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Tender

## **Driver Training Delivery and Support Contract**

Ministry of Defence

F17: Contract notice for contracts in the field of defence and security

Notice identifier: 2023/S 000-026013

Procurement identifier (OCID): ocids-h6vhtk-03f999

Published 4 September 2023, 10:56am

### **Section I: Contracting authority/entity**

#### **I.1) Name, addresses and contact point(s)**

Ministry of Defence

Bldg 95, Waterloo Lines, Imber Road

Warminster

BA12 0DJ

#### **Contact**

Deborah Orchard

#### **For the attention of**

Orchard Deborah

#### **Email(s)**

[ArmyComrcl-LWC-Mailbox@mod.gov.uk](mailto:ArmyComrcl-LWC-Mailbox@mod.gov.uk)

#### **Country**

United Kingdom

**Internet address(es)**

**General address of the contracting authority/entity**

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

**Further information**

Further information can be obtained from the above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from**

The above-mentioned contact point(s)

**Tenders or requests to participate must be sent to**

The above-mentioned contact point(s)

**I.2) Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.3) Main activity**

Defence

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## **Section II: Object of the contract**

### **II.1) Description**

#### **II.1.1) Title attributed to the contract by the contracting authority**

Driver Training Delivery and Support Contract

#### **II.1.2) Type of contract and location of works, place of delivery or of performance**

Services

Service category No 3: Defence services, military defence services and civil defence services

#### **Main site or location of works, place of delivery or of performance**

Defence School of Transport - Leconfield

#### **NUTS code**

- UK - United Kingdom

#### **II.1.5) Short description of the contract or purchase(s)**

Provision of driver licence acquisition training for wheeled vehicles including the provision of training support, training design and establishment support.

#### **II.1.6) Common procurement vocabulary (CPV)**

- 75221000 - Military defence services

#### **Additional CPV code(s)**

- 22454000 - Driving licences
- 79632000 - Personnel-training services
- 80531200 - Technical training services
- 80570000 - Personal development training services
- 80630000 - Training and simulation in military vehicles

#### **II.1.7) Information about subcontracting**

The tenderer has to indicate in the tender any share of the contract it may intend to

subcontract to third parties and any proposed subcontractor, as well as the subject-matter of the subcontracts for which they are proposed

The tenderer has to indicate any change occurring at the level of subcontractors during the execution of the contract

#### **II.1.8) Lots**

This contract is divided into lots: No

### **II.2) Quantity or scope of the contract**

#### **II.2.3) Information about renewals**

This contract is subject to renewal: No

### **II.3) Duration of the contract or time limit for completion**

Start date: 1 April 2025

End date: 31 March 2033

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions relating to the contract**

#### **III.1.1) Deposits and guarantees required**

A Parent Company Guarantee and/or Performance Bond in a form to be provided by the MoD may be required. Details will be included in the Tender Documentation, if applicable

#### **III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Potential Suppliers must note the mandatory requirement for electronic trading using the Contracting,

Purchasing & Finance (CP&F) electronic trading tool. All payments for deliverables under the contract shall only be made via CP&F.

Details can be found at:

<http://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-eprocurement-systems>

#### **III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

In the event of a group provider submitting an acceptable offer, the MoD reserves the right to require the group of bidders to take a legal form or require one bidder to take Prime Contractor responsibility or to require that each member of the group undertakes joint and severable liability for the performance of the agreement and any call-off made under it.

#### **III.1.4) Other particular conditions to which the performance of the contract is subject, in particular with regard to security of supply and security of information**

The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or

government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise.

The link below to the [Gov.uk](https://www.gov.uk/government/publications/government-security-classifications) website provides information on the Government Security Classification.

<https://www.gov.uk/government/publications/government-security-classifications>

## **III.2) Conditions for participation**

### **III.2.1) Personal situation**

**Criteria regarding the personal situation of economic operators (that may lead to their exclusion) including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Suppliers Instructions How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once)

- Browse to the eSourcing Portal
- Click the "Click here to register" link
- Accept the terms and conditions and click "continue"
- Enter your correct business and user details
- Note the username you chose and click "Save" when complete
- You will shortly receive an email with your unique password (please keep this secure)

2. Express an Interest in the tender

- Login to the portal with the username/password
- Click the "PQQs Open to All Suppliers" link. (These are Pre-Qualification Questionnaires open to any registered supplier)
- Click on the relevant PQQ to access the content.
- Click the "Express Interest" button in the "Actions" box on the left-hand side of the page.
- This will move the PQQ into your "My PQQs" page. (This is a secure area reserved for your projects only)

- Click on the PQQ code, you can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box

### 3. Responding to the tender

- You can now choose to “Reply” or “Reject” (please give a reason if rejecting)
- You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification
- Note the deadline for completion, then follow the onscreen instructions to complete the PQQ
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance please consult the online help, or contact the eTendering help desk.

### **Criteria regarding the personal situation of subcontractors (that may lead to their rejection) including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: Suppliers Instructions How to Express Interest in this Tender:

#### 1. Register your company on the eSourcing portal (this is only required once)

- Browse to the eSourcing Portal
- Click the “Click here to register” link
- Accept the terms and conditions and click “continue”
- Enter your correct business and user details
- Note the username you chose and click “Save” when complete
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### **III.2.2) Economic and financial ability**

#### **Criteria regarding the economic and financial standing of economic operators (that may lead to their exclusion)**

Information and formalities necessary for evaluating if the requirements are met:  
Information necessary for evaluating if the requirements are met:

- (a) Appropriate statements from the economic operator's bankers or where appropriate, evidence of relevant professional risk indemnity insurance;
- (b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;



(c) where appropriate, a statement, covering the two previous financial years of the economic operator,

of:

(i) the overall turnover of the business of the economic operator; and

(ii) where appropriate, the turnover in respect of the work, works, goods or services which are of a similar type to the subject matter of the contract.

As specified in the pre-qualification questionnaire document.

Minimum level(s) of standards possibly required: See Annex A of the DTP PQQ Guide

**Criteria regarding the economic and financial standing of subcontractors (that may lead to their exclusion)**

Information and formalities necessary for evaluating if the requirements are met: As per above

Minimum level(s) of standards possibly required: See Annex A of the DTP PQQ Guide

**III.2.3) Technical and/or professional capacity**

**Criteria regarding the technical and/or professional ability of economic operators (that may lead to their exclusion)**

Information and formalities necessary for evaluating if the requirements are met:  
Information and formalities necessary for evaluating if the requirements are met:

(a) in the case of a supply contract requiring the siting or installation of goods, a services contract or a works contract, the economic operator's technical ability, taking into account in particular that economic operator's skills, efficiency, experience and reliability;

(b) a statement of the principal goods sold or services provided by the supplier or the services provider in the past five years,

and:

(i) the dates on which the goods were sold or the services provided;

(ii) the consideration received;

(iii) the identity of the person to whom the goods were sold or the service were provided;

(iv) any certificate issued or countersigned by that person confirming the details of the contract for those goods sold or services provided; and

(v) where - (a) that person was not a contracting authority, and (b) the certificate referred to in subparagraph

(b)(iv) is not available, any declaration by the economic operator attesting the details of the goods sold or services provided;

(c) a statement of the technicians or technical services available to the economic operator to:

(i) carry out the work under the contract, or

(ii) be involved in the production of goods or the provision of services under the contract, particularly

those responsible for quality control, whether or not they are independent of the economic operator;

(d) the environmental management measures, that the economic operator is able to apply when performing the contract, but only where it is necessary for the performance of that contract;

(e) a description of the tools, material, technical equipment, staff numbers, know-how and sources of supply (with an indication of their geographical location when it is outside the territory of the EU) available to the economic operator to perform the contract, cope with any additional needs required by the contracting authority as a result of a crisis or carry out the maintenance, modernisation or adaptation of the goods covered by the contract;

Minimum level(s) of standards possibly required: See Annex A of the DTP PQQ Guide

**Criteria regarding the technical and/or professional ability of subcontractors (that may lead to their rejection)**

Information and formalities necessary for evaluating if the requirements are met: As above

Minimum level(s) of standards possibly required: See Annex A of the DTP PQQ Guide

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## **Section IV: Procedure**

### **IV.1) Type of procedure**

#### **IV.1.1) Type of procedure**

Negotiated

#### **IV.1.2) Limitations on the number of operators who will be invited to tender or to participate**

Envisaged minimum number

Objective criteria for choosing the limited number of candidates: The Authority intends to restrict the number of tenderers to a maximum of at least 4 (four). The Authority will assess the suitability of suppliers to be invited to tender using the Pre-Qualification Questionnaire (PQQ) that interested suppliers must complete to be considered. The PQQ will be assessed and, if necessary, the number of suppliers reduced to a maximum of four, using the following assessment criteria, all of which must be met.

1. Suppliers must score a "PASS" against all questions throughout the questionnaire that are scored as "PASS/FAIL".
2. Suppliers must demonstrate satisfactory (PASS) evidence against questions Serial 1.13 - Part 1 - Form E - Technical and Professional Ability.
3. Suppliers must achieve a minimum pass mark of 55% in questions Serial 2.1 - Part 2 - Form F - Project Technical Questions.

In the event that more than 4 (four) suppliers meet all the criteria specified in the Evaluation Guide, the Authority will only invite to tender the 4 (four) top ranking suppliers. Suppliers will be ranked using the total weighted score allocated against the scored questions in serial 2.4 - Part 2 -Form F - Project Technical Questions. If there are a number of suppliers with the same score the Authority reserves the right to invite more than the maximum number of 4 (four) suppliers.

### **IV.2) Award criteria**

#### **IV.2.1) Award criteria**

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

#### **IV.2.2) Information about electronic auction**

An electronic auction has been used: no

### **IV.3) Administrative information**

#### **IV.3.1) File reference number attributed by the contracting authority**

703902450

#### **IV.3.2) Previous publication(s) concerning the same contract**

no

#### **IV.3.4) Time limit for receipt of tenders or requests to participate**

3 October 2023 - 12:00pm

#### **IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

English

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## **Section VI: Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds:  
No

### **VI.3) Additional information**

The Contracting Authority intends to use an e-Tendering system in this procurement exercise, please visit [www.contracts.mod.uk](http://www.contracts.mod.uk) for full details and to register your interest in this procurement.

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

The Authority intends to invite no more than 4 (four) Economic Operators to tender for this requirement and will therefore conduct a pre-qualification exercise to assist in any down select. Only those Economic Operators who can demonstrate a sufficient level of economic and financial standing and technical or professional ability against the Authority's pre-qualification criteria may be invited to tender. Should more than 4 (four) (or fewer than 4 (four)) Economic Operators fulfil the selection criteria, the Authority reserves the right to conduct a further down selection.

Full details on how to access the 'Dynamic' Pre-Qualification Questionnaire linked to this advert are contained in the final two paragraphs below. The Authority reserves the right to seek independent financial and market advice to validate information declared, or to assist in any pre-qualification evaluation.

A Cyber Risk Assessment has been carried out for this requirement. The risk has been assessed as HIGH, and the reference number is RAR-511529460. Potential suppliers should log on at the address below and complete a Supplier Assurance Questionnaire (SAQ), the results of which must be submitted along with the bidder's tender response.

<https://supplier-cyber-protection.service.gov.uk>

**DOWN SELECT PROCESS**

Detailed in the PQQ Guide included in the supporting documentation.

Bidders should note that any draft ITN documents included in the supporting documentation are for information purposes ONLY, at this stage. Suppliers must read through this set of instructions and follow the process to respond to this opportunity.

The information and/or documents for this opportunity are available on <http://www.contracts.mod.uk>.

You must register on this site to respond, if you are already registered you will not need to register again, simply use your existing username and password. Please note there is a password reminder link on the homepage.

Please ensure you follow any instruction provided to you here.

The deadline for submitting your response(s) is detailed within this contract notice, you will also have visibility of the deadline date, once you have added the Access code via DSP as the opening and closing date is visible within the opportunity.

Please ensure that you allow yourself plenty of time when responding to this opportunity prior to the closing date and time, especially if you have been asked to upload documents.

If you experience any difficulties please refer to the online Frequently Asked Questions (FAQs) or the User Guides or contact the MOD DSP Helpdesk by emailing [support@contracts.mod.uk](mailto:support@contracts.mod.uk) or Telephone 0800 282 324.

## **VI.4) Procedures for appeal**

### **VI.4.1) Body responsible for appeal procedures**

ARMY COMMERCIAL

### **VI.4.1) Body responsible for mediation procedures**

ARMY COMMERCIAL

### **VI.4.3) Service from which information about the lodging of appeals may be obtained**

ARMY COMMERCIAL