

Provision of Upkeep Management Services for the Commercially Supported Shipping (CSS) Team

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).

1.1.2. Address line 1

1.1.3. Address Line 2

1.1.4. Address Line 3

1.1.5. Town

1.1.6. County

1.1.7. Post Code

1.1.8. Company or Charity Registration Number

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.

1.1.10. VAT Registration Number

1.1.11. Name of immediate parent company

1.1.12. Name of ultimate parent company

1.1.13. Type of organisation

- (i) a public limited company.
- (ii) a limited company.
- (iii) a limited liability partnership.
- (iv) other partnership.
- (v) sole trader.
- (vi) other (please specify).

1.1.14. If other, please specify.

1.2. Contact Details

1.2.1. Name

1.2.2. Address Line 1

1.2.3. Address Line 2

1.2.4. Address Line 3

1.2.5. Town

1.2.6. County

1.2.7. Post Code

1.2.8. Country

1.2.9. Telephone Number

1.2.10. Mobile Number

1.2.11. Email

1.3. Consortia and Sub-Contracting

1.3.1. Please confirm the following:

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

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).

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

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?

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

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.

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.

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*.

2.1.4. d) The offence of bribery.

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

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

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:

- (i) the offence of cheating the Revenue;
- (ii) the offence of conspiracy to defraud;
- (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*;
- (iv) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- (v) in Scotland, the offence of fraud;
- (vi) in Scotland, the offence of theft;
- (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;
- (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*;
- (ix) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- (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;
- (xi) in Scotland the offence of uttering; or
- (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*.

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*.

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.

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

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.

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.

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.

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?

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.

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.

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*.

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.

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.

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?

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.

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

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.

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

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.

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

5.1. Experience and Contract Examples

5.1.1. Customer Organisation (name)

5.1.2. Contact Name

5.1.3. Contact Telephone Number

5.1.4. Contact Email Address

5.1.5. Contract Start Date

5.1.6. Contract Completion Date

5.1.7. Contract Value

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

5.2. Experience and Contract Examples

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

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 P2P system?

5.3.2. If you answered "No" to 5.3.1 above, please confirm that you possess the technical ability to take all necessary measures to connect to the P2P system if the Authority decides to award the Contract to you?

5.4. Cyber Essentials

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. Previous Experience

6.1.1. The Potential Provider shall provide details of (up to five) similarly scoped projects (upkeep management services) that it has successfully undertaken and delivered in the last five years. Your answer shall give details of the size and approximate value of the project, timescales, contact details of end customer as well as a brief outline of the vessels involved (i.e. size, certification standards, payload, duty etc). This is to be supported by evidence or declaration that these projects were satisfactorily delivered in terms of performance, schedule & cost in accordance with the relevant contract. This question may be completed using the same examples as those used in 5. PART 1: FORM E - Technical and Professional Ability

6.2. Key Personnel - Curriculum Vitae (CV)

6.2.1. The Potential Provider shall provide up to ten CVs of key personnel to be employed (including sub-contractors) as Overseers, including evidence of all relevant skills and qualifications held, and details of any experience they have had of working to those projects identified in question 6.1.1. These CVs should be supported by an example of the management structure used on a relevant, similar project.

6.3. Communicating with Customers

6.3.1. The Potential Provider shall provide details and examples that demonstrate relevant experience of communicating with Customers and ensuring their satisfaction when managing the projects referenced in 6.1.1. Your answer should include how the Potential Provider managed the day-to-day running of the project to ensure the Customer's requirements were fully met.

6.4. Upkeep Management Services

6.4.1. The Potential Provider shall provide evidence of its experience of providing upkeep management services to operators (Commercial and /or Military) with respect to repair/refit, defect rectification and maintenance tasks, both at Repair Contractor's premises & User's location (UK and/or Overseas) to those projects identified in question 6.1.1.

6.5. Quality Management Systems – Current Accreditation

6.5.1. Please provide details including copies of your current certification (ISO 9001:2008 or equivalent) for any Quality Management Systems (QMS) operated by the Company, both internally and externally, including through the supply chain. Where no quality certification is held, please detail the steps the Company is taking to obtain a recognised quality certification prior to contract award. Please advise how your current Certified Scope of Supply fully meets the requirements of this proposed contract and provide details and evidence of how the QMS has been applied to those projects identified in 6.1.1.

6.6. Management of the Supply Chain

6.6.1. Please detail the mechanisms in place to maximise cost efficiency through the use of employees and/or sub-contractors local to the projects identified in 6.1.1.

6.7. Customer Complaints Procedures

6.7.1. Please detail the procedures in place to inform the customer, in the event of any issues arising with regard to the provision of products/service. Detail how you deal with customer complaints and how customer satisfaction will be managed. Please provide details and evidence of how these procedures has been applied to the projects identified in 6.1.1.

7. PART 2: FORM G: Defence and Security Questions

7.1. Security of Information

7.1.1. If a Potential Provider or subcontractors do not possess the required FSC, it is to state whether:

- a) the Company has applied for and waiting for a FSC; or has previously applied unsuccessfully for a FSC; or has not applied for FSC but is willing to apply for FSC; and
- b) the Company is also prepared to take all necessary security measures to obtain an FSC under their relevant national rules.

8. Signature

8.1. Confirmation

8.1.1. Part 1

- Form A
- Form B

- Form C
- Form D

8.1.2. Part 2

- Form E
- Form F
- Form G

8.2. Form Completed By

8.2.1. Name

8.2.2. Date

8.2.3. Signature on behalf of the Potential Provider