



## **OCCAR-EA** **Contract Notice**

### **SUPPORT TO THE RELOCATION OF THE A400M PROGRAMME DIVISION**

#### **1. Contracting Authority**

OCCAR (Organisation Conjointe de Coopération en matière d'Armement / Organisation for Joint Armament Cooperation), represented by the Director of the OCCAR Executive Administration (OCCAR-EA).

#### **2. Address and Contact**

OCCAR-EA  
PO Box 2107  
53011 Bonn  
Germany

Reference: A400M/2021/00112  
E-Mail: [A400MRELOCATION@occar.int](mailto:A400MRELOCATION@occar.int)

#### **3. General Information about OCCAR**

OCCAR is an international organisation whose core-business is the through life management of cooperative defence equipment Programmes. The organisation was established by means of the OCCAR Convention, which is equivalent to an international treaty. The headquarters are located in Bonn, Germany.

For further information about OCCAR and its current Programmes, please refer to [www.occar.int](http://www.occar.int).

#### **4. Subject and Scope of the Potential Contract**

OCCAR-EA's A400M Programme Division (PD) is required to relocate from its current location in Toulouse to Madrid by the summer of 2022. In order to achieve this, a need for external help was identified. Such support shall comprise:

1. Identification/competition and selection of a rental office in accordance with local market practices, and including support to negotiations of the rental contract for such office. The high level requirements for such rental office are:

- a. The estimated number of staff to be accommodated is 55, and
  - b. The office space should range between 1570 m<sup>2</sup> net and 1870 m<sup>2</sup> net, including kitchen, storage areas, desk offices, corridors and ICT Server room.
2. Office fit-out including overall project management, design development and execution, licensing and sub-contracting, including installation of ICT and security infrastructure. Here the selected company shall act as a general contractor, and shall be fully responsible for delivering an operational office by means of a turn-key solution,
  3. Support to the acquisition of site services, and
  4. Optional: Provision of a relocation service for the settlement of OCCAR-EA staff and their families by means of a Home/Apartment finding program.

## **5. Anticipated Contract Duration and Value**

Estimated contract duration: July 2021 to July 2022

Estimated total contract value: between 600K€ and 1M€

## **6. Contract Placement Procedure**

Restricted Procedure

## **7. Expressions of Interest**

Interested companies are requested to express their interest by completing the Pre Qualification Questionnaire (PQQ) at Annex A to this Contract Notice.

The due date for provision of the completed PQQ is **22 February 2021, 12:00 hours CET**.

Completed PQQs shall be send to the following email address:

[A400MRELOCATION@occar.int](mailto:A400MRELOCATION@occar.int)

and will be evaluated in accordance with Annex B to this Contract Notice.

Only companies that provide a completed PQQ fully compliant with this paragraph 7 will be considered for participation in the subsequent tendering.

## **8. Important Notes**

- 8.1. All correspondence related to this Contract Notice shall be in English. Any correspondence received in a different language will not be accepted.
- 8.2. Upon evaluation of the PQQs received, OCCAR-EA will invite a maximum of 5 companies to tender, based on the marks received from their responses to the PQQ and ranked from highest to lowest.
- 8.3. This advertisement is not a commitment of a future contract and OCCAR-EA reserves the right not to pursue the tendering procedure. No expenses incurred in any tendering activities will be borne by OCCAR.
- 8.4. All EU and UK Companies are able to participate.
- 8.5. Companies based in a Non-OCCAR-Member State (i.e. any state other than Belgium, France, Germany, Italy, Spain and the UK) are to note the following:

- The contract placement procedure as well as any resulting contracts may require the exchange of classified information between OCCAR-EA and the Company in accordance with OMP 11 (<http://www.occar.int/occar-rules>). This would require the establishment of a Security Agreement between OCCAR and that Non-OCCAR-Member State.
- OCCAR-EA recommends that Companies based in a Non-OCCAR-Member State liaise with their National Security Authority in order to initiate the establishment of a Security Agreement with OCCAR.
- The award of a contract, if any, to a Company from a Non-OCCAR-Member State may require the establishment of an agreement between OCCAR and the government of that Non-OCCAR-Member State in accordance with the OCCAR Convention.
- OCCAR-EA recommends that Companies based in a Non-OCCAR-Member State liaise immediately with their Ministry of Defence in order to clarify the requirement of such an agreement with OCCAR, and to initiate the establishment, if required.

*original signed*

Mark GODFREY

A400M In Service Support Contract Manager 2  
OCCAR-EA

Annex A – Pre-Qualification Questionnaire (PQQ)

Annex B – Evaluation of the PQQ

**Annex A to Contract Notice A400M/2021/00112**  
**PRE QUALIFICATION QUESTIONNAIRE**

**Notes for completion**

- Please ensure that you complete the questionnaire as requested. **Failure to do so will result in your application being non-compliant and disqualified.**
- Please answer every question in English.
- If the question does not apply to you please write N/A; if you don't know the answer please write N/K.
- "You" or "Your" or the "Potential Provider" means the business or company which is completing this Tender Questionnaire. Where you have a valid reason for being unable to provide the specific information requested in relation to Economic and Financial Standing, Technical and Professional Ability, or Project Matters, other information may be accepted but only if it is considered appropriate by OCCAR-EA.
- You must inform OCCAR-EA of any material changes to the information provided by the Pre Qualification Questionnaire as soon as you become aware of the change.

**Verification of Information Provided**

Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) However, OCCAR-EA may ask to see these documents at a later stage, so it is advisable that you ensure that they can be made available upon request. You may also be asked to clarify your answers or provide more details about certain issues.

**Sub-Contracting Arrangements**

Where a sub-contracting approach is planned to be proposed (in particular in respect of office fit-out), all information requested should be given in respect of the Tenderer. Where sub-contractors will play a significant role in the delivery of goods or services, or both, 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.

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

**Part A – Organisation and Contact Details**

ORGANISATION DETAILS	
Full name of the organisation tendering (or of the organisation acting as lead contact where a consortium bid is being submitted)	
Registered office address	
Company registration number in trade or other professional register(s) mandatory under Spanish law	
VAT registration number	
Applicable certifications (e.g. ISO)	
Name of immediate parent company	
Name of ultimate parent company	
Legal form of organisation	
STAFFING	
How many staff does your organisation employ relevant to the carrying out of services similar to those required under this contract?	
How many of the staff detailed under immediately above is fluent in the English language? To note that it is <b>mandatory</b> that all staff that will interface with OCCAR-EA is fluent in the English language. Please confirm whether you are able to fulfil this requirement.	
TENDERERS BID MANAGER CONTACT DETAILS	
Name	
Phone	
Mobile	
Email	

## Part B – Grounds for rejection of a Tender

### Important Notice:

In some circumstances OCCAR-EA is required by law or policy to exclude you from participating further in this procurement. If you answer 'yes' to any question in this section it is very unlikely that your application will be accepted. If you answer "yes", please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken subsequently.

Please state 'Yes' or 'No' to each question.

<b>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	
<ul style="list-style-type: none"><li>• participation in a criminal act or organisation, corruption, the offence of bribery, fraud, money laundering or any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State</li></ul>	
<ul style="list-style-type: none"><li>• been convicted of a criminal offence relating to the conduct of your business or profession in the European Union</li></ul>	
<b>Is your organisation bankrupt/insolvent or appears unable to pay or to have no reasonable prospect of being able to pay a debt, within the meaning of the above terms under relevant Spanish law?</b>	
<b>Has your organisation</b>	
<ul style="list-style-type: none"><li>• committed an act of grave misconduct in the course of your business or profession?</li></ul>	
<ul style="list-style-type: none"><li>• failed to fulfil obligations relating to the payment of social security contributions under Spanish law?</li></ul>	
<ul style="list-style-type: none"><li>• failed to fulfil obligations relating to the payment of taxes under Spanish law?</li></ul>	

## **Part C – Economic and Financial Standing**

### **1. FINANCIAL INFORMATION**

Please provide the following:

- A copy of your audited published accounts for the most recent two (2) financial years,
- A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.

Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate by the Authority.

### **2. INSURANCE**

In case an employer's liability insurance is mandatory for your business, please

- Confirm whether you have such an insurance in place,
- State the respective value(s) of coverage.

## Part D – Technical and Professional Ability & Capability

### 1. REFERENCES

Please provide 2 written references from existing clients using the template provided below.

References must originate from the client, and must be related with one of the case studies in Section 2 of this Pre Qualification Questionnaire Part D below. References will be marked collectively as an overall score (i.e. not in relation to each reference) in accordance with the Standard Marking Scheme set out at Annex B to this Contract Notice. In case a Tenderer provides only 1 written reference, the overall score will be reduced by 50%.

As this response is from a third party, the content (rather than the form) of the response will be assessed. Some of the "typical characteristics" of the Standard Marking Scheme at Annex B to this Contract Notice may not be relevant or appropriate. Insofar as this is the case, the "description column" only will be used to measure the way in which the responses support the notion that the applicant is able to meet the Authority's requirement.

Maximum word count – 500 per reference, excluding the following referee details.

REFEREE DETAILS	
Customer Name	
Contact Name	
Job Title	
Address	
Telephone Number(s)	
Email Address:	
QUESTIONS	
Please provide brief details of the services that have been provided to you by the service provider, including relevant dates.	
What is/are the major quality/qualities of the services provided?	
Did the service provider deliver services according to the timetable agreed?	
Did the services supplied meet your requirements?	
Were the services supplier's personnel capable and responsive?	
Was it necessary to make any complaints against the services supplier, and if so, were they resolved in a timely manner and to your satisfaction?	
Do you wish to make any additional comments?	



## **2. CASE STUDIES**

Please provide from 1 to 3 case studies which demonstrate the range of expertise, ability and understanding required by OCCAR-EA as per paragraph 4 of this Contract Notice.

Each case study must:

- Relate to a specific contract,
- Be in respect of current contracts or those completed within the last 5 years.

Where possible, case studies should:

- Relate to all elements of the requirement at paragraph 4 of this Contract Notice, with focus on activities similar to the ones described in paragraphs 4.1 to 4.3 of this Contract Notice,
- Detail the approach to subcontracting (in particular with respect to activities similar to the ones described in paragraph 4.2 of this Contract Notice),
- Relate to an organisation with a number of personnel of at least 30 staff members.

Case studies will be marked collectively as an overall score (i.e. not in relation to each case study) in accordance with the Standard Marking Scheme set out in Annex B to this Contract Notice.

Maximum word count – 800 per case study.

## Annex B to Contract Notice A400M/2021/00112

### EVALUATION OF COMPLETED PQQs

#### 1. Mandatory Criteria (Parts A to C of the PQQ refer)

Expressions of interest that contain incorrect and/or incomplete answers to the questions set out in Parts A to C of the PQQ will not be evaluated any further hence the respective companies will not be invited to tender.

Furthermore, if

- you do not confirm that all staff that will interface with OCCAR-EA is fluent in the English language (Part A of the PQQ refers), and/or
- an answer to any question in Part B of the PQQ is 'yes',

it is also very unlikely that the respective expression of interest will be further considered.

Lastly, answers to Part C indicating that the economic and financial standing of an applicant or its insurances are insufficient, are also very likely to lead to an exclusion of the respective company from the subsequent tendering.

#### 2. Standard Marking Scheme (Part D of the PQQ refer)

Responses to Part D of the PQQ will receive up to 10 points, in accordance with the below Standard Marking Scheme:

Mark	Description	Typical characteristics
0	No response or totally inadequate providing no evidence of capability.	
2	<b>Poor</b> or minimal response providing little evidence of ability to meet requirement.	May not have addressed all the requirements within the main question or response lacks relevance or appears wholly unsubstantiated.
4	<b>Average</b> response providing evidence of ability to meet requirement but at a basic level or lacking in credibility.	The response may be only partially relevant, largely unconvincing, may rely on unsubstantiated statements or give the impression of being extracted from a sales leaflet. Not obvious what benefit the Tenderer might offer over many others in the marketplace.
6	<b>Good</b> response providing clear and credible evidence of expected capability to meet requirement in most or all respects.	The response is relevant and reasonably convincing in most respects. Potential benefit to OCCAR-EA in terms of expertise and approach appears realistic but may be relatively modest; or potential benefit appears significant but with reservations as to the ability to deliver.
8	<b>Very Good</b> response providing clear and credible evidence of capability to meet requirement in every respect and to exceed in some or many respects.	A relevant, persuasive and convincing response in every or almost every respect, which is clear and demonstrates significant and realistic potential benefit to OCCAR-EA in terms of expertise and approach.
10	<b>Excellent</b> response in every respect, providing clear and highly credible evidence of capability to meet requirement at the highest level.	Highly persuasive, relevant and convincing response raising no or very few reservations. The answer is tailored to the question and clearly demonstrates a class-leading level of expertise and approach which would deliver obvious substantial benefits to OCCAR-EA.