

PRE QUALIFICATION QUESTIONNAIRE (PQQ)

(Contract No: CPG 01613)

KENYA – SOMALIA BORDER MANAGEMENT PROJECT



Foreign &
Commonwealth
Office

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1. INTRODUCTION

- 1.1 This Pre-Qualification Questionnaire (PQQ) sets out the information which is required by the Foreign and Commonwealth Office (the Authority or FCO) in order to assess the suitability of Potential Providers in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement. During the PQQ stage, the intention is to arrive at a Short List of up to five qualified Potential Providers for formal Invitation To Tender against the requirement as advertised in the OJEU notice **(FCO Contract reference CPG01613 - BRAVO Solution reference Project 69)**.
- 1.2 Direct or indirect canvassing of any Ministers, public sector employee or agent by any potential bidder concerning this requirement, or any attempt to procure information from any Ministers, public sector employee or agent concerning this PQQ may result in the disqualification of the Potential Provider from consideration for this requirement.
- 1.3 No information contained in this PQQ, or in any communication made between The Foreign & Commonwealth Office (the Authority or FCO) and any Potential Provider in connection with this PQQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation.
- 1.4 Potential Providers will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this PQQ. For the avoidance of doubt, the Authority shall have no liability whatsoever to Potential Providers for the costs of any amendments, changes, discussions or communications.
- 1.5 The object of the qualification process is to assess the responses to the PQQ and select Potential Providers to proceed to the next stage of the procurement.
- 1.6 In assessing the answers to the following questions, the Authority will be seeking evidence of the Potential Provider's suitability to supply these goods in terms of economic and financial standing, technical and professional ability. Qualification criteria will be a combination of both financial and non-financial factors and will be in accordance with Regulations 23 to 26 of the Public Contract Regulations 2006.

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2. BACKGROUND INFORMATION

2.1 The Foreign and Commonwealth Office (FCO) is seeking to put its requirement out to tender for the provision of equipment and support for air surveillance and reconnaissance along the Kenya / Somalia border as follows:

- **Airborne:** Provision and installation of air surveillance equipment to perform effective airborne border patrol service – up to 6 airframes and 2 camera equipment. The requirement is for an EO/IR Sensor System offering a minimum of 3 Sensor System: (i) TI; (ii) Spotterscope; and (iii) Standard EO.

The equipment should be designed so that it can be used between aircraft types. Aircraft types are Bell 206 L4 and Cessna Caravan 1 (Grand Caravan). *(NB: this PQQ does not concern procurement of aircraft which are already in place).*

Equipment should be able to operate up to typical altitudes of 12,500 ft. Transmission to downlink receivers should be operable up to 30 km distance.

It is likely that the final specification will include a requirement for a Laser Range-Finder or Illuminator and Integrated Moving Map System. Specific Detection – Identification – Recognition (D-I-R) ranges will be stated in the Invitation to Tender (ITT) documentation.

- **Ground Based:** Provision and installation of two hand-held/portable downlink receivers.

Equipment should be operable over a Transmit/Receive range of 30 km (images will be transmitted to patrol cars/ground unit). Heights: Aircrafts can fly up to 12,500 ft.

Frequency/Bandwidth is approximately 3 – 5 microns.

Level of encryption required should be to a minimum of AES 256.

- **Training** on use of above: The successful provider will be required to provide training on the use of the above following installation. Location of installation and training will be Nairobi, Kenya.
- A fuller technical specification will be made available within the ITT documentation at the tender stage.

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The FCO is seeking to invite a range of suitably qualified companies to tender for these goods, subject to the completion of the online pre-qualification questionnaire (PQQ) and our resultant evaluation of your suitability to tender for these requirements. This evaluation will primarily be based on your legal and financial standing, together with your capacity and technical competence to deliver such services based on your size, track record and experience to date. It is essential that you provide the FCO with sufficient information so that we can properly assess your financial and legal position, and be confident that you have both the financial and capability track record to deliver such a service for Her Majesty's Government. Failure to provide the required information may result in your expression of interest being rejected.

The contract will be awarded to the tender which the evaluation panel considers to offer best value for money and technical expertise/solution. For the avoidance of any doubt, 'value for money' is defined as the optimum combination of quality and whole life costs to meet the Authority's requirements i.e. not the cheapest price but the most economically advantageous tender which meets our quality standards and technical expertise. Details of the selection criteria that will apply to the FCO's evaluation of your PQQ, including any mandatory questions, follow at the end of this document. Details of the award criteria will be provided in parallel with the Invitation to Tender (ITT), should you be long-listed.

If you would like to formally express an interest in this requirement, please complete the following PQQ and return it to the address indicated by the required deadline.

3. THE REQUIREMENT

- 3.1 Potential Providers may only bid for the entirety of the requirement and the Authority reserves the right to reject Bids submitted for elements of the Requirement.

4. TIMETABLE

- 4.1 Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any time.

Date or Target Date	Activity
Fri 13 th Jan 2012	OJEU Notice issued
Fri 13 th Jan 2012	PQQ published
Tue 31 st Jan 2012	PQQ final response date

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Thurs 9th Feb 2012	Completion of PQQ assessment and list of bidders identified
Fri 10th Feb 2012	ITT Issued
Mon 27th Feb 2012	Deadline for Submission of Bids
Mon 12th Mar 2012	Bid Evaluations and internal Assurance
Wed 14th Mar 2012	Notice of Contract Award and Mobilisation begins
Mon 26th Mar 2012	Contract Commencement Date

5. AUTHORITY NAMED CONTACT

5.1 The Authority's named contact point for the procurement is:

Officer Name: Tony Mesarowicz
Department: Corporate Procurement Group
Foreign & Commonwealth Office
Address 450-500 Silbury Boulevard
Milton Keynes, MK9 2AD
Telephone No 01908 716519
Email tony.mesarowicz@fco.gov.uk

5.2 The Authority will not enter into detailed discussion of the Service requirements at this stage. If the Authority considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all Potential Providers who have expressed an interest.

6. INSTRUCTIONS FOR COMPLETION

6.1 Recipients are invited to complete the online PQQ and submit it, together with any requested supporting information, to the Authority by the due date for return in accordance with the procedures set out in the paragraph below entitled "Submission of Completed Pre-Qualification Questionnaires".

6.2 Potential Providers should follow the instructions outlined below when completing this PQQ.

6.3 Potential Providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider's organisation, this should be indicated, with an explanation.

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- 6.4 Questions shall be answered in English.
- 6.5 The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.
- 6.6 Failure to provide the required information or make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Provider is not invited to participate further. In the event that there are insufficient responses deemed satisfactory, the Authority reserves the right to terminate the procurement and where appropriate re-advertise the procurement.
- 6.7 Potential Providers must be explicit and comprehensive in their responses to this PQQ as this will be the single source of information on which responses will be scored and ranked. Potential Providers are advised neither to make any assumptions about their past or current supplier relationships with the Authority nor to assume that such prior business relationships will be taken into account in the evaluation process.

7. ADDITIONAL INFORMATION

- 7.1 The Authority expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ.
- 7.2 Where a change in the structure, control, composition or membership of an organisation takes place at any time prior to execution of the Contract, the Authority must be informed of the change in writing and the Authority reserves the right to re-evaluate the relevant Potential Providers PQQ submission.

8. SUB CONTRACTING ARRANGEMENTS

- 8.1 Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.
- 8.2 Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.
- 8.3 It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may

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affect the ability of the Potential Provider to proceed with the procurement process or to provide the goods and/or services.

9. CONSORTIA ARRANGEMENTS

9.1 If the Potential Provider bidding for a requirement is a consortium, the following information must be provided:

- full details of the consortium; and
- the information sought in this PQQ in respect of each of the consortium's constituent members as part of a single composite response.

9.2 Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Authority reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 28 of the Public Contracts Regulations 2006.

9.3 The Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

10. FREEDOM OF INFORMATION

10.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to the Authority may be disclosed in response to a request made pursuant to the FoIA.

10.2 In respect of any information submitted by a Potential Provider that it considers to be commercially sensitive the Potential Provider should:

- a) clearly identify such information as commercially sensitive;
- b) explain the potential implications of disclosure of such information; and
- c) provide an estimate of the period of time during which the Potential Provider believes that such information will remain commercially sensitive.

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Please submit any responses to a), b) and c) above as an attachment within the Freedom of Information section in the Qualification Envelope of the online PQQ.

- 10.3 Where a Potential Provider identifies information as commercially sensitive, the Authority will endeavour to maintain confidentiality. Potential Providers should note, however, that, even where information is identified as commercially sensitive, the Authority might be required to disclose such information in accordance with the FoIA. Accordingly, the Authority cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

11. SUBMISSION OF COMPLETED PRE-QUALIFICATION QUESTIONNAIRES

- 11.1 If you would like to formally express an interest in this requirement, please complete the following PQQ and return it to the address as stated below by the required deadline.

- 11.2 You must submit your completed PQQ via the Authority's e-Sourcing portal at <https://fco.bravosolution.co.uk/> no later than **16:00 (GMT) on Tuesday 31st Jan 2012**. Completed PQQs may be submitted at any time before the closing date. The reference for these requirements on the BRAVO e-Procurement Portal is "**Project 69 – Kenya-Somalia Border Management Project – CPG01613**".

Completed PQQs may be submitted at any time before the closing date. Please note that completed PQQs received after the closing date may be rejected. Bids not submitted via the e-Procurement portal will not be considered.

12. PROVIDER SELECTION

- 12.1 The Authority may disqualify any Potential Provider who fails to:
- **Comply with the requirements of Regulation 23 of the Public Contract Regulations 2006 and/or fails to certify on the Statement of Good Standing that it has fulfilled these requirements and confirm compliance by completing Attachment 2 of the PQQ (see Qualification Envelope, Section 1.3, Questions 1(a) and 1(b));**
 - **Complete Attachment 3 – Regulation 23: Discretionary grounds for rejection (see Qualification Envelope, Section 1.3, Questions 2(a) and 2(b));**
 - **Complete the Declaration at Attachment 4 of the PQQ (see Qualification Envelope, Section 1.4, Questions 3(a) and 3(b));**
 - **Provide a satisfactory response to any questions in the PQQ;**
 - **Submit his completed PQQ by the deadline.**

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- **Satisfy the minimum economic and financial standards required by the Authority. The Potential Provider must achieve a minimum weighted score of 130 out of the total weighted score of 200 available in order to be considered further.**
- 12.2 The Potential Providers who are not disqualified in accordance with the above grounds shall be evaluated on the qualification criteria which takes into account the capability/capacity in terms of economic and financial standing and the technical or professional ability of the Potential Provider, which are in accordance with [Regulations 23-26 of the Public Contracts Regulations 2006](#) (as amended from time to time). A shortlist of Potential Providers will be drawn up and they will be eligible to participate further in the procurement process.
- 12.3 **Detailed treatment of responses:** PQQ questions have been allocated a maximum score, or weighting, as noted in the Evaluation Criteria table below:

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PQQ Evaluation Criteria	PQQ Sub Criteria	PQQ Cross Reference	Max score / Weighting
Organisation Details and Financial Standing	Organisation Information	A2.12	5
		A2.13	5
		A2.14	5
		A2.15	5
		A2.16	5
		A2.19	5
		A2.20	10
	Compliance with English Law	B3.1	“No” is the only acceptable response
		B3.2	“Yes” is the only acceptable response
	Financial Information	C4.4	30
C4.6		2.5	
C4.7		“Yes” is the only acceptable response	
Capability	Areas of Business	D5.1	15
	Quality Assurance	D6.2	5
	Staff	D7.1	5
		D7.2	5
	References	D8.1	10
		D8.2	10
		D8.3	10
	Professional Organisations	D9.1	7.5
	Insurance	D10.1	2.5
		D10.2	5
		D10.3	2.5
		D10.4	5
		D10.5	2.5
Health & Safety	D11.1	5	
	D11.2	5	
	D11.3	5	

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PQQ Evaluation Criteria	PQQ Sub Criteria	PQQ Cross Reference	Max score / Weighting
	Equal Opportunities	D12	5
	Environmental & Sustainability	D13.1	2.5
		D13.2	2.5
		D13.3	2.5
	Additional Information	D14.1	7.5
		D14.2	7.5

- 12.4 Answers to each question will initially be scored between a scale of 0 to 5 based on the definitions in the table below, then weighted scores calculated according to the weightings indicated above.

Question scoring scale

Assessment	Score
Very Good/fully compliant	5
Good	4
Acceptable/satisfactory	3
Poor	2
Very Poor	1
Unacceptable/non-compliant	0

Maximum weighted score for all questions is 200 points. Bidders must achieve a minimum score of 130 in order to proceed to tender stage. Please note that achieving a minimum score of 130 does not guarantee progress to the next stage of the procurement, as it is the Authority's intention to invite only the top 3 – 5 PQQ responses to the tender stage.

- 12.4 The Authority may seek independent financial, legal, market and internal advice and references to validate information declared or to assist in the evaluation. Reference site visits or demonstrations and/or presentations are unlikely to be requested at this stage but the Authority reserves the right to request the same as a part of the PQQ process.

13. CONFIDENTIALITY AND PUBLICATION OF INFORMATION

- 13.1 Any information provided by the Authority within this PQQ document set, or in subsequent answers to clarification questions from Potential Providers, is made available on condition that it is treated as confidential (except where it is already in the public domain). Potential Providers must not disclose any

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information supplied as part of this procurement process to any third party, member of staff or advisor, unless such person needs to receive the relevant information for the purposes of enabling a response to any procurement document. Potential Providers who are selected to tender will be asked to sign and return a Confidentiality Undertaking.