish to make a similar announcement, you must seek approval from the named Commercial Officer.
	3. 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

* 1. 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.
	2. 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 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**

* 1. You should be aware of the contractual remedies set out in the Contract conditions. Damages for breach of contract are not limited under the contract. However, you should also note 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

* 1. 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.
	2. 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
	3. 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.

### Specific Conditions of Tendering

* 1. The Tenderers’ attention is drawn to the following:

**Sustainable Development**

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

**Joint Statement on Access to Skills, Trades Unions and Advice in Government Contracting**

The Government is committed to improving the quality of services delivered under our contracts and improving the skills of those working on these. This is an ideal shared by the CBI and TUC and the Authority encourages all Tenderers to demonstrate their commitment to improving the skills of their workforce. This can be done by setting up apprenticeships, utilising the Train to Gain initiative or signing up to the Skills Pledge.

This is not a condition of working with the Authority now or in the future, nor part of the contract. It is however a commitment on your part to actively encourage and support your staff to gain skills and we are committed to working with you to this end. The Authority very much hopes you will want to show your commitment in this way; we will discuss skills improvement further with the successful Tenderer during the performance of any resultant contract.

Further information about apprenticeships including a full list of available frameworks can be found at: http://www.apprenticeships.org.uk

Information about Train to Gain can be found at: http://traintogain.gov.uk

Further information on the Skills Pledge is available via the Learning and Skills Council website.

**Sustainable Procurement Plan**

If requested by the Authority, the Tenderer shall provide an outline of its plan for the social, economic, and environmental requirements of the specification necessary for the performance of the contract.

## DEFFORM 47 Annex A

## Edn 05/16

**Ministry of Defence**

**Tender Ref No. SSP/00132**

# 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 bePerformed | Contractor Deliverables | Estimated Value | SMEYes / No |
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|  |  |  |  |  |
|  |  |  |  |  |
| **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? | 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 Standing, or circumstances have changed have you attached a revised version? | Yes\* / No / N/A  |
| Do the Contractor Deliverables contain Asbestos, as defined by the control of Asbestos Regulations 2012? | Yes\* / No  |
| Have you completed and attached a DEFFORM 68 – Hazardous Articles, Deliverables materials or substances statement?  | Yes\* / No  |
| Do the Contractor Deliverables (including Packaging) use Substances that deplete the Ozone Layer, as defined in Regulation (EC) No 1005/2009 (as amended by EC 744/2010) of the European Parliament and of the Council. <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** |
| 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:1. the offered price has not been divulged to any Third Party,
2. no arrangement has been made with any Third Party that they should refrain from tendering,
3. no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion,
4. no discussion with any Third Party has taken place concerning the details of either’s proposed price, and
5. no arrangement has been made with any Third Party otherwise to limit genuine competition.

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.We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.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. |
| **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)**duly authorised to sign this Tender for and on behalf of:**(Tenderer's Name) | **Postal Address:****Telephone No:****Registered Company Number:** |

##  Appendix 1 to DEFFORM 47 Annex A (Offer)

**Edn 05/16**

## 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

1. Where your offer is subject to minimum order quantities select ‘Yes’ and provide further details in your Tender.

### Notification of Inventions etc.

1. Where the Contractor Deliverables are subject to any Registered Intellectual Property Rights select ‘Yes’.
2. 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 oraThird 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:
	1. 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;
	2. 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;
	3. 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;
	4. 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.
3. 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.
4. 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

1. 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:
	1. Whether all or part of any Contractor Deliverables are or will be subject to:
2. a non-UK export licence, authorisation or exemption; or
3. any other related transfer control that restricts or will restrict end use, end user, re-transfer or disclosure.
	1. 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:
4. the exporting nation and the export licence number, where known;
5. the Contractor Deliverables affected;
6. the nature of the restriction and obligation;
7. the authorised end use and end users;
8. any specific restrictions on access by Third Parties, or by individuals based on their nationality, to the Contractor Deliverables; and
9. 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.
10. If requested, you must provide an outline of your mitigation plan to manage

 performance risks on any resultant contract based on paragraph 7a.

1. 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 7a and 7b.
2. 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.
3. If you have previously provided information under paragraph 7 you can provide details of the previous notification and confirm the validity.
4. This does not include any Intellectual Property specific restrictions mentioned in paragraph 4.
5. 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.
6. You must notify thenamed Commercial Officerimmediately if you are unable for whatever reason to abide by any restriction of the type referred to in paragraph 7.

### Overseas Expenditure

1. You must provide details in your Tender of any expenditure outside the UK, including:
	1. country in which sub-contract is placed / to be placed;
	2. name, division and full postal address of sub-contractor;
	3. value of sub-contract; and
	4. date sub-contract placed / to be placed.
2. 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

1. European Union (EU) legislation permits the use of various procedures to suspend customs duties.
2. 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.
3. You should note that it is your responsibility to ensure compliance with all regulations relating to the operation of the accounting of import duties. This includes but is not limited to obtaining the appropriate Her Majesty's Revenue and Customs (HMRC) authorisations.

### Sub-contracts Form 1686

1. 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](https://www.gov.uk/government/publications/security-policy-framework) 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/322603/Contractual_Process_-_Appendix_5_form.doc>.

### Small and Medium Enterprises

1. 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.
2. 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>.
3. 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/policies/buying-and-managing-government-goods-and-services-more-efficiently-and-effectively/supporting-pages/making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>.
4. The opportunity also exists for Tenderers to advertise any sub-contract valued at over £10,000 in the MOD Contracts Bulletin and further details can be obtained directly from:

BiP Solutions Ltd

Web address: [www.contracts.mod.uk](http://www.contracts.mod.uk/feed)

Tel No: 0845 270 7099

### Transparency, Freedom of Information and Environmental Information Regulations

1. 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/improving-the-transparency-and-accountability-of-government-and-its-services>) and the information contained within **DEFCON 539**.
2. 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”).
3. You should complete the attached Tenderer’s Commercially Sensitive Information Form (DEFFORM 539A), attached at Annex A, 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.
4. 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

1. 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](http://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 have not done so before - 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

1. 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

1. 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

1. 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.
2. 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:
3. Employment of service leavers
4. Employment of wounded, injured or sick veterans
5. Employment of the partners of service personnel
6. Helping local cadet units
7. Support to Reservist employees
8. Encouragement of Reserve service
9. 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/Cm8655-web_FINAL.pdf>

1. The Authority therefore encourages all Tenderers, and their suppliers, to:
2. consider whether they are able to support these objectives; and, if they are
3. sign the Corporate Covenant, declaring their support for the Armed Forces community.
4. Guidance on the various ways you can demonstrate your support through the Corporate Covenant is at: [The corporate covenant - Detailed guidance - GOV.UK](https://www.gov.uk/the-corporate-covenant).
5. 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](http://www.sabre.mod.uk).
6. 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

1. 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.
2. 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

1. There are no MAA Requirements.

### Bank or Parent Company Guarantee

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

**Cyber Essentials Accreditation**

1. For all new requirements advertised from 1st January 2016 which entail the transfer of MOD identifiable information 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.

**ANNEX B**

**DEFFORM 539A**

**Edn 08/13**

**Tenderer’s Commercially Sensitive Information Form**

|  |
| --- |
| ITT Ref No: SSP/00132 |
| Description of Tenderer’s Commercially Sensitive Information: |
| Cross Reference(s) to location of sensitive information in Tender: |
| Explanation of Sensitivity: |
| Details of potential harm resulting from disclosure: |
| Period of Confidence (if applicable): |
| Contact Details for Transparency/Freedom of Information matters:Name:Position:Address:Telephone Number:E-mail Address: |