



OCCAR-EA

PQQ

(Pre-Qualification Questionnaire)
FSAF PAAMS Programme Division

Relating to procurement of COTS spares, consumables and services, in order to support ground and naval defence systems already delivered to locations in France, Italy and the UK.

1. General Information

1.1 Purpose of Questionnaire

1.1.1 In order to evaluate your economic operator's¹ ability to meet the advertised requirement, OCCAR-EA asks you to complete the Pre-Qualification Questionnaire (PQQ) and submit supporting information as specified in the PQQ. The PQQ focuses on your economic operator's financial standing, technical and professional capability, capacity, consistency and control.

1.2 Material Change of Control

1.2.1 You must inform OCCAR-EA in writing if there is any material change in control, composition or membership of your economic operator, including any sub-contractors at any time during the procurement process. This may affect our decision to award a contract to you.

1.3 Participation in the Procurement Process

1.3.1 In order to be considered for inclusion in the procurement process for the acquisition of COTS spares, consumables and services, in order to support ground and naval defence systems already delivered to locations in France, Italy and the UK, you must express a request to participate by submission of a fully completed PQQ by no later than **12 September 2022, 12:00 Central European time (CET)**.

1.3.2 Failure to submit the completed PQQ by the specified time and date will exclude you from the procurement process.

1.3.3 In the event that you are unable to submit a PQQ in the required timeframe, you must notify the Contracting Authority in writing no later than **12 September 2022, 12:00 CET**, providing full justification and an anticipated timeline of completion. It is solely at the discretion of the Contracting Authority to grant any potential extension.

1.4 Notification of PQQ Result

1.4.1 You will be informed in writing if you have been selected by OCCAR for continued participation in this procurement process. The complaints procedure set out at Annex OMP 5-B shall apply in the event of a complaint in relation to non-selection.

1.5 Discontinuation of the Procurement Process

1.5.1 OCCAR-EA reserves the right to discontinue this procurement process at any stage. Conducting the procurement process is not a commitment by OCCAR-EA acting as Contracting Authority in the name of and on behalf of its Member or Participating States, to place any contract as a result of the tendering process or at a later stage.

¹ As defined in OMP 5 (i.e. including consortiums).

1.6 Legal Form of Economic Operator

- 1.6.1 An economic operator shall be formed in accordance with the law of the State where it is located. For a consortium, this requirement shall apply to all consortium members.
- 1.6.2 An economic operator whose Registered Office is not within the EU or UK is not allowed to participate in this procurement process. For a consortium, this location requirement applies to all consortium members.

2. Instruction for Completion

- 2.1 You are encouraged to read all the information provided including the contract notice, this PQQ document and available information on the OCCAR-EA website.
- 2.2 You must fully answer all of the questions in the PQQ and provide all documentation and evidence as requested. Failure to do so may disqualify you from the procurement process or lead to a lower PQQ score.
- 2.3 If a question does not apply to your economic operator, please write "N/A" and provide a justification on why you think it is not applicable.
- 2.4 All responses must be in the English language. All supporting documentation must also be in the English language.
- 2.5 Your PQQ response must be received by OCCAR-EA in the following formats:
 - a) One (1) copy paper version signed; and
 - b) Three (3) electronic versions in native file format and PDF on CD-ROM.
- 2.6 Your PQQ response must be signed by persons with the necessary level of authority.
- 2.7 Your PQQ response shall be doubled enveloped and submitted as follows:
 - a) The inner envelope containing the documentations shall bear the following caveat:

Not to be opened by the internal mail department

Reference: ISS-C-C-S/3

Attention of: Agnieszka KASATY - FSAF-PAAMS Contract Officer 2

The inner envelope shall not bear any reference to the originator, must be sealed and placed into an outer envelope.

- b) The outer envelope shall not bear any reference to this Programme and be addressed to:

OCCAR – FSAF PAAMS PD

Immeuble Cap Sud – 106 avenue Marx Dormox

92120 Montrouge – France

- 2.8 You may submit questions for clarification. Answers to questions will be shared by OCCAR-EA with all economic operators. All questions must be submitted to OCCAR-EA **no later than 10 business days before the 12 September 2022 12:00 CET**. OCCAR-EA will aim to answer all questions within 7 business days from reception of questions for clarification, allowing sufficient time to reflect the answers into the PQQ responses, if required.
- 2.9 After PQQ receipt, OCCAR-EA may seek clarifications from economic operators on their PQQ response. Economic operators should respond within the timeframe

specified in the clarification request.

2.10 Security requirements

In principle no OCCAR restricted information will be treated in the frame of this competition procedure. However companies are invited to maintain "as a confidential" all the information acquired in these documents.

Economic operators are invited to consult and acknowledge the following documents on the OCCAR-EA website:

- OMP 11 "Security Regulations";
- OMP 12 "Handling of Unclassified Sensitive Information".

1. Pre-Qualification Questionnaire

Section 1: Company Details

Full name of the economic operator(s) expressing an interest (single company or consortium)		
1.1 Organisation Details		
1.1.1 Registered office	Company address	
	Company registration number	
	VAT registration number	
	Please provide the country of Registration	
	Name and registration address of parent company, if applicable.	
	Please provide the country of registration of the parent company.	
	If your company is subsidiary of a group, please provide the organisational and governance structure. Please provide the country of registration of the group.	
1.1.2 Type of organisation	i) a public limited company? ii) a limited company? iii) a limited liability partnership? iii) other partnership? iv) sole trader?	<input type="checkbox"/> Yes/No <input type="checkbox"/> <input type="checkbox"/> Yes/No <input type="checkbox"/> <input type="checkbox"/> Yes/No <input type="checkbox"/> <input type="checkbox"/> Yes/No <input type="checkbox"/> <input type="checkbox"/> Yes/No <input type="checkbox"/> <input type="checkbox"/> Yes/No <input type="checkbox"/>

	v) other (please specify)?	
1.2 Contact details for enquiries about this PQQ		
Name and Position		
Address		
Post Code		
Country		
Phone		
Mobile		
E-Mail		

Stage 1: Statement Relating To Good Standing

I confirm, to the best of my knowledge and belief, that [*insert your company's name*] including its directors or any other person who has powers of representation, decision or control of [*insert your company's name*] is not subject to OMP 5 article 5.2.1.6.1, as such:

- is not bankrupt or being wound up, where its affairs are being administered by a court, where it has entered into an arrangement with creditors, where it has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
- is not subject to proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by a court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
- has not been convicted by a judgment which has the force of "res judicata" in accordance with the legal provisions of the country of any offence concerning its professional conduct;
- has not been guilty of grave professional misconduct proven by any means which the Contracting Authority can supply;
- possesses the reliability necessary to exclude risks to the security of the OCCAR Member States;
- has fulfilled all obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established or with those of the country of the Contracting Authority/entity;
- has fulfilled all obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the Contracting Authority.

I further declare that [*insert your company's name*] or its directors or any other person who has powers of representation, decision or control of the named organisation is not subject to OMP 5 article 5.2.1.6.2, as such:

- has not been the subject of a conviction by final judgment, for one or more of the reasons listed below:
 - (1) Participation in a criminal organisation;
 - (2) Bribery and Corruption;
 - (3) Fraud;
 - (4) Terrorist offences or offences linked to terrorist activities;
 - (5) Money laundering and terrorist financing;
 - (6) Child labour and other forms of trafficking in human beings.
- has not been in breach of obligations relating to the payment of taxes or social security contributions and where this has been established by a judicial or administrative decision, having final and binding effect, in accordance with the legal provisions of the country in

which it is established or, with those of a Participating State (as detailed in the Contract Notice).

I confirm that to the best of my knowledge my declaration is correct. I understand that the Contracting Authority will use the information in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject my submission if there is a failure to provide a declaration or if I provide false or misleading information.

Organisation's name	
Signature (By Director of the Organisation or equivalent)	
Name	
Position	
Date	

Stage 2: Selection Criteria

1.1 Economic and Financial Standing

Where the candidate is a consortium, the responses and documentary evidence/supporting information needs to be provided in respect of all consortium members.

Ref	Company accounts (annual Financial Statement, standard legal information)	Documentary evidence/supporting information to be provided <i>in English</i>
a	Balance sheets or extracts from balance sheets (where publication of the balance sheet is required under the law of the country in which the Economic Operator is established) for the last three years	
b	Statement of the undertaking's overall turnover for last three financial years available or depending on the date on which the undertaking was set up or the Economic Operator started trading	
c	Appropriate bank references declaration concerning the correctness of economic movements that determines a solvency judgement of the company	
d	Business liability risk insurance	

1.2 Assessment Criteria

Ref	Economic and Financial Standing	Criteria
a	Balance sheets or extracts from balance sheets for the last three years	Balance sheet approved by the auditor
b	Statement of the undertaking's overall turnover for last three financial years available or depending on the date on which the undertaking was set up or the Economic Operator started trading	Annual overall turnover minimum 2,000,000€
c	Appropriate bank references declaration concerning the correctness of economic movements that determines a solvency judgement of the company	Bank references declaration signed
d	Business liability risk insurance	Valid insurance

1.3 Technical Capability and Capacity

Ref	Company capability and capacity	Evidence/supporting information to be provided <i>in English</i>
a	Description and organisation of the company, experience in warlike market	
b	Quality Assurance accreditation ISO 9001:2015	
c	NATO Cage Code accreditation	

1.4 Add assessment criteria

Ref	Economic and Financial Standing	Criteria
a	Description and organisation of the company, experience in warlike market	Requirement compliance
b	Quality Assurance accreditation ISO 9001:2015	Valid certificate
c	NATO Cage Code accreditation	NMCRL extract or National Codification Data base extract