

1. Part 1: Form A: Organisation and Contact Details

1.1- Organisation Details

1.1.1- Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.2- Address line 1

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.3- Address Line 2

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.4- Address Line 3

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.5- Town

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.6- County

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.7- Post Code

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.8- Company or Charity Registration Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.9- Please provide your Data Universal Numbering System (DUNS) number. If your organisation does not have a DUNS number, please obtain a DUNS number from Dun & Bradstreet (which is free of charge) and provide the Duns number to the Authority no later than 15 working days after the closing date for return of this PQQ.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.10- VAT Registration Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.11- Name of immediate parent company

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.12- Name of ultimate parent company

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.1.13- Type of organisation

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

Options:

1. (i) a public limited company.
2. (ii) a limited company.
3. (iii) a limited liability partnership.

- 4. (iv) other partnership.
- 5. (v) sole trader.
- 6. (vi) other (please specify).

1.1.14- If other, please specify.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2- Contact Details

1.2.1- Name

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.2- Address Line 1

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.3- Address Line 2

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.4- Address Line 3

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.5- Town

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.6- County

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.7- Post Code

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.8- Country

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.9- Telephone Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.10- Mobile Number

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.2.11- Email

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.3- Consortia and Sub-Contracting

1.3.1- Please confirm the following:

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

Options:

1. a) Your organisation is bidding to provide the services required itself.
2. b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services.

3. c) The Potential Provider is a consortium.

1.3.2- If your answer is (b) or (c) please indicate by confirming the relevant company/organisation name, the

composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4- For completion by non-UK businesses only

1.4.1- Registration with professional body - Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Schedule 3 of the DSPCR) under the conditions laid down by that member state).

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.2- If "yes", please provide a copy of the certificate of registration or similar record.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.3- Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

1.4.4- If yes, please provide details of what is required and confirm that you have complied with this.

Scoring and Weighting Criteria - All questions contained within Part 1 Form A are PASS/FAIL. If you fail any question within the Part 1 Form A, you will automatically be deemed unsuccessful.

2. Part 1: Form B - Grounds for Mandatory Rejection

2.1- Please state 'Yes' or 'No' to each question.

2.1.1- a) Conspiracy within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.2- b) Involvement in serious organised crime or directing serious organised crime within the meaning of section 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.3- c) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of

the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.4- d) The offence of bribery.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.5- e) Bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.6- f) Bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.7- g) Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union*, within the meaning of:

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B,

you will automatically be deemed unsuccessful.

Options:

1. (i) the offence of cheating the Revenue;
2. (ii) the offence of conspiracy to defraud;
3. (iii) fraud or theft within the meaning of the Theft Act 1968* the Theft Act (Northern Ireland) 1969*, the Theft Act 1978* or the Theft (Northern Ireland) Order 1978*;
4. (iv) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
5. (v) in Scotland, the offence of fraud;
6. (vi) in Scotland, the offence of theft;
7. (vii) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies Act (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
8. (viii) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994*;
9. (ix) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
10. (x) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968* or section 19 of the Theft Act (Northern Ireland) 1969* or making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
11. (xi) in Scotland the offence of uttering; or
12. (xii) in Scotland, the criminal offence of attempting to pervert the course of justice.

2.1.8- h) Money laundering within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988, section 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 or the Money Laundering Regulations 2003 or money laundering or terrorist financing within the meaning of the Money Laundering Regulations 2007*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.9- i) Terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Framework Decision 2002/475/JHA*.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.10- j) An offence in connection with proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any

compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.11- k) In Scotland, the offence of incitement to commit any of the crimes described in Regulation 23(1).

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

2.1.12- l) Any other offence within the meaning of Article 39(1) of the Defence and Security Procurement Directive 2009/81/EC as defined by the national law of any member State.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority may be required by Regulation 23 of the DSPCR to exclude you from participating in this procurement. If you answer "Yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

All questions contained within Part 1 Form B are PASS/FAIL. If you fail any question within the Part 1 Form B, you will automatically be deemed unsuccessful.

3. Part 1: Form C - Grounds for discretionary rejection

3.1- Please state 'Yes' or 'No' to each question.

3.1.1- a) Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.1.2- b) Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from

participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.1.3- c) Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part of the company's business or is the subject of similar procedures under the law of any other State?

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2- Please state 'Yes' or 'No' to each question

3.2.1- a) Been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.2- b) Committed an act of grave misconduct in the course of its business or profession, including a breach of obligations regarding security of information or security of supply required by the contracting authority in accordance with Regulation 38 or 39 of the DSPCR during a previous contract.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C,

you will automatically be deemed unsuccessful.

3.2.3- c) Been told by a contracting authority, that the Potential Provider does not to possess the reliability necessary to exclude risks to the security of the United Kingdom*.

Scoring and Weighting Criteria - * Please note that under the DSPCR the Authority may, on the basis of any evidence, including protected data sources, not select Potential Providers that do not to possess the reliability necessary to exclude risks to the security of the United Kingdom.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.4- d) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the member State in which it is established.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

3.2.5- e) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which it is established.

Scoring and Weighting Criteria - IMPORTANT NOTICE: The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

All questions contained within Part 1 Form C are PASS/FAIL. If you fail any question within the Part 1 Form C, you will automatically be deemed unsuccessful.

4. PART 1: FORM D - Economic and Financial Standing

4.1- Financial Information

4.1.1- What was your overall turnover in each of the last two financial years?

Scoring and Weighting Criteria - Please enter the information in the following format for each year required: £..... for year ended --/--/----

All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2- Please provide the information indicated below

4.2.1- A copy of your audited accounts for the most recent two years or for the period that is available if trading for less than two years.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2.2- A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2.3- A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.2.4- Alternative means of demonstrating financial status if trading for less than a year.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

4.3- Insurance

4.3.1- Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place.

Scoring and Weighting Criteria - All questions contained within Part 1 Form D are PASS/FAIL. If you fail any question within the Part 1 Form D, you will automatically be deemed unsuccessful.

5. PART 1: FORM E - Technical and Professional Ability

5.1- Experience and Contract Examples

5.1.1- Customer Organisation (name)

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.2- Contact Name

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.3- Contact Telephone Number

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.4- Contact Email Address

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.5- Contract Start Date

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.6- Contract Completion Date

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.7- Contract Value

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.1.8- Brief description of contract (max 150 words) including evidence as to your technical capability in this market.

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.2- Experience and Contract Examples

5.2.1- If you cannot provide at least one example, please briefly explain why (100 words max)

Scoring and Weighting Criteria -

All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.3- Electronic Trading

5.3.1- Do you possess the technical equipment and know-how to conduct electronic trading with the Authority by being already connected to the CP&F system?

Scoring and Weighting Criteria - All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.3.2- If you answered "No" to the above question, please confirm that you possess the technical ability to take all necessary measures to connect to the CP&F system if the Authority decides to award the Contract to you?

Scoring and Weighting Criteria - All questions contained within Part 1 Form E are PASS/FAIL. If you fail any question within the Part 1 Form E, you will automatically be deemed unsuccessful.

5.4- Mandatory Selection Criterion for the Government's Cyber Essentials Scheme

5.4.1- Your organisation currently has a current and valid Cyber Essentials certificate, which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months

5.4.2- Your organisation does not currently have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies BUT you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the Commencement Date of the Contract.

5.4.3- Your organisation does not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or will be able to demonstrate by the Commencement Date of the Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme, as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

and that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the last 12 months) that your organisation demonstrates current compliance with Cyber Essentials technical requirements.

5.4.4- Please confirm you are working with your proposed supply chain to ensure where appropriate that they either have a Cyber Essentials certificate, are working towards obtaining one or that they can demonstrate and provide evidence that they have the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the link above, and that you will have this in place by the Commencement Date of each of your supplier Contracts. (Answer 'No' if this does not apply, i.e. there is no supply chain).

5.4.5- If you have any comments you wish to offer in support of your answers, for example if you want to explain why not every member of your supply chain holds the appropriate level of certification, you can provide them here. The Authority may, at its discretion, consider your comments when determining whether it will pass or fail your answers. Note: You are not obliged to provide any comments; the option to provide them is to allow you to offer the rationale for your answers where you feel it necessary to do so.

6. PART 2: FORM F: Project Questions

6.1- Quality Accreditation

6.1.1- Please provide evidence of your ISO 9001:2008 or equivalent accreditation including scope appropriate to this requirement. Failure to provide this certificate detailing scope relevant to this requirement will exclude your organisation from further participation in this requirement.

Scoring and Weighting Criteria - Pass/Fail

6.2- Security

6.2.1- Detail your security arrangements / procedures that ensure the safe keeping of the authority's articles and documentation. Please demonstrate that the authority's property and documents will be stored in locations that are secure such as a building with security features. Failure to demonstrate that the authority's property will be secure will exclude your organisation from further participation in this requirement

Scoring and Weighting Criteria - 10 %

0= No Answer provided 1=Poor - Potential Provider has failed to demonstrate any security measures and shows lack of understanding and commitment to the storage of MOD property. 2=Satisfactory - Potential Provider has advised that equipment would be stored in secure off-site buildings or external compounds. 3=Good - Potential Provider has sufficient security procedures in place which include alarmed premises and/or on-site security personnel. Potential Provider has also demonstrated that all MOD owned equipment would be stored within secure buildings or compounds. 4=Very Good - Potential Provider has sufficient security procedures in place including fully alarmed premises that are third party monitored or have on-site security personnel. Potential Provider has also demonstrated that all MoD owned equipment would be stored within secure buildings. 5=Excellent - Potential Provider has robust security procedures in place including fully alarmed premises that have 24 hour on-site security personnel. Potential Provider has also clearly demonstrated that all MOD owned equipment would be stored within secure buildings on-site and has shown understanding and commitment to security issues relating to the storage of MOD property.

6.3- Organisation

6.3.1- Please provide detail of your organisational structure and the management hierarchy. Please identify key personnel and their level of qualification, who potentially would be involved in delivering the requirement and how you would retain sufficient suitable qualified and experienced personnel (SQEP) to undertake this requirement

Scoring and Weighting Criteria - 10% 0 = No answer provided 1= Poor – The Potential Providers response fails to provide detail of their organisational / management hierarchy or to identifying potential individuals that would be involved in delivering the requirement or how they would ensure sufficient SQEP are retained to deliver the requirement. 2= Satisfactory – The Potential Provider has provided details of their organisational / management hierarchy, identified potential individuals that would be involved in delivering the requirement, provided a brief overview of how they would ensure sufficient SQEP are retained to deliver the requirement. 3= Good – The Potential Provider has provided detail of their organisational / management hierarchy, identified potential individuals that would be involved in delivering the requirement, provided a brief overview of how they would ensure sufficient SQEP are retained to deliver the requirement, provided details of the minimum expected qualification of the technician(s) who will potentially be undertaking the work. 4= Very Good – The Potential Provider has, provided an organisational / management chart detailing potential individuals and their appropriate qualifications, provided an overview of their recruitment / staffing strategy / policy, detailing how they would ensure sufficient SQEP are retained to deliver the requirement, detailed the minimum expected qualification of the technician(s) who will potentially be undertaking the work. 5= Excellent – The Potential Provider has, provided an organisational / management chart detailing potential individuals and their appropriate qualifications, provided detail of their recruitment / staffing strategy/policy detailing how they would ensure sufficient SQEP are retained to deliver the requirement, detailed the minimum expected qualification of the technician who will potentially be undertaking the work, provided evidence of any processes or actions to identify and bridge any skills gaps or to encourage the upskilling of the workforce.

6.4- Technical

6.4.1- Please describe the relevant principal areas of business activity of your organisation, including the

number of years you have been involved in this activity and provide details of the technical services, facilities and premises, including tools, plant and technical equipment available in relation to delivering this requirement.

Scoring and Weighting Criteria - 25% 0 = no answer provided 1 = Poor - The Potential Providers response fails to provide evidence of their core business activities or the technical services, facilities and premises, including tools, plant and technical equipment suitable for delivering the Authority's requirement, which they have access to. 2 = Satisfactory – The Potential Providers response provides evidence of their core business activities, which is outside of the scope of this requirement, the technical services, facilities and premises, including tools, plant and technical equipment suitable for delivering the Authority's requirement, which they have access to. 3 = Good – The Potential Providers response provides evidence of their core business activities, which is within the scope of this requirement, the technical services, facilities and premises, including tools, plant and technical equipment suitable for delivering the Authority's requirement, which they have access to. 4 = Very Good – The Potential Providers response provides evidence of their core business activities, which is within the scope of this requirement, work undertaken that is of a similar nature of the authorities requirement, the technical services, facilities and premises, including tools, plant and technical equipment suitable for delivering the Authority's requirement, which they have access to. 5 = Excellent – The Potential Providers response provides evidence of their core business activities, which is within the scope of this requirement, how long they have been associated with this type of requirement, work undertaken within the last 3 years, which is of a similar size and nature of the Authority's requirement, the technical services, facilities and premises, including specific tools, plant and technical equipment; which they have access to and intend to utilise to deliver the Authority's requirement. All electrical items fitted to MOD vehicles are subject to screening to lower the interference with communications equipment fitted to vehicles. The ability to screen RF signals should be considered.

6.5- Compliance

6.5.1- Please describe how the relevant specifications and/or drawings will be obtained if they are not available from the Authority and what processes/procedures are in place for identifying, recording, controlling and rectifying any non-compliant work (in terms of quality).

Scoring and Weighting Criteria - 30% 0 = no answer provided 1 = Poor – The Potential Providers response fails to demonstrate how they will obtain specifications and/or drawings or how they will control the documents or how they identify and control any product quality non-conformances. 2 = Satisfactory – The Potential Provider has confirmed they have access to, or a process for, obtaining the latest specifications and/or drawings. They have provided an overview and made reference to their process for control of documentation; they have provided an overview and made reference to their process for controlling non-compliant work. 3 = Good – The Potential Provider has, confirmed that they have access to, or a process for, obtaining the latest specifications and/or drawings. They have demonstrated through the submission of a copy of their processes that they have a systematic approach to document control and have demonstrated through the submission of a copy of their processes that they have an effective system for identifying and controlling non-compliant work. 4 = Very Good – The Potential Provider has confirmed that they have access to, or a process for, obtaining the latest specifications and/or drawings. They have demonstrated through the submission of a copy of their processes that they have a systematic approach to document control and have demonstrated through the submission of a copy of their processes that they have an effective system for identifying and controlling non-compliant work. They have provided evidence of where these processes have been applied and what corrective action has been taken. 5 = Excellent – The Potential Provider has confirmed that they have access to the latest specifications and/or drawings. They have demonstrated through the submission of a copy of their processes that they have a systematic approach to document control and have demonstrated through the submission of a copy of their processes that they have an effective system for identifying and controlling non-compliant work. They have provided evidence of where these processes have been applied and what corrective action has been taken and have provided evidence of audits undertaken to ensure compliance with processes.

6.6- Supply Chain / Obsolescence Management

6.6.1- Please provide details of how you qualify and monitor the performance of your approved or preferred suppliers, and your approach to obsolescence management.

Scoring and Weighting Criteria - 10% 0 = No answer provided. 1= Poor - The Potential Provider has failed to provide details of how they will qualify and monitor the performance of their approved or preferred suppliers, and their approach to obsolescence management. 2 = Satisfactory – The Potential Provider has provided a detailed overview of their processes for the approval and monitoring of supplier performance and an overview of how they intend on managing obsolescence. 3 = Good – The Potential Provider has demonstrated a formal approach to supplier management through the submission of a copy of their processes / plans. They have demonstrated a structured approach to obsolescence management through the submission of their obsolescence management strategy, processes or plans. 4 = Very Good – The Potential Provider has demonstrated a formal approach to supplier management through the submission of a copy of their processes / plans, including approval criteria and supplier audit information. They have demonstrated a structured approach to obsolescence management through the submission of their obsolescence management Strategy, Processes or plans. 5 = Excellent – The Potential Provider has demonstrated a highly effective formal approach to supplier management through the submission of a copy of their processes / plans, including approval criteria and supplier audit information and providing examples of where their process have helped to improve supply chain performance. They have demonstrated a structured approach to obsolescence management through the submission of their obsolescence management Strategy, Processes or plans, including examples where these have been implemented to mitigate the impact of obsolescence.

6.7- Risk Management

6.7.1- Describe how risk management is handled within your organisation and identify key risks and mitigation actions relevant to your ability to deliver this requirement.

Scoring and Weighting Criteria - 5%

0 = The Potential Providers response fails to demonstrate how risk management is managed within their organisation and identify risks associated with this requirement. 1= Poor – The Potential Providers response fails to demonstrate how risk management is managed within their organisation or to identify risks associated with this requirement. Their limited response indicates that they may not have understood the Authority's requirement

2= Satisfactory – The Potential Provider has demonstrated how risk management is managed within their organisation and a basic approach to risk management by the identification of some risks and possible mitigations associated their ability to deliver this requirement.

3= Good – The Potential Provider has demonstrated how risk management is managed within their organisation and has demonstrated a considered approach to risk management through the identification of a number of risks and mitigations associated their ability to deliver this requirement, including detail on the post-mitigation impact on their ability to deliver should the risks be realised.

4= Very Good – The Potential Provider has demonstrated how risk management is managed within their organisation through the submission of their risk management process/policy. They have demonstrated the process in action through the identification of risks and mitigation strategies associated their ability to deliver this requirement which will ensure business continuity.

5= Excellent – The Potential Provider has demonstrated a highly effective approach to risk management within the company through the submission of their risk management policy/process that allows them to be fully functional in the event that risks are realised. They have identified the individuals within the organisation responsible for risk management, identified a variety of risks and mitigation strategies associated with their ability to deliver this requirement which will ensure full business continuity. They have provided examples to demonstrate the effectiveness of these mitigation strategies.

6.8- Health and Safety

6.8.1- Does your organisation have a written health and safety at work policy with processes and procedures to ensure legal requirements are met? If so please provide written evidence or examples. If you do not have these please explain why

Scoring and Weighting Criteria - 10% 0= no answer provided 1= Poor – The Potential Provider have no

H&S Policy and has failed to demonstrate how they comply with current legislation. The Potential Provider has been prosecuted either for several small breaches or an individual major breach of H&S and/or in environmental legislation within the last 5 years, but detail has not been provided. 2= Satisfactory - Potential Provider has an awareness of H&S and complies with current legislation. The Potential Provider may have been prosecuted for a minor breach in H&S and/or environmental legislation within the last 5 years. Full details including the final outcome have been shown. 3= Good - The Potential Provider has stated that they have an H&S Policy and a commitment towards H&S and to the environment. The Potential Provider has not been prosecuted, nor has any civil or criminal action pending, in relation to H&S or the environment within the last 5 years. 4= Very Good – The Potential Provider has given details of their H&S Policy and can demonstrate that they have a commitment towards H&S and to the environment and given relevant examples. A copy of their H&S policy has been submitted. The Potential Provider has not been prosecuted, nor has any civil or criminal action pending, in relation to H&S or the environment. 5= Excellent - The Potential Provider has submitted full details of their H & S Policy which fully meets all legal requirements, and has continued commitment to the environment and given relevant examples. A copy of their H&S policy and evidence of accreditation to OHSAS 18001 and ISO 14001 standards has been submitted. The Potential Provider has not been prosecuted, nor has any civil or criminal action pending, in relation to H&S or the environment.

6.9- Payment Process

6.9.1- Please note, P2P payments are NOT a mandatory requirement. Babcock DSG, acting as agents for the Authority operate a commercial invoicing system, not P2P. Please confirm your understanding of this

Scoring and Weighting Criteria - Pass/Fail

7. Signature

7.1- Confirmation

7.1.1- Part 1

Options:

1. Form A
2. Form B
3. Form C
4. Form D

7.1.2- Part 2

Options:

1. Form E
2. Form F
3. Form G

7.2- Form Completed By

7.2.1- Name

7.2.2- Date

7.2.3- Signature on behalf of the Potential Provider