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Annex 3. APPLICANT PRE-QUALIFICATION QUESTIONNAIRE MMF FOS

1. Instructions to complete the questionnaire

This questionnaire is set up to identify that applicants meet the necessary qualifications to be Invited to Participate in Competitive Dialogue for MMF FOS in a Thin Prime Management role.

The answers to this questionnaire must be prepared after consideration of all information provided in Annex 1 “MMF Statement of Operating Intent and Mater Data Assumption List” and Annex 2 “FOS Preliminary Support Work Packages” of this FBO. To facilitate this task, some of the questions may include the relevant associated WP in brackets.

The applicant shall confirm compliance with each question and provide the deliverables requested in the corresponding section. All certifications, support documents and evidence shall be clearly identified, indicating which question they are referring to. In order for your application to receive an accurate evaluation, it must be provided with all the required deliverables and supporting evidence.

Non-conforming or incomplete questionnaires may be refused consideration for Invitation to Participate in Competitive Dialogue.

Any applicant responding to this questionnaire must provide the declaration included at the end of this document, duly signed by an official authorized representative.

2. Evaluation Criteria

The criteria which NSPA will employ in selecting the bidders to be Invited to Participate in Competitive Dialogue will be by order of importance:

- Responsiveness and compliance with the conditions of this FBO;
- For the questionnaire, each individual question will be assessed with a PASS/FAIL. A question will be scored as PASS only if the applicant's answer is YES and this statement is supported by the appropriate deliverables of each question.

For those deliverables requiring project references, the applicant should include a brief description with the project scope, duration, main activities and estimated value.

In addition to the requested deliverable, support documentation such as support letters from customers belonging to governments, other public-international entities and/or commercial companies are also accepted.

For those deliverables required a certification, a current valid accreditation is acceptable with a condition of contract award that the certification will be in place at the time of contract award.

Only those applicants scoring PASS in all questions will be Invited to Participate in Competitive Dialogue.

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3. Applicant General Information

Please provide the following information to support your Company's Request To Participate in Competitive Dialogue:

Company Name: _____

VAT registration number: _____

CAGE Code: _____

Country: _____

No. Of employees: _____

Business turnover value: _____

Are you registered in NSPA Source File: Y/N

Point of Contact:

Title: _____ First Name: _____

Last Name: _____

Email Address: _____

Phone Number: _____

4. Applicant interest on Support Work Packages

Considering that support to work packages 1b, 2, 3, 6 and 7 are a mandatory requirements to Participate in Competitive Dialogue with the role of a Thin Prime, and that WP5 is not part of the scope, please indicate which additional work packages your company would be interested to support:

WP 1a. Aircraft OEM Support Services.

WP 5. (Not Applicable)

WP 1b. CAMO Support.

WP 6. Under-Wing Refuelling Pods Maintenance.

WP 1c. Operational Support.

WP 7. Engine Support.

WP 2. Material Support and Material Management.

WP 8. Ground and Aircrew Training.

WP 3. Aircraft Maintenance.

WP 9. IT Support Services.

WP 4. Aerial Refuelling Boom System Maintenance.

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5. Pre-Qualification Questionnaire

Ref.#	Questions	Please confirm compliance Yes/No	NSPA Evaluation PASS/FAIL
A	THIN PRIME MANAGEMENT		
A.1	<p>As Thin Prime, the applicant shall perform the following activities:</p> <ul style="list-style-type: none"> - provide a Thin Prime role responsible for leading, managing and delivering the MMF Follow On Support in close collaboration with NSPA and the MMF Unit. - provide Thin Prime Management services for collaborative MMF Follow On Support as a response to the Statement of Requirement at Annex 1. - share information and set shared goals within its Teaming Arrangement. - manage the delivery of MMF Follow On Support including the management, leadership and provision of a fully integrated supply chain, provision of technical support, (etc....) to meet ongoing demands as required, facilitate two way interchange opportunities, utilise innovative procurement models and reporting and meetings. - provide a mechanism for managing the supplier base that will be flexible and agile. This shall include the process and methods of how the supplier base will be refreshed throughout the duration of the contract, ensuring that NSPA has access to innovative solutions and robust technical advice. - engage and reach out to the wider supplier base, be responsible for the delivery of MMF Follow On Support with clearly defined deliverables and timescales, via a detailed supplier engagement plan, a competition process, supplier selection and acceptance criteria, demonstrating that they have selected the best athlete to deliver the MMF Follow On Support requirements identified and ensuring that proposal for tasks are competed within the supply chain. - ensure that there is a mechanism for placing work direct to supplier within the supply chain for the provision of non-competed packages of work on a case by case basis, as appropriate. The mechanism shall demonstrate that the most competitive price for requirement has been obtained. - ensure that opportunities to leverage external resources are maximised. - ensure, where appropriate, that additional companies can be tasked as necessary as sub-contractors to the task leading organisation. - provide specific deliverables and delivery timescales, which shall be determined by the nature and requirements of each MMF Follow On Support task (Work Package) and will be agreed at project start-up meeting by NSPA. - be responsible for ensuring that the tasks and outputs delivered for MMF Follow On Support are fit for purpose, addressing: <ul style="list-style-type: none"> o the quality and standard of agreed deliverables. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

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Ref.#	Questions	Please confirm compliance Yes/No	NSPA Evaluation PASS/FAIL
	<ul style="list-style-type: none"> ○ progress review and presentation of results. ○ report findings to NSPA and MMF stakeholders. <p>Deliverable: Document describing how the applicant would meet the requirements above.</p>		
A.2	<p>As Thin Prime, the applicant shall, during the Contract period:</p> <ul style="list-style-type: none"> - deliver a joint Industry/MMF Steering Group, held six-monthly to review the strategic direction of MMF Follow On Support identified under this Contract. - host joint Industry/NSPA monthly Management Meetings - review and update the supplier selection and engagement process detailing how they will manage this activity, this shall be jointly reviewed at the monthly Management Meetings; - maintain an inclusive approach involving all sectors of Industry (Primes, OEMs etc) to achieve the aims of the Contract; - work according to a set of Key Performance Indicators. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
B	GEOGRAPHICAL LOCATIONS		
B.1	<p>The applicant shall be able to provide all intermediate and depot level maintenance services for the aircraft, including the engines and Air-to-Air Refuelling systems, within the geographical area of Europe. (WP 3, 6 and 7).</p> <p>Deliverable: Document listing the proposed maintenance locations (Company Name, Address and CAGE Code).</p> <p>Deliverable: Proven experience evidences and any other support documentation, including support letters from customers belonging to governments, other public-international entities and/or commercial companies.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
C	PROGRAMME/PROJECT MANAGEMENT		
C.1	<p>The applicant shall have a programme/project management policy in place that demonstrates compliance to, or certification against ISO 21500 or an equivalent international recognised standard, providing recent evidence (maximum three year old) of successfully managed projects equivalent to the implementation of the Follow on Support for the MMF Programme.</p> <p>Deliverable: Copy of a valid ISO21500 certification or a valid equivalent international recognised standard.</p> <p>Deliverable: reference for at least one project delivered in the last three years working under ISO21500 or equivalent international recognized standard.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
D	MANDATORY TECHNICAL QUALIFICATIONS		
D.1	<p>The applicant shall have minimum five years of proven experience to manage (a subcontractor with) an EASA Part 145 approved maintenance organisation with A330 intermediate and depot maintenance included in approved scope of work. (WP 3, 6, 7)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

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Ref.#	Questions	Please confirm compliance Yes/No	NSPA Evaluation PASS/FAIL
	<p>Deliverable: Copy of a valid EASA Part145 certification with A330 intermediate and depot maintenance included in the approved scope of work.</p> <p>Deliverable: reference for at least three projects delivered in the last five years working under EASA Part 145 with A330 intermediate and depot maintenance included in approved scope of work.</p>		
D.2	<p>The applicant shall have minimum five years of proven experience to manage (a subcontractor with) an EASA Part M approved organisation for Airbus A330 MRTT or Airbus A300 Series. (WP1.b.)</p> <p>Deliverable: Copy of a valid EASA Part M with Airbus A330 MRTT or Airbus A300 Series in the approved scope of.</p> <p>Deliverable: reference for at least three projects delivered in the last five years working under EASA Part M.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
D.3	<p>The applicant shall have minimum five years of proven experience to manage a fleet with a size of minimum nine (9) wide body aircraft.</p> <p>Deliverable: reference for at least one project delivered in the last five years managing a fleet with a size of minimum nine (9) wide body aircraft.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
E	QUALITY MANAGEMENT		
E.1	<p>The applicant shall have a Quality Management System (QMS) in place that demonstrates compliance to, or certification against AS/EN 9100 or an equivalent international recognised standard. (all WPs)</p> <p>Deliverable: Copy of a valid AS9100 certification or a valid equivalent international recognised standard.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
F	SUPPLY CHAIN MANAGEMENT		
F.1	<p>The applicant shall have minimum five years of proven experience of supply chain management that demonstrates compliance to, or certification against AS9120 or an equivalent international recognised standard. (WP 2)</p> <p>Deliverable: Copy of a valid AS9120 certification or a valid equivalent international recognised standard.</p> <p>Deliverable: reference for at least three projects delivered in the last five years working under AS910.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
G	FINANCE		
G.1	<p>The applicant shall provide a copy of the financial statements or equivalent audited by an external and independent audit company of the last three years, including a description of any significant changes since the last year financial period.</p> <p>Deliverable: Copy of the most recent financial statements or most recent equivalent audited by an external and independent audit company of the last three years (including a description of any significant changes since the last year financial period).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
H	INSURANCE		

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Ref.#	Questions	Please confirm compliance Yes/No	NSPA Evaluation PASS/FAIL
H.1	<p>The applicant shall confirm it has secured, and will secure for the Contract duration, necessary insurance with a reputable company for the levels of insurance cover indicated below.</p> <p>Third Party Liability Insurance: <i>cover to be commensurate with the potential value & risk of the MMF FOS contract.</i></p> <p>Product Liability Insurance: <i>cover to be commensurate with the potential value & risk of the MMF FOS contract.</i></p> <p>Deliverable: Copy of similar contract Third Party Liability Insurance and Product Liability Insurance certificates.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
I	ETHICS AND INTEGRITY		
I.1	<p>NSPA Integrity and Ethics Requirements. The applicant shall comply with the requirements of NSPA Ethics and Integrity OI (OI4400-11-Integrity and Ethics), available on the NSPA website: https://www.nspa.nato.int/business/procurement/general-information</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

6. Applicant Declaration

I declare that the replies given to the questions in this questionnaire are to the best of my knowledge true and accurate as at the date of signature.

NAME OF COMPANY: _____

NAME OF REPRESENTATIVE: _____

TITLE OF REPRESENTATIVE: _____

DATE OF SUBMISSION: _____

SIGNATURE: _____