



Elizabeth Meatyard
Navy Commercial
MP1.1
Navy Command Headquarters
Leach Building
Whale Island
Portsmouth
PO2 8BY

Telephone: 03001552535
Email: Elizabeth.meatyard-gale100@mod.gov.uk

12 January 2021

Dear Sir / Madam

Invitation to Tender Reference 701440389

1. You are invited to tender for the TP1357 – MOUNTBATTEN CISTU IS CAREER COURSE CLASSROOMS UPGRADE in a further competition under Crown Commercial Services framework RM3804 Lot 3c.
2. The requirement is set out in the Statement of Requirements.
3. Funding has been approved. The total budget is £130,000.00 (excluding VAT).
4. You may raise questions about the tender and the requirement via the CCS eSourcing Tool. The deadline for asking questions is 20 January 2021. Please note that any questions raised, and the answers provided, may be shared with other interested suppliers.
5. Your tender must be submitted electronically via the CCS eSourcing Tool no later than 10:00 on 25 January 2021. You should allow sufficient time for submission as late tenders will not be accepted.
6. The anticipated date for the contract award decision is 29 January 2021. Please note that this is an indicative date and may change.
7. The tender submission checklist confirms what is required and what should be included with your tender.

Yours faithfully

Elizabeth Meatyard
Commercial Officer

TENDER SUBMISSION CHECKLIST

Tenderer Name	
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Tenderer is a Small or Medium Enterprise <i>(Tick relevant box)</i>	YES	NO
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Tick to confirm	Element
<input type="checkbox"/>	Written proposal included detailing how you intend to deliver the requirement (if proposal contains any prices, a separate copy with prices removed is also included)
<input type="checkbox"/>	Statement Relating to Good Standing completed and signed
<input type="checkbox"/>	Pricing table completed
<input type="checkbox"/>	All Terms & Conditions of call off order and framework accepted unconditionally and no requests to amend or add will be made after tender submission
<input type="checkbox"/>	Payment in arrears through the CP&F/Exostar online payment system accepted
<input type="checkbox"/>	All requirements can be delivered/provided within the required timescales
<input type="checkbox"/>	Any security or accreditation requirements can be met by contract commencement date
<input type="checkbox"/>	Bank and/or Parent Company Guarantee can be provided, if requested
<input type="checkbox"/>	Supplier Assurance Questionnaire has been submitted online and copy of response included in tender. A Cyber Implementation Plan has also been completed if you do not meet the Cyber Risk level

INVITATION TO TENDER

Contents

This invitation consists of the following documentation:

- Invitation to Tender:
 - 1. Glossary
 - 2. Introduction
 - 3. Terms of Participation
 - 4. Further Competition Timetable
 - 5. Completing and Submitting a Tender
 - 6. Questions and Clarifications
 - 7. Tender Evaluation Summary
 - 8. Commercial Evaluation Criteria
 - 9. Financial Evaluation Criteria
 - 10. Technical Evaluation Criteria
 - 11. Award Decision
 - 12. Other Information
- Statement of Requirements
- Pricing Table
- Statement Relating to Good Standing
- Draft Framework Call Off Order Form
- Framework Call Off Terms & Conditions (per CCS webpage)

1. Glossary

Agent	means Crown Commercial Service
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
Contract	means the contractually-binding terms and conditions set out in this ITT to be entered into between the Authority and the successful Tenderer at the conclusion of this Procurement;
EIR	means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations;
e-Sourcing Tool	means the online tender management and administration system used by the Authority;
Evaluation Score	means the score achieved by a Tender at the conclusion of the Evaluation process;
FoIA	means the Freedom of Information Act 2000 as amended and any subordinate legislation made thereunder from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
Invitation to Tender (ITT)	means this invitation to tender document together with its Attachments, published by the Authority in relation to this Procurement;
Procurement	means the process used to establish a Contract that facilitates the supply of the Services;
Public Contracts Directive	means Directive 2014/24/EU of the European Parliament and of the Council;
Regulations	means the Public Contracts Regulations 2015 (http://www.legislation.gov.uk/ukxi/2015/102/contents/made)
Services	means the services that may be provided by Suppliers, as set out in the Statement of Requirements;
Supplier	means a Tenderer with whom the Authority has concluded a Contract;
Technical Evaluation	means the qualitative evaluation of a Tender undertaken during the Evaluation process;
Technical Score	means the score awarded to a Tenderer at the conclusion of the Technical Evaluation process;
Tender	means the Tenderer's formal offer in response to the Invitation to Tender;
Tender Submission Deadline	means the time and date set for the latest uploading of Tenders.
Tenderer	means a framework supplier submitting a proposal to this Procurement;

2. Introduction

2.1 This Procurement will establish a Supplier Contract for TP1357 – MOUNTBATTEN CISTU IS CAREER COURSE CLASSROOMS UPGRADE. The Services are described in detail within the Statement of Requirements.

2.2 The contract will be for six weeks until completion of works.

2.3 This Contract will be between the successful Supplier and the Authority.

2.4 The Contract is being offered under the Crown Commercial Service Technology Services 2 Framework Agreement (reference RM3804 - Lot 3c) Terms and Conditions which will govern any resultant Contract.

2.5 The Authority is managing this Procurement in accordance with the Public Contracts Regulations 2015.

2.6 This is a call off contract and as such the Authority cannot guarantee volumes of work.

2.7 This ITT contains the information and instructions that Tenderers need to submit a compliant Tender.

2.8 Please read this ITT carefully as non-compliance with the instructions contained in this document may result in exclusion of a Tenderer's Tender from this Procurement. If a Tenderer has read all of the instructions and information carefully but are still unsure at any point how to respond, please submit a clarification question. The Authority shall assume that Tenderers fully accept this ITT where no questions are raised.

2.9 The Terms of Participation will apply throughout this Procurement. They set out further rights and obligations which apply to Tenderers and the Authority.

2.10 The Authority is using an e-Sourcing Tool to manage this Procurement and to communicate with all participants. No hard copy documents will be issued and all communications with the Authority (including the submission of Tenders) will be conducted via the e-Sourcing Tool. Tenderers must ensure that the details of the point of contact nominated are accurate at all times as the Authority will not be under any obligation to contact anyone other than the nominated person.

2.11 Tender responses to the evaluation questions have been designed to be completed on-line in the e-Sourcing Tool.

3. Terms of Participation

3.1 The Tenderer shall abide by these Terms of Participation and any instructions given in the ITT.

3.2 An obligation on the Tenderer to do, or to refrain from doing, any act or thing under the ITT including these Terms of Participation shall include an obligation upon the Tenderer to procure that all its directors, office holders, staff, members of its Group of Economic Operators (if it acts as Lead Contact), companies within its Group, Sub-Contractors, advisers or agents involved or connected with this Procurement also do, or refrain from doing, such act or thing.

3.3 The Tenderer must not directly or indirectly canvass any Minister, officer, public sector employee, member or agent regarding this Procurement or attempt to obtain any information from the same regarding this Procurement (except where and as permitted by the ITT). Any attempt by the Tenderer to do so may result in the Tenderer's disqualification from this Procurement.

3.4 A Tenderer must not:

- Fix or adjust any element of its Tender by agreement or arrangement with any other person, except where, such prohibited acts are undertaken with persons who are also participants in the Tenderers' Tender, such as members of its Group of Economic Operators (if it acts as a Lead Contact), companies within its Group or Sub-Contractors, or where disclosure to such person is made in confidence in order to obtain quotations necessary for the preparation of its Tender or obtain any necessary security;
- Communicate with any person other than the Agent the value, price or rates set out in its Tender or information which would enable the precise or approximate value, price or rates to be calculated by any other person, except where such communication is undertaken with persons who are also participants in the Tenderers' Tender, such as members of its Group of Economic Operators (if it acts as a Lead Contact), companies within its Group or Sub-Contractors, or where disclosure to such person is made in confidence in order to obtain quotations necessary for the preparation of its Tender or obtain any necessary security;
- Enter into any agreement or arrangement with any other person, so that person refrains from submitting a tender;
- Share, permit or disclose to another person, access to any information relating to its Tender (or another tender to which it is party); or

- Offer or agree to pay or give or do pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any other person for doing or having done or causing or having caused to be done in relation to its Tender, any other tender or proposed tender, any act or omission.

3.5 The Agent may contact (or may require the Tenderer to contact on its behalf) any of the Tenderer's customers, members of its Group of Economic Operators (if it acts as Lead Contact), Sub-Contractors or other third parties to whom information relates in the Tenderer's Tender, to ask that they testify that such information is accurate and true.

3.6 The Agent reserves the right to seek third party independent advice or assistance to validate information submitted by a Tenderer and/or to assist in the tender evaluation process.

3.7 The Agent reserves the right to conduct site visits of any premises indicated by the Tenderer to be used in connection with the Tenderer's provision of the Goods and/or Services and/or audits at any time during this Procurement.

3.8 The Agent may require the Tenderer to clarify aspects of its Tender in writing and/or provide additional information. Failure to respond adequately may result in the rejection of the Tenderer's Tender and its elimination from further participation in all or part of this Procurement.

3.9 The Agent reserves the right, subject to the rules set out in the Regulations, to:

- Change the basis of or the procedures for this Procurement at any time;
- Amend, clarify, add to or withdraw all or any part of the ITT at any time during this Procurement, including varying any timetable or deadlines set out in the ITT; and:
- Cancel all or part of this Procurement at any stage at any time, including for the reason stated below; and
- Not award a contract for some or all of the Goods and/or Services for which tenders are invited

3.10 Tenderers accept and acknowledge that, and in accordance with the Regulations, the Authority is not bound to accept any Tender or award a contract with any Tenderer at all.

3.11 If the Authority deems that none of the tenders received in response to the ITT are satisfactory, it reserves the right to terminate all or part of this Procurement.

3.12 The Agent may exclude a Tenderer's Tender from this Procurement if the Tenderer fails to provide to the Agent:

- Any information requested;
- A full and satisfactory response to any question or information request;
- A Tender, or response to the Agent's queries, within any specified timescales; and/or
- Documentation referred to in its Tender

3.13 The Agent may exclude a Tenderer from any participation in this Procurement at any stage, if the Tenderer:

- Fails to comply fully with the requirements of this Procurement as set out in the ITT;
- Has breached these Terms of Participation; or
- Has committed a wilful omission or misrepresentation in its Tender.

3.14 If the Agent has the right to exclude a Tenderer under these Terms of Participation or the ITT it may (in its sole discretion):

- Exclude the affected Tender but allow the Tenderer to participate as member of a Group of Economic Operators or Sub-Contractor in another Tender; or
- Completely exclude the Tenderer from any involvement in this Procurement in its own name, or as member of a Group of Economic Operators or Sub-Contractor in another Tender.

3.15 The Agent may exclude a Tenderer from participation in this Procurement where there is a change in identity, control, financial standing or other factor impacting on the selection and/or award process, which would affect or would have affected the Authority's evaluation of the Tenderer's Tender in accordance with the Regulations.

3.16 No information contained in the ITT or in any communication made between the Agent and a Tenderer in connection with this Procurement shall be relied upon as constituting agreement or representation that any contract be entered into in accordance with the Tenderer's Tender or at all.

3.17 The Authority shall not be committed to any course of action as a result of issuing the ITT relating to this Procurement;

- Any communications with Tenderers or their representatives, agents or advisers in respect of this Procurement; and/or
- Any communications between Tenderers, the Agent and/or any relevant Contracting Authority and any other party (whether directly or through their agents or representatives) in respect of this Procurement.

3.18 The ITT has been prepared in good faith but does not purport to be a comprehensive statement of all matters relevant to this Procurement nor has it been independently verified. Neither the Authority nor its advisers, directors, officers, members, employees or other staff or agents:

- Accept any liability or responsibility for the adequacy, accuracy or completeness of the ITT,
- Make any representation or warranty, express or implied, with respect to the information the ITT contains nor shall any of them be liable for any loss of damage arising as a result of reliance on such information or any subsequent communication.

3.19 The Tenderer shall form its own conclusions and make its own independent assessment of the requirements of the Contract Terms and Conditions and should seek its own financial and legal advice about the methods and resources needed to meet the Authority's requirements.

3.20 The Authority and/or the Agent does not accept responsibility for the Tenderers' assessment of the requirements of this Procurement.

3.21 The Tenderer is responsible at its own expense, for obtaining all information required to prepare its Tender.

3.22 Any exclusions of liability of the Authority or the Agent in this section do not apply to the extent of any deceit or fraudulent misrepresentation made by or on behalf of the Authority.

3.23 The Tenderer undertakes that, in the event of a Tenderer's Tender being accepted by the Authority and the Authority and/or the Agent confirming in writing such acceptance to the Tenderer, the Tenderer shall execute the Contract as amended to accommodate aspects of the Tender within 10 calendar days, (or any other longer period of time as determined by the Authority at its sole discretion) of being called upon to do so by the Authority.

3.24 The Authority and/or the Agent will not reimburse any costs incurred by a Tenderer (including the costs or expenses of any members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors or advisors) in connection with the preparation and/or submission of the Tenderer's Tender, including (without limit) where:

- This Procurement is cancelled, shortened or delayed for any reason (including, without limitation, where such action is necessary due to non-compliance or potential non-compliance with the law, including the Regulations);
- All or any part of the ITT is at any time amended, clarified, added to or withdrawn for any reason;
- A contract is not awarded in respect of some or all of the Goods and/or Services for which tenders are invited; or
- The Tenderer and/or its Tender is disqualified from participation in this Procurement for any reason, including breach of these Terms of Participation.

3.25 Subject to the exceptions referred, the contents of the ITT are being made available by the Agent on the conditions that the Tenderer:

- Treats the ITT as confidential at all times, unless the Information is already in the public domain;
- Does not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen, except where, and to the extent that, the Information has been publicised in accordance with Freedom of Information or Transparency;
- Only uses the Information for the purposes of preparing a Tender (or deciding whether to respond); and
- Does not undertake any promotional or similar activity related to this Procurement within any section of the media during this Procurement.

3.26 A Tenderer may disclose, distribute or pass any of the Information to its members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors, advisers or to any other person provided that:

- This is done for the sole purpose of enabling the Tenderer to submit its Tender and the person receiving the Information undertakes in writing (such written undertaking to be made available to the Agent on the Agent's request) to keep the Information confidential on the same terms imposed by these Terms of Participation; or
- It obtains the Agent's prior written consent in relation to such disclosure, distribution or passing of Information; or
- The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to this Procurement; or
- The Tenderer is legally required to make such a disclosure; or
- The Information has been published in accordance with Freedom of Information and Transparency.

3.27 The Authority and/or the Agent may disclose information submitted by Tenderers during this Procurement to its officers, employees, agents or advisers or other government departments who are stakeholders in this Procurement.

3.28 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 Government role delivering overall Government Policy on public procurement – including ensuring value for money and related aspects of good procurement practice.

3.29 For these purposes, the Authority and/or the Agent may disclose within HM Government any of the Tenderer's documentation or information (including any that the Tenderer considers to be confidential and/or commercially sensitive such as specific information in its Tender) submitted by the Tenderer to the Authority during this Procurement. Tenderers taking part in this competition consent to such disclosure as part of their participation in the competition process.

3.30 In accordance with the obligations and duties placed upon public authorities by the FoIA and the EIR and in accordance with any government Code of Practice on the discharge of public authorities' functions under the FoIA (as defined in the glossary of the ITT), all information submitted to the Authority may be disclosed under a request for information made pursuant to the FoIA and the EIR (as defined in the glossary of the ITT).

3.31 A Tenderer should note that the information disclosed pursuant to a FoIA or EIR request may include, but is not limited to, the disclosure of its Tender (including any attachments or embedded documents) and/or any score or details of the evaluation of its Tender.

3.32 If the Tenderer considers any part of its Tender or any other information it submits to be confidential or commercially sensitive, the Tenderer should:

- Clearly identify such information as confidential or commercially sensitive;

- Explain the potential implications of disclosure of such information taking into account and specifically addressing the public interest test as set out in the FoIA; and
- Provide an estimate of the period of time during which it believes that such information will remain confidential or commercially sensitive.

3.33 If the Tenderer identifies that part of its Tender or other information it submits is confidential or commercially sensitive, the Authority and/or the Agent in its sole discretion will consider whether or not to withhold such information from publication. The Tenderers should note that, even where information is identified as confidential or commercially sensitive, the Authority and/or the Agent may be required to disclose such information in accordance with the FoIA or the EIR.

3.34 The Authority and/or the Agent is required to form an independent judgement of whether the Tenderer's information referred to is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. The Authority and/or the Agent cannot guarantee that any information indicated as being confidential or commercially sensitive by the Tenderer will be withheld from publication.

3.35 If the Tenderer receives a request for information under the FoIA or the EIR during and in relation to this Procurement, it should be immediately referred to the Agent.

3.36 In accordance with the Government's policy on transparency, the Authority reserves the right to make all or part of the Information (which, for the avoidance of doubt, includes the Contract Terms and Conditions and Services), publicly available (subject to any redactions made at the discretion of the Authority and or the Agent by considering and applying relevant exemptions under the FoIA).

3.37 A Tender will not be published unless such disclosure is required in accordance with this section. Tenderers should note that the terms of the proposed Contract will permit the Authority to publish the full text of such Contract concluded with the Tenderer after considering (at the Agent's or the Authority's sole discretion respectively) any representations made by the Tenderer regarding the application of any relevant FoIA or EIR exemptions.

3.38 The Tenderer acknowledges and agrees that information contained within its Tender may be incorporated by the Agent into any contract awarded to the Tenderer and as a result, it may be published in accordance with this section.

3.39 The ITT issued in connection with this Procurement shall remain the property of the Agent and shall be used by the Tenderer only for the purposes of this Procurement.

3.40 The Tenderer grants the Agent an irrevocable, perpetual, non-exclusive licence to copy, amend and reproduce any intellectual property contained within its Tender for the purposes of carrying out this Procurement; complying with the law and/or any government guidance; and/or carrying out the Agent's business activities. This licence shall also permit the Agent to sublicense the use of the Tenderer's Tender to its advisers or sub-contractors or other Contracting Bodies for the same purposes.

3.41 The Tenderer acknowledges and agrees that nothing contained within the ITT shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into any other contractual agreement.

3.42 Any dispute (including non-contractual disputes or claims) relating to this Procurement shall be governed by and construed in accordance with the laws of England and Wales.

3.43 The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Procurement (including non-contractual disputes or claims).

4. Further Competition Timetable

4.1 The timetable below may be changed by the Authority at any time. Changes to any of the dates will be made in accordance with the applicable procurement law. You will be informed of any timetable changes.

Stage	Date and Time	Initiated By	Submit To
Final date for Clarification Questions / Requests for additional information	10:00hrs 20 Jan 2021	Tenderers	Commercial Officer
Final Date for Requests for Extension to return date	N/A due to urgent timeframe	Tenderers	Commercial Officer
The Authority issues Final Clarification Answers	21 Jan 2021	The Authority	All Tenderers ³
Tender Return	25 Jan 2021 @ 10:00hrs	Tenderers	The Tender Board
Tender Evaluation	25-29 Jan 2021	The Authority	N/A
Contract Award Decision	29 Jan 2021	The Authority	Tenderers
Contract Commencement	1 Feb 2021	The Authority	Winning Tenderer

5. Completing and Submitting a Tender

5.1 To participate in this competitive tendering exercise, Tenderers are required to submit a Tender which fully complies with the instructions in this ITT.

5.2 Tenderers are strongly advised to read through all documentation first to ensure they understand how to submit a fully compliant Tender.

5.3 It is the Tenderer's responsibility to ensure that a fully compliant Tender is submitted.

5.4 Tenderers must ensure that they are using the latest versions of this document, as the documentation may be updated from time to time.

5.5 Allow plenty of time for the entering your responses – do not leave it until the day of the Tender Submission Deadline.

5.6 For technical guidance on how to complete questions and text fields, and how to upload any requested attachments please see CCS Supplier Guidance
<https://crowncommercialservice.bravosolution.co.uk/web/login.html>

5.7 No additional attachments should be submitted with a Tender unless specifically requested by the Authority.

5.8 Only information provided in accordance with the Authority's instructions will be taken into consideration for the purposes of evaluating a Tender.

5.9 The Tender must be submitted in the English (UK) language.

5.10 Tenderers must answer all questions accurately and as fully as possible, within any word / character limits if specified.

5.11 Tenderers must not answer questions by cross referring to other answers or to other materials (e.g. annual company reports located on a web site). Each question answered must be complete in its own right.

5.12 All Tenders must be received by the Authority before the Tender Submission Deadline.

5.13 Tenders received after the Tender Submission Deadline may be considered irregular and therefore may be excluded from this Procurement.

5.14 If Tenderers are prevented from submitting their Tender by the Tender Submission Deadline as a result of a technical issue with the Authority's e-Sourcing Tool, they must contact the e-Enablement helpdesk (0345 010 3503) immediately. Depending on the issue, the Authority may then agree alternative arrangements / dates for Tender submission.

5.15 Tenderers are responsible for ensuring that their Tender has been successfully completed prior to the Tender Submission Deadline.

5.16 Tenderers must ensure they select the 'Submit all draft bids' icon in order for their response to be submitted. Failure to select this option will mean that the bid remains in a 'draft' status and will therefore not be considered.

5.17 All Tenders must be submitted to the Authority using the e-Sourcing Tool. Tenders submitted by any other means will not be accepted.

5.18 Tenderers may modify and resubmit a Tender at any time prior to the Tender Submission Deadline. Before the Tender Submission Deadline, Tenderers must satisfy themselves that the Tender has been submitted including all responses and attached any requested attachments, through the e-Sourcing Tool. Tenderers cannot modify a Tender after the Tender Submission Deadline.

5.19 Tenders must remain valid and capable of acceptance by the Authority for a period of 90 calendar days following the Tender Submission Deadline. An attempt to submit a Tender with a shorter validity period may lead to the exclusion of a Tender.

5.20 Tenderers must not collude with nor disclose the fact of their intention to submit a Tender to other Tenderers.

5.21 The Authority may disclose information provided by a Tenderer where there is express provision to do so in accordance with Regulation 21 (2).

5.22 Should any exclusions, assumptions, dependencies or caveats apply to your Tender or any of the goods and/or services that you would provide when delivering the requirements, these should be clearly indicated in the relevant areas of the Tender.

6. Questions and Clarifications

6.1 Tenderers may raise questions or seek clarification regarding any aspect of this Procurement at any time prior to the Clarification Questions Deadline.

6.2 Questions must be submitted using the messaging facility provided within the e-Sourcing Tool.

6.3 Questions of a technical nature relating to use of the e-Sourcing Tool should be directed to the e-Enablement Team in the first instance and may be raised at any time during the procurement process.

6.4 To ensure that all Tenderers have equal access to information regarding this Procurement, the Authority will publish all its responses to questions asked and or clarifications raised by Tenderers in the e-Sourcing Tool.

6.5 If Tenderers ask any questions and or raise clarifications Tenderers are asked not to refer to their identity in the body of the question or clarification.

6.6 If a Tenderer wishes to ask a question or seek clarification in confidence they must notify the Authority and provide justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Authority will inform the Tenderer, who will have an opportunity to withdraw the

question or clarification. If the question and or clarification is not withdrawn, then the response will be issued to all Tenderers.

6.7 Tenderers are responsible for monitoring the e-Sourcing Tool and the 'Questions and Answers' document in particular, for any responses to questions, general clarifications or other information issued by the Authority. Answers to such questions may contain important information that could affect how Tenderers complete their Tender.

6.8 The Authority reserves the right to contact Tenderers at any time for clarification on all or any part of their Tender during this Procurement and which is likely to require a prompt response.

7. Tender Evaluation Summary

7.1 The Contract will be awarded on the basis of the most economically advantageous tender. That is to say, when considering all the factors, the proposal that enables the Authority to achieve best value for money.

7.2 The evaluation procedure is divided into the following key stages, which the Authority may nevertheless decide to run concurrently;

Commercial Evaluation – The Authority will check the Tender to ensure it is compliant with the ITT and that the responses are valid in accordance with the Commercial Evaluation Criteria. Non-compliant Tenders may be excluded from this Procurement by the Authority.

Financial Evaluation – The Authority will evaluate responses according the Financial Evaluation Criteria. This will be worth **40%** of the total Evaluation Score.

Technical Evaluation – An Evaluation Panel provided by the Authority will assess the Tender responses in accordance with The Technical Evaluation Criteria. This will be worth **60%** of the total Evaluation Score.

7.3 Any Tender which is considered non-compliant for any Commercial, Financial and Technical element or criteria may be excluded from the competition and not receive any Evaluation Scores.

7.4 Scores will be rounded to two decimal places.

7.5 The Technical Score will be added to the Financial Score to determine the "Evaluation Score" for each Tenderer. This will be calculated on a Technical/Financial split of 60%/40%.

Example calculation, for information purposes only and based on maximum financial score of 50% and Technical score of 50% - figures for this procurement may differ.

<i>Tenderer</i>	<i>Technical Score (maximum 50)</i>	<i>Financial Score (maximum 50)</i>	<i>Score Awarded (maximum 100)</i>
<i>Tenderer A</i>	35	50	85
<i>Tenderer B</i>	45	45	90
<i>Tenderer C</i>	40	25	65

8. Commercial Evaluation Criteria

8.1 The Commercial Evaluation will assess if:

- the Tender was received by the due date and time.
- the Pricing Table, indicating the breakdown of prices, was submitted.
- all Terms & Conditions have been accepted.
- the Statement of Good Standing was submitted.
- the Tenderer can meet the required delivery dates.

8.2 A Tender may be considered non-compliant if:

- any of the items detailed above were not completed.
- it is priced over the stipulated budget.

9. Financial Evaluation Criteria

9.1 Tenderers are required to complete the Pricing Table

9.2 The Financial Evaluation will assess the total price the Tenderer has offered to deliver all the requirements set out in the Statement of Requirements.

9.3 The Total Price should be entered on the Pricing Table. This shall be the total maximum cost for the provision of all requirements (goods and/or services) set out in the Statement of Requirement for the full maximum duration of the requirement, including any optional services and periods.

9.4 The contract duration is for six weeks until works are completed. Therefore, the Total Price included in the evaluation of all Tenders shall be calculated as the maximum cost that could be incurred should the full works required by The Authority.

9.5 Tenderers are notified that when the contract is in place, payments for goods and/or services will be made after the goods and/or services have been fully delivered. For example, payment for purchase of an item will be made after it has been delivered and installed or payment for annual maintenance of a piece of equipment will be made at the end of the contract year during which the maintenance was undertaken.

9.6 A Tender will be considered non-compliant if:

- the Total Price is greater than the total available funding of **£130,000**; or
- the Tender does not indicate a total price; or
- the Tender has not provided prices for the all items in the Pricing Table.

9.7 The Tenderer with the lowest total price (provided the tender is fully compliant) shall be awarded the maximum Financial Score available. The remaining Tenderers shall be awarded a percentage of the maximum Financial Score available, based on their price relative to the lowest price submitted.

9.8 The calculation used is the following:

$$\frac{\text{Lowest Price from a compliant Tender}}{\text{Tenderers price}} \times \text{maximum Financial Score available}$$

Example calculation, for information purposes only and based on maximum financial score of 50% and Technical score of 50% - figures for this procurement may differ.

<i>Tenderer</i>	<i>Price Submitted</i>	<i>Score Calculation</i>	<i>Maximum Score Available</i>	<i>Score Awarded</i>
<i>Tenderer A</i>	<i>£1,000</i>	<i>(£1,000 / £1,000) x 50</i>	<i>50</i>	<i>50</i>
<i>Tenderer B</i>	<i>£1,100</i>	<i>(£1,000 / £1,100) x 50</i>	<i>50</i>	<i>45</i>
<i>Tenderer C</i>	<i>£2,000</i>	<i>(£1,000 / £2,000) x 50</i>	<i>50</i>	<i>25</i>

10. Technical Evaluation Criteria

10.1 The Technical Evaluation will assess how much confidence the Tender gives The Authority, that the Tenderer can meet and deliver the requirements set out in the Statement of Requirements.

10.2 The response to each criteria will be given points in accordance with the table below:

Pass	Fail
<p>In the Authority's opinion the tender response (where relevant to the criteria):</p> <p>clearly details how the requirement will be met in full and sufficient evidence has been provided where required.</p> <p>clearly shows that any required volumes, timescales, standards and support will be met.</p>	<p>In the Authority's opinion the tender response (where relevant to the criteria):</p> <p>does not clearly detail how the requirement will be met in full and sufficient evidence has not been provided where required.</p> <p>Does not clearly show that any required volumes, timescales, standards and support will be met.</p>

100 – High Confidence	70 – Good Confidence	30 – Moderate Confidence	0 – Low Confidence
<p>In the Authority's opinion the tender response (where relevant to the criteria):</p> <p>addresses and demonstrates a thorough understanding of all elements of the requirement.</p> <p>provides a comprehensive, unambiguous and thorough explanation of how all of the requirement will be delivered.</p> <p>details a thorough explanation of how the full volume of the requirement and all required timescales will be met.</p> <p>provides comprehensive details showing how all the requirements will be managed with sufficient resource allocated and support provided for the full duration.</p> <p>comprehensively details how the requirements will be assured and how all quality or standards expected will be met in full</p> <p>has comprehensively considered risks to delivery of the requirement and thoroughly explained how they will be eliminated or mitigated</p>	<p>In the Authority's opinion the tender response (where relevant to the criteria):</p> <p>addresses and demonstrates an understanding of all elements of the requirement.</p> <p>provides sufficient detail and explanation of how all of the requirement will be delivered.</p> <p>shows sufficient ability to meet the full volume of the requirement and all required timescales.</p> <p>provides sufficient information to show how all the requirements will be managed with adequate resource allocated and support provided for the full duration.</p> <p>sufficiently details how the requirements will be assured and how the quality or standards expected will be met in full</p> <p>has considered risks to delivery of the requirement and adequately indicated how they will be eliminated or mitigated</p>	<p>In the Authority's opinion the tender response (where relevant to the criteria):</p> <p>addresses and demonstrates an understanding of most of the elements of the requirement</p> <p>is weak in some areas and does not fully detail or explain how some elements of the requirement will be delivered.</p> <p>indicates that most of the requirement will be met but may be lacking detail about volumes or timescales.</p> <p>provides some details of how the requirements will be managed but leaves concerns about the resource and support provided.</p> <p>provides some details of how the requirements will be assured but leaves doubt about the quality or standards</p> <p>has considered risks to some of the requirement but leaves concerns that there are risks that have not been considered or may not be mitigated</p>	<p>In the Authority's opinion the tender response (where relevant to the criteria):</p> <p>does not address or demonstrate an understanding of most of or all of the requirement</p> <p>does not demonstrate the ability to deliver some or all of the requirement.</p> <p>does not show that the volume of the requirement and the timescales will be met.</p> <p>does not provide details of how most or all of the requirements will be managed or that the required resource and support will be provided.</p> <p>does not demonstrate that the required standards or quality will be met.</p> <p>has identified and addressed few or no risks to delivery.</p>

10.3 The points achieved will be multiplied by the corresponding weighting to provide an overall criteria mark.

10.4 When the mark for each question has been determined they will be added together to provide a total mark for the Technical Evaluation.

10.5 The evaluators are considered to be Subject Matter Experts (SME) on the Statement of Requirements. If an individual criteria is evaluated by more than the one SME, The Authority will review the points allocated by the individual evaluators before facilitating a group consensus meeting. During the meeting, evaluators will discuss their independent points until they reach a consensus regarding the points that should be attributed to each Tenderers answer to the questions.

10.6 Once all technical responses have been evaluated the individual marks attributed to each response, excluding any pass/fail criteria, will be added together to provide a total Technical Mark.

10.7 A Tender will be considered non-compliant if:

- the Tender receives points which are below the threshold set for any individual criteria; or
- the Tender receives a Total Mark below 60; or
- the Tender receives a fail on any of the pass/fail criteria.

10.8 Tenderers 'Technical Score' shall be calculated as a percentage of the maximum Technical Score available, based of the total Technical Marks received.

The calculation used is the following:

$$\frac{\text{Tenderers Total Marks}}{\text{Total Marks Available}} \times \text{maximum Technical Score available}$$

Example calculation, for information purposes only and based on maximum financial score of 50% and Technical score of 50% - figures for this procurement may differ.

<i>Tenderer</i>	<i>Total Marks</i>	<i>Score Calculation</i>	<i>Maximum Score Available</i>	<i>Technical Score Awarded</i>
<i>Tenderer A</i>	70	$(70 / 100) \times 50$	50	35
<i>Tenderer B</i>	90	$(90 / 100) \times 50$	50	45
<i>Tenderer C</i>	80	$(80 / 100) \times 50$	50	40

10.9 The Technical evaluation questions/criteria that Tenderers should address within their Tender are:

10.10

Figure	Criteria	Points Available	Minimum Threshold	Points Awarded	Weight	Mark Available	Mark Awarded
1	To what extent does the tender satisfy the criteria in the Statement of Requirement?	0, 30, 70 or 100	30		40.00%	40.00	
2	To what extent does the tender indicate they can meet the delivery date?	0, 30, 70 or 100	30		20.00%	20.00	
	To what extent does the tender indicate the required health and safety measures are in place?	0, 30, 70 or 100	30		20.00%	20.00	

3	To what extent does the tender indicate personnel hold the level of certifications required?	0, 30, 70 or 100	30		20.00%	20.00	
4	Tender has confirmed they hold all accreditations/plans that are required and will provide these for the Authority upon contract award	Pass/Fail					
	Technical Mark					100	

11. Award Decision

11.1 Following evaluation of Tenders in accordance with the evaluation process set out in this ITT, the Tenderer which offers the most economically advantageous Tender may be awarded a Contract.

11.2 The Tender which receives the highest Evaluation Score, which is calculated as the highest combined Technical Evaluation Score and Financial Evaluation Score, provided the tender is considered fully compliant in all evaluation areas, shall be considered the most economically advantageous Tender.

11.3 Where the Evaluation Score achieved by multiple Tenderers ranks them equally, then the Tenderer with the highest score for the Financial evaluation will be deemed the winner and awarded the Contract.

11.4 Should the Tenderer ranked first decline to accept a Contract, then it may be offered to the next ranked compliant Tenderer until it has been accepted.

11.5 A Contract award is subject to formal signature by both parties (including the satisfaction of any conditions precedent) providing all pre conditions are met e.g. certificates, statements and other means of proof' where Tenderers have to this point relied on self-certification.

12. Other Information

12.1 Off payroll working rules (IR35) do not apply to this engagement.

12.2 A Cyber Risk Assessment is Not Applicable to this requirement.

STATEMENT OF REQUIREMENTS

Statement of Requirements

TP1357 – MOUNTBATTEN CISTU IS Career Course Classrooms

Introduction

A requirement has been identified to develop 2 in number Communication & Information Systems Training Unit (CISTU) Information System (IS) classrooms and one Collingwood training Local Area Network (LAN) classroom in Marlborough (660/662) building HMS Collingwood.

To ensure submission of a complete and comprehensive quote, a site visit day will be held on Monday 18 January 2021. This will afford a full survey of the project equipment fits to be conducted prior to the agreed tender submission date.

To maintain change/configuration control, all changes/modifications/deviations to the agreed design must first be authorised by the PM prior to the changes taking place. The Change Request Form (CRF), Annex A, can be used to formally record changes.

Engineering Change Request (ECR) process

Rooms F29/F30 and F49. Strict adherence to JSP 440 and JSP 604 Part 2 Volume 2 must be followed. The contractor is responsible for the ECR process forms 1, 2 and 4 and will act as the Design Authority for the installation of the LANs and associated equipment in these rooms. The Navy Command Site Coordinating Installation Design Authority (SCIDA) pack at annex B contains the information and document templates needed to complete an ECR submission.

Room G43. Strict adherence to JSP 440 and JSP 604 Part 2 Volume 2 must be followed. The onsite IT Specialist (ATLAS) will be responsible for the ECR process forms 1, 2 and 4, and act as the Design Authority for the installation of the LANs and associated equipment for this room.

Requirement

This Statement of Requirement (SoR) covers classroom reconfigurations in Marlborough Building, room F29/F30, F49 and G43. A summary of requirements is detailed in table 1:

Requirement	Description	Annex
1	Convert rooms F29 and F30 into a CISTU IS classroom.	C
2	Convert room F49 into a CISTU IS classroom.	D
3	Convert room G43 into a TLAN classroom.	E

Table 1 – outline of requirements

Installation

The contractors are reminded that an ECR 3 from SCIDA is required before commencing any Information Technology (IT) infrastructure installations associated with this project. The

installation is not to commence until the Authority to Proceed is obtained from the Training Equipment Project Management Team (TEPMT) Project Manager (PM).

Cables and materials for MOD installations are to be Cat 6 Low Halogen Smoke Free (LHSF) and used only if they comply with EURO CLASS STANDARD 305/2011. All cables will be marked with the CE mark and the Euro Class category for the cable marked on the cable sheath. Contractors shall make available a Declaration of Performance (DOP) certificate available to the TEPMT PM (and Atlas for room G43 as the authority undertaking the ECR process).

Quotation

Quote must include a scheme of works which must detail installation time frames. The principle requirements must be met as detailed in tables 2 to 4.

The principle requirements to convert room F29/F30 into a CISTU IS classroom can be found in table 2:

Req. No	Requirement	Remarks
1	Audio Visual (AV) equipment – as per figure C-1	
1.1	Remove redundant training aids.	TEPMT PM will identify what equipment is to be removed (will include Prowise in F30).
1.2	Relocate interactive screen solution (final position of screen to be identified during tender's conference) from F29 and connect to switched fused spur.	Ensure USB and HDMI cabling presented at instructor's position.
2	Workbench installation – as per figure C-1	
2.1	Supply and position workstation benches around the room 800mm deep with a rolled front edge. <i>NB. Securing of the work benches to the wall will be undertaken by DIO.</i>	<p>The work benches shall be supported by fully welded steel square frames (H700mm x D700mm) using 25 mm x 25 mm 3M mild Steel Square, hollow section and powder coated admiralty grey and positioned approx. every meter.</p> <p>All routed joints shall be placed above the steel frames for additional support. Courtesy boards shall also be used where radiators or radiator housing prevent positioning workstations directly against any wall.</p> <p>A gap of 100 mm shall be left between the radiator housing and the courtesy boards and 500 mm between the floor and courtesy boards.</p> <p>The support frames shall be fitted with adjustable rubber feet to allow for any unevenness in the floor.</p> <p>The workbenches shall not be higher than 760 mm when fitted.</p> <p>75mm cable management holes with suitable grey plastic surround are to be entered at the rear right of each workstation position.</p> <p>Suitable caged trays are to be supplied and installed at the rear underside of the work benches for cable management.</p>
3	LAN work – as per figures C-1, C-2 and C-3	
3.1	Act as the Design Authority by providing a design solution for the LAN work and undertake the ECR process with SCIDA.	TEMPT to be included on all correspondence.

3.2	Supply and install 2 x 19" server racks (E.g 2x 24U 600x600 floor standing cabinets) to support training equipment.	Each cabinet will be fitted with the following as shown in figure C-2: <ul style="list-style-type: none"> • 3x 6-way UK 3 pin PDUs. • 1x 19" horizontal earth bar and management tray. • 1x 24 port Cat6 UTP copper patch panel • Install inter-cabinets links (cat6 UTP Cca or B2ca cable) between each cabinet utilising ports 24 & 24 and 23 & 23 from the new patch panels.
3.3	Supply and install compliant 3-compartment containment for network and power around the workstation area to the Distribution Board and LAN cabinets.	The centre compartment must be a minimum of 100 mm high; this is to maintain the 100 mm regulatory gap between power cables and Cat 6 data cables. Dual Network Access Points (NAPs) will be installed into the centre compartment of the containment. This containment is to be installed around the rooms above the workstation locations.
3.4	Supply and install 1 x dual NAP per PC position.	A total of 19 x dual NAPs to be installed and configured IAW figure C-3.
3.5	Connect each dual NAP to relevant CISTU IS training equipment server rack in-room.	NAPs split between the two training networks in room IAW figure C-1.
3.6	Supply and install 1 x single NAP per PC position.	A total of 19 x single NAPs to be installed and configured IAW figure C-3.
3.7	Connect each single NAP to CISTU training LAN switch in room F63 and room F75.	Appropriate fibre optic connections to be identified in the contractor provided design and approved by the Customer.
3.8	Supply and install compliant containment for the network cabling from the classroom to the switch cabinets in room F63 and room F75.	Location and route identified in contractor defined design solution and to be approved by the customer. Existing containment to be used where appropriate.

Table 2 – Principle requirements to convert rooms F29 and F30 into a CISTU IS classroom

The principle requirements to convert room F49 into a CISTU IS classroom can be found in table 3.

Req. No	Requirement	Remarks
1	LAN work – as per figures D-1, D-2 and D-3	
1.1	Act as the Design Authority by providing a design solution for the LAN work and undertake the ECR process with SCIDA.	TEMPT to be included on all correspondence.
1.2	Supply and install 2 x 19" server racks (E.g 2x 24U 600x600 floor standing cabinets) to support training equipment.	Each cabinet will be fitted with the following as shown in figure C-2: <ul style="list-style-type: none"> • 3x 6-way UK 3 pin PDUs. • 1x 19" horizontal earth bar and management tray. • 1x 24 port Cat6 UTP copper patch panel • Install inter-cabinets links (cat6 UTP Cca or B2ca cable) between each cabinet utilising ports 24 & 24 and 23 & 23 from the new patch panels.
1.3	Supply and install compliant 3-compartment containment for network and power around the workstation area to the Distribution Board and LAN cabinets.	The centre compartment must be a minimum of 100 mm high; this is to maintain the 100 mm regulatory gap between power cables and Cat 6 data cables. Dual Network Access Points (NAPs) will be installed into the centre compartment of the containment. This containment is to be installed around the rooms above the workstation locations.
1.4	Supply and install 1 x dual NAP per PC position.	A total of 17 x dual NAPs to be installed and configured IAW figure D-3.
1.5	Connect each dual NAP to relevant CISTU IS training equipment server rack in-room.	NAPs split between the two training networks in room IAW figure D-1.
1.6	Supply and install 1 x single NAP per PC position.	A total of 17 x single NAPs to be installed and configured IAW figure D-3.
1.7	Connect each single NAP to CISTU training LAN switch in room F63 and room F75 via the in-room server cabinet.	Appropriate fibre optic connections to be identified in the contractor provided design and approved by the Customer.
1.8	Supply and install compliant containment for the network cabling from the classroom to the switch cabinets in room F63 and room F75.	Location and route identified in contractor defined design solution and to be approved by the customer. Existing containment to be used where appropriate.

Table 3 – Principle requirements to convert rooms F49 into a CISTU IS classroom

The principle requirements to convert room G43 into a TLAN classroom can be found in table 4.

Req. No	Requirement	Remarks
1	Audio Visual (AV) equipment – as per figure E-1	
1.1	Remove redundant training aids.	TEPMT PM will identify what equipment is to be removed (will include whiteboard, projector and screen).
1.1	Install interactive screen solution (final position of screen to be identified during tender's conference) and connect to switched fused spur.	Screen relocated from F30. Customer to supply floor-to-wall mount and connecting HDMI and USB cabling. Ensure USB and HDMI cabling presented at instructor's position.
2	LAN work – as per figures E-1 and E-2	
2.1	Supply and install compliant 3-compartment containment for network and power around the workstation area to the DB and LAN cabinet.	<p>The centre compartment must be a minimum of 100 mm high; this is to maintain the 100 mm regulatory gap between power cables and Cat 6 data cables.</p> <p>Dual Network Access Points (NAPs) will be installed into the centre compartment of the containment.</p> <p>This containment is to be installed around the rooms above the workstation locations.</p>
2.2	Supply and install compliant containment for the network cabling from the classroom to the switch cabinet in G40.	Location and route identified by the Design Authority (ATLAS) at figure E-2. Existing containment to be used where appropriate.
2.3	Supply and install compliant containment for the network cabling from the G40 to G2.	Location and route identified by the Design Authority (ATLAS) at figure E-2. Existing containment to be used where appropriate.
2.4	Supply and install 1 x single NAP per PC position.	A total of 17 x single NAPs to be installed and configured IAW figure E-3.
2.5	Supply and install 1 x single NAP per printer position.	A total of 1 x single printer NAPs to be installed and configured IAW figure E-3.
2.6	Supply and install LAN infrastructure to connect 16 students, 1 instructor and 1 printer to Collingwood TLAN network in G40 via copper links.	IAW JSP604 PT2 VOL2. Passive Infrastructure cables are to run through the top compartment of the containment entering the centre section when required to supply NAP's. IAW design provided by the Design Authority (ATLAS).
2.7	Replacement of the existing 4 core multimode fibre-optic link between the cabinets in G2 and G40 with a new 12 core single-mode link.	IAW design provided by the Design Authority (ATLAS).

Table 4 – Principle requirements to convert room G43 into a TLAN classroom

Additional requirements

- a. Contractor shall have both ISO 9001 and NICEIC accreditations with a suitable scope for the work required.
- b. All work shall be carried out in accordance with current Regulations & standards appertaining to the type of work undertaken.
- c. The Contractors Electrical staff must be certified by the Establishment Electrical Approved Person (AP), to obtain this certification individual electricians / electrical fitters shall:
 - (1) Prove their competence by showing original indentures, I.E.E. course certification etc.
 - (2) Hold a current Basic First Aid certificate.
 - (3) Hold a current Basic Fire Fighting certificate.
 - (4) Be in possession of Approved Test Equipment, Personal Locks and Signs.
- d. The contractor shall supply all tools and lifting equipment (with current certification) and any other equipment as necessary to complete this task.
- e. The whole of the work covered by this specification shall be undertaken without MoD assistance unless otherwise stated.
- f. All materials required to carry out the task shall be supplied by the contractor unless otherwise stated.
- g. Where CIS is being installed the contractor is to comply with the Navy Command Engineering Change Request (ECR) process.
- h. Contractors are to be available at installation inspections that are conducted by external authorities, (eg SCIDA, MCTA).
- i. Contractors are to be able to work unescorted within the establishment either through having the appropriate security clearance or providing their own escorts that have the appropriate security clearance, unless otherwise stated.
- j. Prior to commencement of any work by contractors on site they must conduct a site induction brief (4 Cs) with the Training Equipment Installation Coordinator (TEIC). The safety brief is site generic and the brief is valid for a period of up to 12 months. The contractor must carry the 4Cs card issued by

TEIC at all times when working on site and be able to produce the card upon request. A site (building) specific brief must be obtained from the building manager or TU prior to work commencing.

k. TEPMT TEIC and contractors shall consult the onsite asbestos register to identify any possible issues with the proposed work schedule and on asbestos materials in the vicinity of the work to be undertaken.

Health and safety

Prior to starting work, the contractor will be required to forward the following:

- a. Risk Assessment that includes:
 - (1) The tasks should be identified.
 - (2) All hazards should be identified, including COVID-19.
 - (3) Hazards should be eliminated where possible.
 - (4) Persons at risk should be identified.
 - (5) All risks should be evaluated.
 - (6) Controls should be developed for these risks.
 - (7) The Assessment should be recorded.
 - (8) Controls should be implemented.
 - (9) The Assessment should be reviewed and monitored as necessary.
- b. Proposed Safe System of Work / Method Statement that should include:
 - (1) Details of work to be done.
 - (2) Method of doing this work.
 - (3) Location of the worksite.
 - (4) Project timing and phasing.
 - (5) Details of Personnel, their skills, training and competence.
 - (6) Details of equipment to be used including Maintenance procedures and records.
 - (7) Additional precautions due to COVID-19 requirements
- c. Copy of the company's Health and Safety Policy.
- d. History of the company's safety performance.
- e. Certification and Tests of Plant and Equipment being employed.
- f. COSHH assessments for any hazardous materials being brought and used on site.

- g. The company is responsible for ensuring that all employees are compliant with the H&S requirements detailed in their RAMS, eg use of PPE.
- h. Waste management certification as required.
- i. The company shall provide evidence that they have current 3rd party liability insurance with a minimum value of £5M.

Recently there has been reports concerning the lack of PPE worn by contractors in HMS Collingwood. Contractors are reminded that the wearing of all PPE is mandatory for the specific task as detailed iaw the risk assessment. In particular:

- a. Hard hats are to be worn when necessary and where there is a danger of knocks and falling items.
- b. High Visibility jackets **must be worn** when working outside of buildings and inside as necessary.
- c. Safety shoes/boots are always to be worn when working on site. Plimsolls are never acceptable.
- d. Risk Assessment and Method statement are always to be on hand for the task in progress.
- e. All workers are to be in date for the 4C's Induction with TEIC before commencing any work.
- f. 'Lone man' working' is not allowed within TEPMT controlled projects.
- g. Contractors must 'sign in/out' of the building before and on completion of the working period.
- h. Contractors not abiding with the ethos of the induction training and H&S regulation will be escorted off site. Repeated transgressions may result in breach of contract.

Working hours

The contractor will normally be required to contain work within the routine working hours of the Establishment i.e. 0800 – 1600 Monday to Thurs, 0800 – 15.30 Fri.

Work outside of routine working hours must be agreed and authorised with the TEPMT Senior Project Manager (SPM) a minimum of 24hrs in advance.

Worksite

The worksite is always to be kept clean and tidy. All waste to be removed and disposed of iaw current legislation and the site cleaned before handover to TEPMT.

Diagrams and Illustrations

Associated forms, diagrams and illustrations can be found within the attached Annexes:

Annex A. Change Request Form (CRF)

Annex B. Navy Command SCIDA ECR pack

Annex C. Requirement 1 CISTU generic classroom F29/F30

Annex D. Requirement 2 Convert room F49 into a CISTU IS classroom

Annex E. Requirement 3 Convert room G43 into a TLAN classroom

Annex F. Industry Day/ Site Visit Attendance Request Form

Annex A to

File reference 20201201-TP 1357 - Mountbatten CISTU IS Classrooms - SOR - V12

01 December 2020

Change Request Form (CRF)

A. Project Number	B. Project Name	C. Date
D.	E.	F.
G. Change Required, (include why needed)		
H. I. J. K. L.		
M. Submitted By N. (name/organisation)	O.	
P. Program Manager (PM) Comments		
Q. R. S. T. U.		
V. Change in cost to original project is, (inc nil cost)	W. £	
X. Agreed / Not agreed as above, (delete as required).		
Y. PM ID Z.	AA. PM Signature	BB. Date
CC. DD.	EE.	FF.

Annex B to

File reference 20201201-TP 1357 - Mountbatten CISTU IS Classrooms - SOR - V12

01 December 2020

Navy Command SCIDA ECR pack

1. The Navy Command SCIDA pack contains the information and document templates needed to complete an ECR submission.



20190822 NC SCIDA ECR PACK_O.zip

Annex C to

File reference 20201201-TP 1357 - Mountbatten CISTU IS Classrooms - SOR - V12

01 December 2020

Requirement 1 – CISTU generic classroom F29/F30

1. An illustrative example of the conversion of F29 and F30 into a single CISTU IS classroom can be seen at figure C-1.
2. An illustrative example of the 19” training equipment cabinets can be seen at figure C-2.
3. An illustrative example of socket configuration for each PC Can be found at figure C-3.

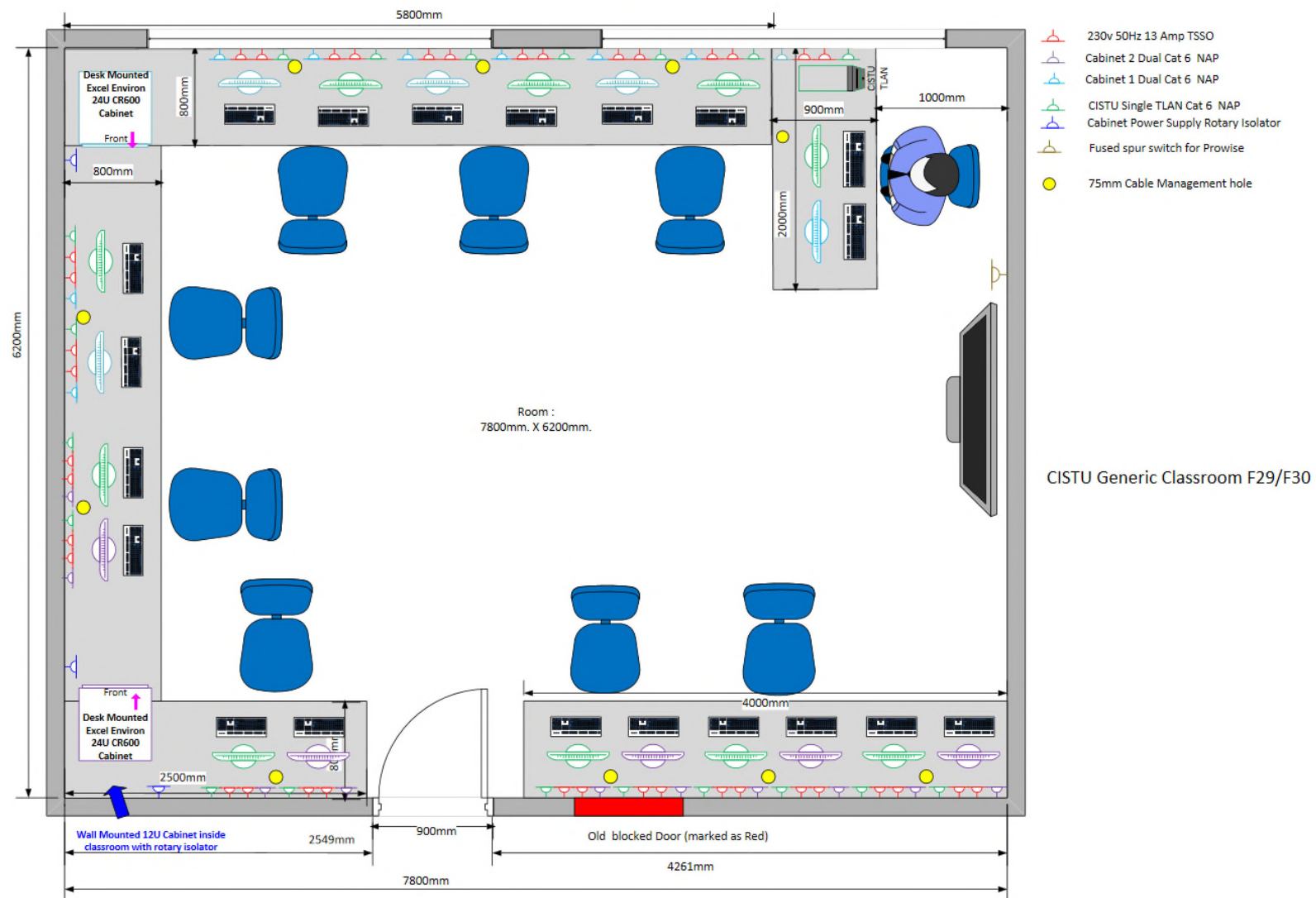


Figure C-1 – Illustrative example of F29 and F30 conversion into a CISTU IS classroom

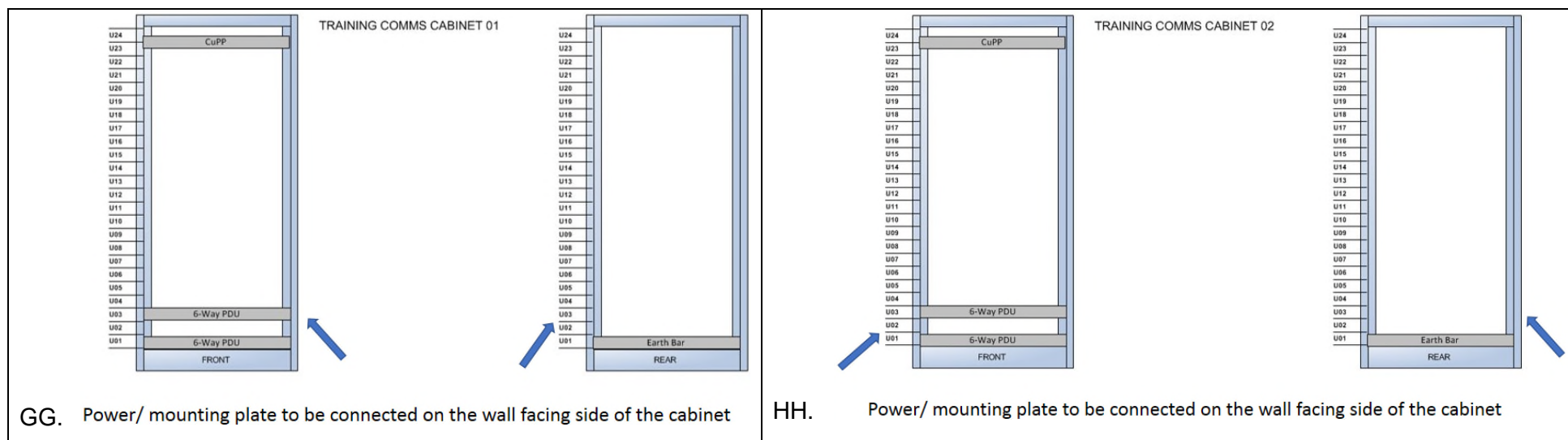


Figure C-2 – Illustrative example of 19” server racks supporting CISTU IS training equipment



Each PC (17 in total) position requires:-

1 x Dual NAP – to Switch/ Router Cabinet

2 x 230v 50Hz TSSO

1 x Single NAP – to ISTU Training LAN

Prowise cabling to run to instructor position for connection to Instructor PC

* All points to be labelled

Figure C-3 – Illustrative example of socket configuration for each PC

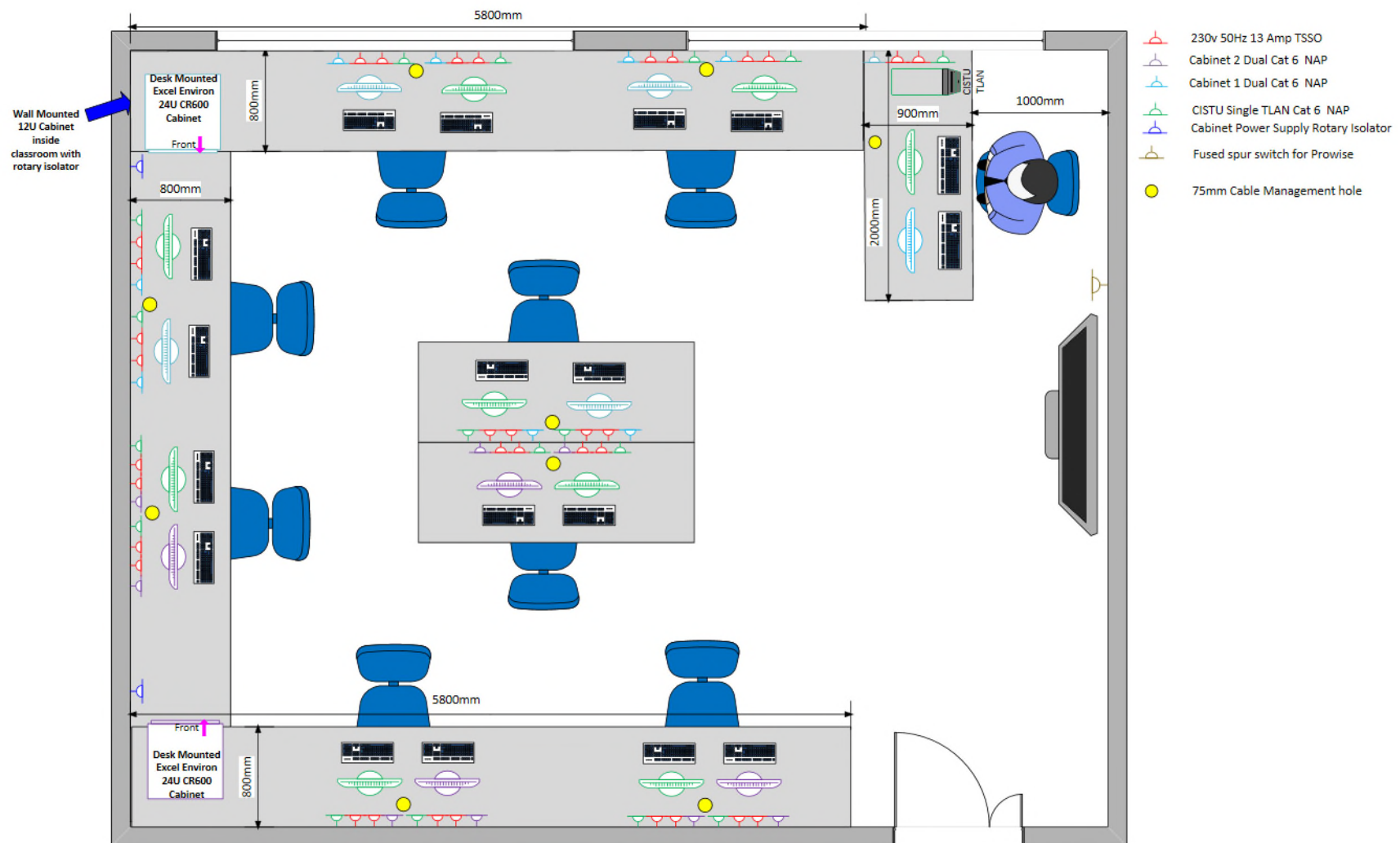
Annex D to

File reference 20201201-TP 1357 - Mountbatten CISTU IS Classrooms - SOR - V12

01 December 2020

Requirement 2 – Convert room F49 into a CISTU IS classroom

4. An illustrative example of the conversion of F29 and F30 into a single CISTU IS classroom can be seen at figure D-1.
5. An illustrative example of the 19” training equipment cabinets can be seen at figure D-2.
6. An illustrative example of socket configuration for each PC Can be found at figure D-3.



II.

CISTU Generic Classrooms F49

Figure D-1 – Illustrative example of F49 conversion into a CISTU IS classroom

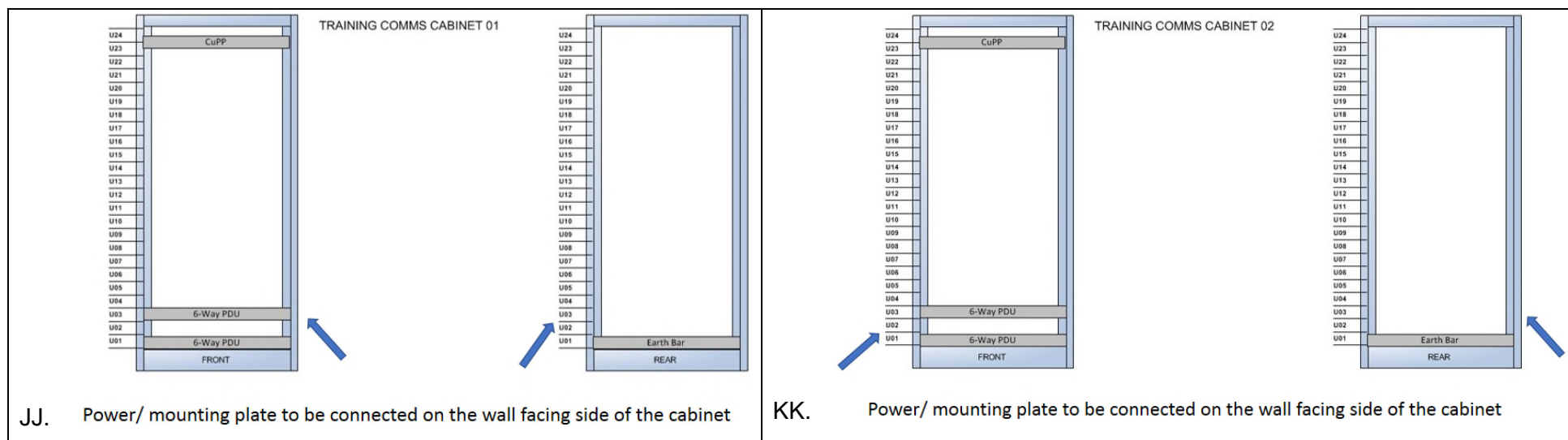


Figure D-2 – Illustrative example of 19” server racks supporting CISTU IS training equipment



Each PC (17 in total) position requires:-

1 x Dual NAP – to Switch/ Router Cabinet

2 x 230v 50Hz TSSO

1 x Single NAP – to ISTU Training LAN

Prowise cabling to run to instructor position for connection to Instructor PC

* All points to be labelled

Figure D-3 – Illustrative example of socket configuration for each PC

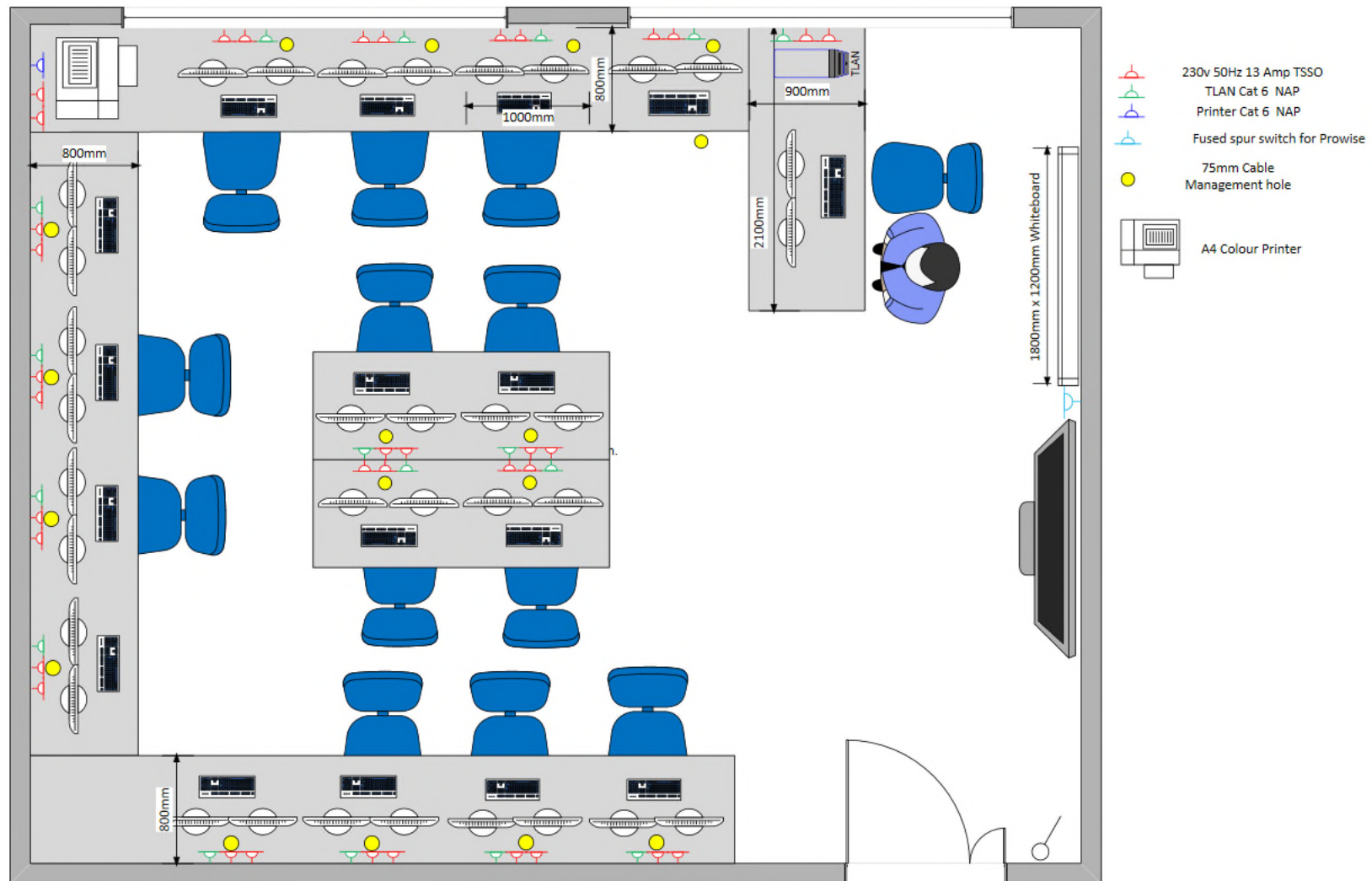
Annex E to

File reference 20201201-TP 1357 - Mountbatten CISTU IS Classrooms - SOR - V12

01 December 2020

Requirement 3 – Convert room G43 into a TLAN classroom

7. An illustrative example of the conversion of G43 into a TLAN classroom can be seen at figure E-1.
8. The network cabling route defined by the network Design Authority can be seen at figure E-2.
9. An illustrative example of socket configuration for each PC Can be found at figure E-3



G43 Proposed Layout

Figure E-1 – Illustrative example of G43 conversion into a TLAN classroom

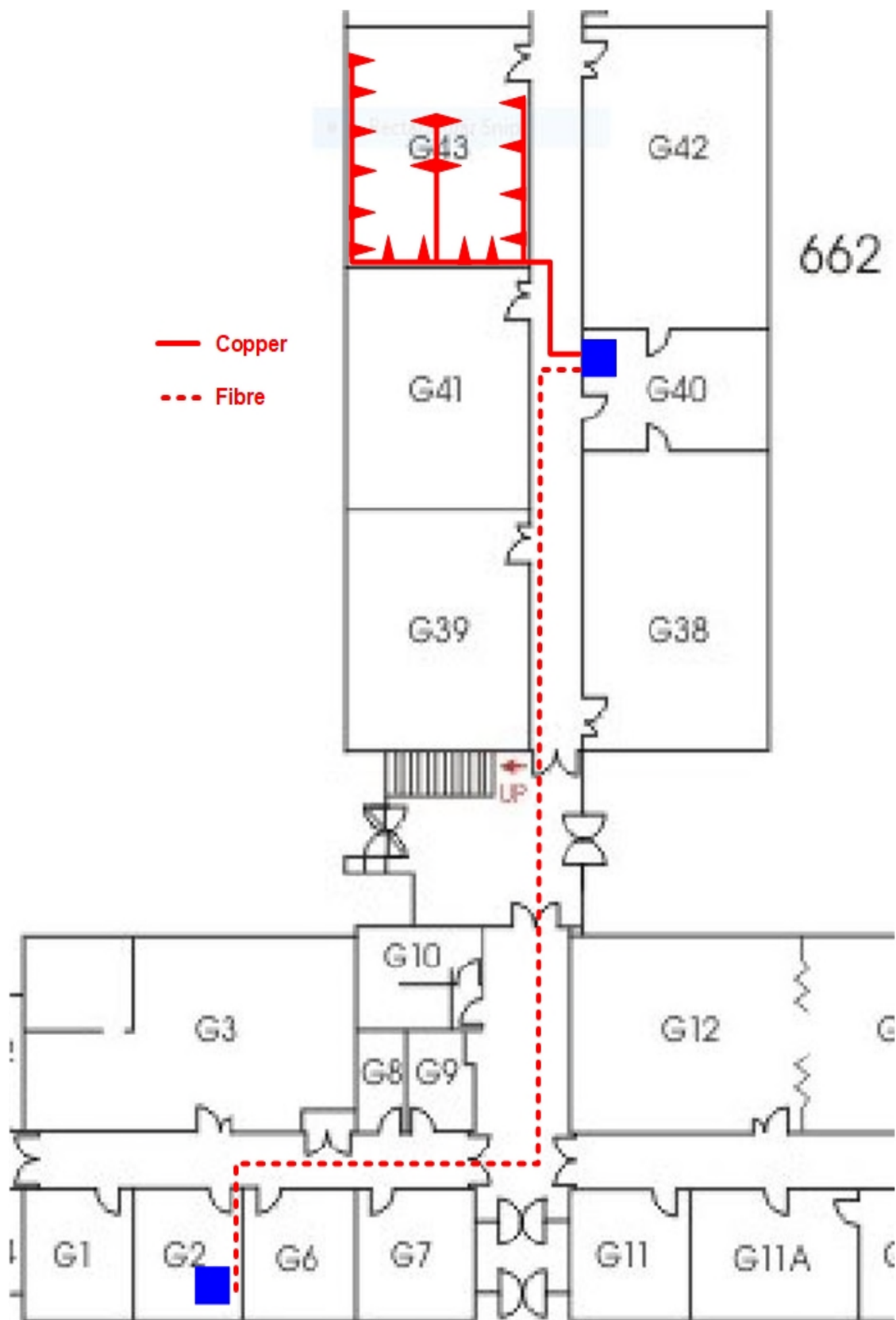


Figure E-2 – Illustrative example of G43 networking



Each PC (17 in total) position requires:-

2 x 230v 50Hz TSSO

1 x Single NAP – to TLAN

Prowise cabling to run to instructor position for connection to Instructor PC

* All points to be labelled

Figure E-3 – Illustrative example of socket configuration for each PC

ANNEX F

Industry Day/ Site Visit Attendance Request Form

If required, an Industry Day will take place on Monday **18 January 2021**. This will include Site Visits of HMS Collingwood.

The event will commence at HMS Collingwood on 18 January 2021 between 10:00 – 12:00. This will include a tour of the Collingwood site with an opportunity to raise questions. Due to COVID-19 measures, each supplier will be restricted to one attendee only, up to a maximum of 4 suppliers. In the event of more than 4 suppliers wishing to attend, a second visit can be held between 14:00 – 16:00 the same day.

Tenderers are not mandated to attend the event and any answers to questions raised will be provided to all Tenderers following the event.

Requests to attend the Event can be made by emailing the Tenderers Conference Attendance Request Form to elizabeth.meatyrd-gale100@mod.gov.uk by **Friday 15 January 2021**. Tenderers will be limited to a maximum of one attendee.

The Authority will not be able to provide accommodation for this event.

Tenderers Conference Attendance Request Form

Company Name	
Tenderer Principle Contract Name	
Tenderer Principle Contract Number	

Surname	Forename(s)	Company	Nationality	Gender	Clearance Level	Date of Birth*

Driver Name	Vehicle Registration, Model & Colour

PRICING TABLE

Pricing Table

Specification	Delivery Date (estimated dates to be confirmed on contract award)	Total Qty	Firm Price (£) Ex VAT	
			Per Item	Total inc. packaging (and delivery)
Installation of all requirements detailed in the Statement of Requirements	Date to be agreed as soon as possible after contract award. To be completed No Later Than 5 Mar 2021.	1		
			Total Firm Price	£

Item Number	Consignee Address (XY code only)
All	HMS Collingwood

Item Number	Payment Schedule
1	Payment to be made following delivery and installation

STATEMENT RELATING TO GOOD STANDING

Dear Sir or Madam,

1. Thank you for your interest in the **TP1357 – MOUNTBATTEN CISTU IS Career Course Classrooms, HMS COLLINGWOOD Upgrade.**
2. You will be aware that the MOD expects its suppliers to maintain high standards of integrity and professionalism in their business dealings and adhere to the laws of the countries where they operate.
3. The MOD reserves the right to exclude a supplier from the procurement who has been convicted of any of the offences or misconduct listed in the Statement Relating to Good Standing.
4. The MOD therefore requires all potential suppliers to complete the Statement Relating to Good Standing. This requires a signature on behalf of the company to confirm that none of the matters referred to in the Statement (being different grounds for discretionary exclusion) apply to the supplier.
5. If any of the matters referred to in the Statement apply to a potential supplier, they must provide additional information on the circumstances, including any remedial action to prevent its recurrence. This additional information, excluding any supporting documentation, shall not exceed five (5) A4 pages in total.
6. You are required to report any final convictions or settlements for bid rigging, fraud, bribery, corruption or other dishonest irregularity in connection with procurement and if so, any measures that you have taken to prevent such behaviour happening again. Any evidence of such anti-competitive behaviour in relation to this procurement procedure could result in your disqualification from the procedure.
7. The Statement Relating to Good Standing should be signed on behalf of the legal entity seeking to contract for this requirement at Director Level or equivalent. Please return the signed Statement Relating to Good Standing and any additional information to the Authority no later than fourteen (14) calendar days from the date of this letter.
8. May I once again thank you for the interest you have shown in this requirement.

Yours faithfully

Elizabeth Meatyard

The Statement Relating to Good Standing

Contract Title: TP1357 – MOUNTBATTEN CISTU IS Career Course Classrooms, HMS COLLINGWOOD Upgrade.

Contract Number: 701440389

1. We confirm, to the best of our knowledge and belief, that [*insert potential supplier*] including its directors or any other person who has powers of representation, decision or control or is a member of the administrative, management or supervisory body of [*insert potential supplier*] has not been convicted of any of the following offences within the past 5 years:

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

b. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

c. common law offence of bribery;

d. bribery within the meaning of section 1,2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;

e. any of the following offences, where the offence relates to fraud affecting the European Communities financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:

(1) the common law offence of cheating the Revenue;

(2) the common law offence of conspiracy to defraud;

(3) 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) fraudulent trading within the meaning of section 458 of the Companies Act 1985, Article 451 of the Companies (Northern Ireland) Order 1986 or section 933 of the Companies Act 2006;

(5) 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;

(6) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;

(7) destroying, defacing or concealing of documents or procuring the extension 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;

(8) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or

(9) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

f. any offence listed:

(1) in section 41 of the Counter Terrorism Act 2008; or

(2) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;

g. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by (f) above;

h. money laundering within the meaning of section 340(11) and 415 of the Proceeds of Crime Act 2002;

- i. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
- j. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc) Act 2004;
- k. an offence under section 59A of the Sexual Offences Act 2003;
- l. an offence under section 71 of the Coroners and Justice Act 2009;
- m. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or
- n. an offence under section 2 or 4 of the Modern Slavery Act 2015;
- o. any other offence within the meaning of Article 57(1) of Public Contracts Directive –
 - (1) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland: or
 - (2) created in the law of England and Wales or Northern Ireland after the day on which these Regulations were made;
- p. any breach of its obligations relating to the payment of taxes or social security contributions where the breach has been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which it is established or with those of any jurisdictions of the United Kingdom.

2. **[Insert potential supplier]** further confirms to the best of our knowledge and belief that within the last 3 years it:

- a. has fulfilled its obligations relating to the payment of taxes and social security contributions of the country in which it is established or with those of any jurisdictions of the United Kingdom;
- b. is not bankrupt or is not the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an agreement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;
- c. has not committed an act of grave professional misconduct, which renders its integrity questionable;
- d. has not entered into agreements with other suppliers aimed at distorting competition;
- e. Is not subject to a conflict of interest within the meaning of regulation 24;
- f. has not been involved in the preparation of this procurement procedure which would result in distortion of competition which could not be remedied by other, less intrusive, measures other than exclusion from this procedure;
- g. has not had a contract terminated, damages or other comparable sanctions taken as a result of significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract, or a prior concession contract as defined by the Concession Contracts Regulations 2016;
- h. is not guilty of serious misrepresentation in providing any information required by this statement.
- i. has not unduly influenced the decision-making process of the Authority or obtained confidential information that may confer upon it undue advantages in the procurement procedure;
- j. in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State where the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member;
- k. has fulfilled its obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and

labour law provisions listed in the Public Contracts Directive as amended from time to time (as listed in PPN 8/16 Annex C).

<p>I confirm that to the best of my knowledge my declaration is correct. I understand that the contracting authority will use the information in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of my organisation. I understand that the Authority may reject my submission if there is a failure to provide a declaration or if I provide false or misleading information.</p>	
Organisation's name	
Signed (By Director of the Organisation or equivalent)	
Name	
Position	
Date	