

**United Kingdom-Glasgow: Research services**  
**OJ S 132/2015 11/07/2015**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Ministry of Defence, C&C, HOCS  
Postal address: Room 2.1.02, Kentigern House, 65 Brown Street  
Town: Glasgow  
Postal code: G2 8EX  
Country: United Kingdom  
E-mail: [defcomrclcc-hocs3a1@mod.uk](mailto:defcomrclcc-hocs3a1@mod.uk)  
Telephone: +44 1412242668

**Additional information can be obtained from:**

the abovementioned address

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

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**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

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

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

HOCS3b/00002 — CPNS Continuous Attitude Survey 2016-2018.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 8: Research and development services

NUTS code UKJ31 Portsmouth

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

**II.1.4. Information about framework agreement**

**Duration of the framework agreement**

Duration in years: 36

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

Research services. THE REQUIREMENT

The requirement is to provide an analysis of the attitudinal climate for the Naval Service (NS) through conducting, analysing and reporting on surveys, to inform and evaluate personnel strategy and policy. The target population varies, dependent on the survey. The collection of primary data is also dependent on the requirement.

There is an ongoing regular annual requirement for five established surveys (see below):

a. Analysing and reporting of NS results from the annual Armed Forces Continuous Attitude Survey (National Statistic).

b. Conducting, analysing and reporting on the Families Continuous Attitude Survey (Official Statistic).

c. Conducting, analysing and reporting on the Reserves Continuous Attitude Survey — the primary tool to inform Reserve personnel strategy (Official Statistic).

d. Conducting, analysing and reporting on the Potential Applicants Survey (bi-annual reporting).

e. Conducting, analysing and reporting on the Royal Fleet Auxiliary Flotilla Attitude Survey — reports primarily to the RFA board biennially.

There is also a need within this requirement to allow for reactive work to respond to short notice policy requirements. Historically reactive work has consisted of one large and one smaller scale survey to support projects.

### **II.1.6. CPV code(s)**

73110000 Research services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

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

This contract is divided into lots: no

### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

Contract is for a 3 year period plus 1 year option, if required.

Estimated value excluding VAT:

Range: between 150 000 and 300 000 GBP

### **II.2.2. Information about options**

Options: yes

Description of options: One (1) year option, if required.

Provisional timetable for recourse to these options:

in months: 12 (from the award 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**

Duration in months: 36 (from the award of the contract)

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

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### **III.1. Conditions related to the contract**

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

The Authority reserves the right to ask for an indemnity, guarantee or bank bond if the supplier does not meet the required standard for economic and financial standing.

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

Payment will follow delivery and acceptance of the services, monthly in arrears.

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

If a group of economic operators submits a bid, the group must nominate a lead organisation to deal with the Authority. The Authority shall require the group to form a legal entity before entering into the contract.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

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

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: The Authority will apply all the offences listed in Article 45(1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45 (2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of the Regulation 23(1) and 23(2) criteria are at <http://www.contracts.mod.uk/delta/project/reasonsForExclusion.html#dspr>

Candidates will be required to sign a declaration confirming whether they do or do not have any of the listed criteria as part of the pre-qualification process. For candidates who are registered overseas, you will need to declare if you have any offences/misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists.

Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45 (2) may be excluded from being selected to bid at the discretion of the Authority.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: Proof required as per Question 5 of the Pre-Qualification Questionnaire.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Proof required as per Question 6 of the Pre-Qualification Questionnaire.

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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

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

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 5

Objective criteria for choosing the limited number of candidates: The Authority intends to invite a minimum number 5 (five) suppliers to tender. These shall be the suppliers that provide the highest scoring PQQ submission. The Authority reserves the right to increase the number of suppliers invited to tender, at its discretion, depending on responses received.

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

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

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

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

An electronic auction will be used: no

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

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

HOCS3b/00002

#### **IV.3.2. Previous publication concerning this procedure**

no

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

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

5.8.2015 - 15:00

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

13.8.2015

#### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

#### **IV.3.8. Conditions for opening of tenders**

## **Section VI: Complementary information**

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## VI.1. Information about recurrence

## VI.2. Information about European Union funds

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

## VI.3. Additional information

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/delta>. 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.

Suppliers must log in, go to your Response Manager and add the following Access Code: 232979SZZZ. Please ensure you follow any instruction provided to you here.

The deadline for submitting your response(s) is 30.9.2016 00:00. Please ensure that you allow yourself plenty of time when responding to this invite 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 (FAQ's) or the User Guides or contact the MOD DCO Helpdesk by emailing — [support@contracts.mod.uk](mailto:support@contracts.mod.uk) or call +44 800282324

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, and the contract will be awarded on the basis of the most economically advantageous tender. Suppliers interested in working with the Ministry of Defence should register on the MOD Supplier Information Database (SID) Register, available at [www.contracts.mod.uk](http://www.contracts.mod.uk) The MOD SID is a database of active and potential suppliers available to all MOD and UK Defence procurement personnel, and is the main supplier database of MOD Procurement organisations. Please note: the registration and publication of a company profile on the MOD SID does not mean or imply that the supplier has in any way been vetted or approved by the MOD. Suppliers wishing to compete for advertised MOD contracts must respond to any specific call for competition by submitting a separate expression of interest in accordance with the instructions of the purchasing organisation.

From 2.4.2014 the Government is introducing its new Government Security Classifications Policy (GSC) to replace the current Government Protective Marking Scheme. A key aspect of this is the reduction in the number of security classifications used. All suppliers to the Department are encouraged to make themselves aware of the changes as it may impact on this Requirement. The link below to the Gov.uk website provides information on the new GSC.

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

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.

Advertising Regime OJEU: This contract opportunity is published in the Official Journal of the European Union (OJEU), the MoD Defence Contracts Bulletin and [www.contracts.mod.uk](http://www.contracts.mod.uk) GO Reference: GO-201576-DCB-6760393.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Ministry of Defence, C&C, HOCS

Postal address: Kentigern House, 65 Brown Street

Town: Glasgow

Postal code: G2 8EX

Country: United Kingdom

Telephone: +44 1412242668

##### **VI.4.2. Review procedure**

##### **VI.4.3. Service from which information about the review procedure may be obtained**

##### **VI.5. Date of dispatch of this notice**

6.7.2015