



Ministry  
of Defence



[REDACTED]  
Dismounted Close Combat (DCC) Mobility



Defence Equipment & Support  
#3260, Cedar 2a  
MOD Abbey Wood  
Bristol  
BS34 8JH



5-Feb-20

Our Reference: 700031307

Dear Tenderer,

**700031307 GASKET 1C INVITATION TO TENDER (ITT)**

1. You are invited to submit a Tender for the supply and modification of 63 Mercedes Sprinter vans, herein referred to as GASKET 1C, in competition in accordance with the attached documentation.
2. The anticipated date of Contract Award is 17<sup>th</sup> February 2020, however please note this is an indicative date and is subject to change.
3. You must submit your Tender no later than 1000hrs on Thursday 23<sup>rd</sup> January 2020 in accordance with the instructions at Section 4 below.
4. Clarification Questions are permitted and must be submitted no later than 1200hrs on Thursday 9<sup>th</sup> January 2020. The clarification process is explained in further detail in paragraph 1.4 below. Please note that due to the Christmas break, any queries received prior to 6<sup>th</sup> January will not be responded to until the new year.
5. Please confirm receipt of this Tender to [REDACTED] ([REDACTED])

Yours Faithfully,

*[Electronically Signed]*

[REDACTED]  
DCC Mobility Senior Commercial Officer

## Contents

The Invitation to Tender (ITT) consists of the following documents:

### Invitation to Tender

- Attachment (Att) 1: Evaluation Strategy
- Attachment (Att) 2: Commercial Compliance Matrix
- Attachment (Att) 3: Technical Compliance Matrix
- Attachment (Att) 4: Schedule of Pricing
- Attachment (Att) 5: Forms of Response
- Attachment (Att) 6: Load List
- Attachment (Att) 7: Tender Submission Document
- Attachment (Att) 8: DEFFORM 28 – Tender Return Label

### Terms and Conditions (draft)

- Annex A: Schedule of Requirements (SOR)
- Annex B: Statement of Work (SOW)
- Annex C: Systems Requirements Document (SRD)
- Annex D: Fit List
- Annex E: Security Aspects Letter (SAL)
- Annex F: DEFFORM 539A – Tenderers Commercially Sensitive Information Form
- Annex G: DEFFORM 111 – Appendix – Addresses And Other Information
- Annex H: DEFFORM 528 – Import And Export Controls

**Invitation to Tender**

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## 1. Introduction

### 1.1 Tender Expenses

You will bear all costs associated with preparing and submitting your Tender. If the Tender process is terminated or amended by the Authority, the Authority will not reimburse you.

### 1.2 Material Change of Control from Supplier Selection

You must inform the Authority in writing if there is any material change in control, composition or membership of your organisation and / or consortium members, including any sub-contractors at any time during the procurement process. This may affect your right to stay in the competition.

### 1.3 Consultation with Credit Reference Agencies

The Authority may consult with credit reference agencies to assess your creditworthiness. This information may be used to support and influence decisions to enter into a contract with you.

### 1.4 Clarification Process

Both parties are permitted to pose clarification questions for the purposes of understanding the Authority's requirement and this ITT/your proposal, as appropriate.

All questions must be submitted via the CCS E-Sourcing Portal. Tenderers must not approach any other representative of the Authority during the competitive process to seek information or clarifications relating to this ITT/requirement outside of the formal clarification process. You must ensure all your clarification questions are submitted to the Authority by the date specified in Section 2, Table 1.

The Authority will automatically share questions and answers raised by a Tenderer to all Tenderers, removing the names of those who have raised the questions and if necessary, solution specific or commercially sensitive information within the question. If you believe your question is solution specific or commercially sensitive and should not be disclosed to all Tenderers you must inform the Authority at the time the question is submitted with a justification to support your position. The Authority may choose to discuss with you whether it is appropriate to disclose the question or response, or both, to other Tenderers, however, the decision to disclose is at the Authority's sole discretion. If the Authority decides to disclose, you may decide to withdraw your question and forego receiving a response to the question. Clarification questions must be raised by the Tenderer only; questions received from potential subcontractors will not be accepted by the Authority.

Clarification questions raised by the Authority are more likely to be solution specific, the Authority will assess whether a clarification question is relevant to all Tenderers or a specific Tenderer only. The Authority will endeavour to raise any clarification questions as early as possible post receipt of your Tender but reserves the right to raise questions throughout the Evaluation period. The Authority is not obliged to take your clarification response into account when evaluating your bid where you have been unable to meet the deadline associated with the question (e.g. if this would prevent the Authority from completing Evaluation within the timeframe).

Clarifications must be received by no later than 1200hrs on Thursday 9<sup>th</sup> January 2020. All responses will be issued by the Authority on Thursday 16<sup>th</sup> January 2020.

## 2. Key Activities

Please note, the dates outlined in Table 1 below are indicative only, and the Authority reserves the right to amend the dates as required.

<b>Activity</b>	<b>Date</b>
Issue of ITT	18 <sup>th</sup> December 2019
Deadline for receipt of Clarification Questions	9 <sup>th</sup> January 2020 at 1200hrs
ITT Return	23 <sup>rd</sup> January 2020 at 1000hrs
Completion of ITT Evaluation	11 <sup>th</sup> February 2020
Offer of Contract	17 <sup>th</sup> February 2020

Table 1: Key Activities and Dates

### **3. Instructions on Preparing Tenders**

#### **Tenders for Selected Contractor Deliverables**

The Authority reserves the right to reject all or part of your Tender where you have not tendered for all of the Contractor Deliverables.

#### **Construction of Tenders**

Your Tender must be written in English, using Arial font size 11. Prices must be in GBP, firm priced and exclusive of VAT.

Your Tendered price must be submitted through completion of the Schedule of Pricing and Rates at Att 4 to this ITT, Tender Submission Document at Att 7 to this ITT and the Schedule of Requirements at Annex A to the Contract

To assist the Authority's evaluation please set out your Tender response in accordance with the Evaluation Strategy at Att 1 to this ITT.

#### **Validity**

Your Tender must be valid / open for acceptance for 90 calendar days from the Tender return date. If successful, your Tender must be open for acceptance for a further thirty (30) calendar days.

#### **Variant Bids**

Any Tender made subject to additional or alternative Contract Conditions alone is not a variant bid. A variant bid is a Tender that offers an alternative approach to, or method of, meeting the Authority's requirements as set out in the ITT Documentation. The tender evaluation has a pass / fail for the Contract Conditions and therefore the Authority may reject the Tender on the grounds of such additional or alternative Contract Conditions.

Variant Bids will not be accepted.

## 4. Instructions on Submitting Tenders

### 4.1 Submission of your Tender

Tenders must be submitted via the CCS E-Sourcing Portal. You **must not** email electronic copies of your Tender.

One priced, and one unpriced copy of your tender should also be submitted to the Abbey Wood Tender Board by the date and time stated in the covering letter. You must attach the DEFFORM 28 at Att 8 to this ITT to the outer packaging of each envelope or box that contains your Tender.

The Authority reserves the right to reject any Tender received after the stated date and time.

Where stated, Tenders should be submitted using the templates and formats referenced in the Evaluation Strategy at Att 1 to this ITT.

You must submit your paper copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.

If you intend to hand deliver your Tender, you must inform the Commercial Officer named in the DEFFORM 111 at Annex G to Contract of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned.

You must ensure you include all relevant information in your Tender. The Authority can only evaluate information that you include in your Tender.

### **Samples**

Samples are not required for this procurement.

## 5. Additional Information

### 5.1 Security Aspects Letter (SAL) acknowledgement

Tenderers are required to provide acknowledgement of the content of the SAL at Annex E to the Contract on receipt of the Tender.

### 5.2 Cyber

Cyber Risk has been considered and a Cyber Risk Assessment resulted in a Cyber Risk Profile of 'Very Low'. The Risk Assessment Reference is **RAR-4BVFWD2** Tenderers are required to complete a Supplier Assurance Questionnaire on the Supplier Cyber Protection Service and submit this as part of their tender