

Early Market Engagement

Provision of Conference Room Refurbishment

Intellectual Property Office

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Introduction of Preliminary Market Consultation

1. The Intellectual Property office (IPO) is conducting Early Market Engagement (Engagement) for the provision Conference Room Refurbishment.
2. The purpose of the Engagement is to provide the market with the opportunity to influence the potential structure of the proposed tender process. Through this process you can express views and confirm latest product/service developments, ways of working etc which may meet the need of the IPO.
3. This Engagement is not a formal procurement process, although it may form part of a tender opportunity in the future and as such will be conducted in accordance with PCR2015. Neither this document nor any associated Prior Information Notice constitutes a 'call for competition'.
4. No contract or offer of award will be made following participation in this Engagement. The IPO may decide, following this process, that a future procurement process is not the right solution to meet the specific need identified.
5. Any information is given entirely in good faith and liable to change as the future procurement process progresses. All costs and expenses associated with participating in this Engagement process, including any invitations to meetings and/or presentations, will not be reimbursed.
6. The IPO has an obligation to ensure the principles of equal treatment and transparency as required by PCR2015 are upheld throughout this process. It may be required therefore to make publicly available any of the information provided during this Engagement process. Respondents should also be aware that the IPO is subject to the Freedom of Information Act 2000.

Background

7. More information on the IPO can be found here - [Intellectual Property Office - GOV.UK \(www.gov.uk\)](http://www.gov.uk) .
8. The purpose of this Engagement is two-fold; firstly, to raise awareness across the market of the intention to issue a tender for the described services. Secondly, we are seeking supplier feedback on the scope of the proposed tender and your experience in this area.

Instructions for Participation

9. Please complete the attached questionnaire (found on the IPO's e-sourcing platform Atamis) which seeks your feedback on our proposed strategy.
10. The requested date for the submission of your feedback to the Engagement is 11/04/2023 at 17:00.
11. Clarifications and questions regarding this Engagement process should be raised via Atamis.
12. Suppliers are asked to advise if they would be interested in bidding for this opportunity as part of their response to the Engagement. If Suppliers are not interested, it is requested that they inform the IPO and provide a reason why.

Proposed Procurement Timelines

Engagement Process	14/03/2023 to 11/04/2023 at 17:00
Publication of the Invitation to Tender	14/03/2023 at 17:00
Clarification Opens	14/03/2023 at 17:00
Clarification Closes	28/03/2023 at 09:00:00
Deadline for publication of responses to clarification questions	04/04/2023 at 17:00
Deadline for supplier submission of tender	11/04/2023 at 17:00:00

(Draft) Specification

13. The draft specification (below) states the services that a customer may require. More specific details will be available during any subsequent tender stage.
14. Note that this is a draft version only at this stage and this may change following the feedback from the Engagement process.

15. If you wish to provide a copy of your current range of services, please upload these onto Atamis.

Specification (Draft)

The Intellectual Property Office is seeking market engagement input from companies who are capable of refurbishing conference rooms. This will include mechanical & electrical services, minor construction works and associated services, and Audio & Visual supply & install.

The aim is to create cutting edge, innovative working environments for the IPO. This will help recruit the best talent, improve productivity, and deliver a more diverse and inclusive, modern civil service that can work in a smarter, more flexible way than ever before.

Project Objectives

The main objective of this scheme is to update the current conference rooms within the IPO's Newport office.

The scheme objectives are:

- Comply with Government Workspace Design Guide Rev.3.0,
- Provide a space that is flexible for Conferences, Meetings, Learning, Department gatherings, All staff large seminars, Exhibition.
- Upgrade AV capabilities,
- Make each room one conference room maximising occupation,
- Align the aesthetics from the recent refurbished areas in the IPO building.

Key Project Brief Matters

The Government Workplace Design Guide outlines certain characterising.

The majority are listed below:

- Activities will include Conferences, Meetings, Learning, Department gatherings, All staff large seminars, Exhibition.
- Time of use: 1-8 hrs
- Booking System,
- Finishes Floor: Heavy duty contract grade carpet tile. Feature colour palette with optional subtle pattern.
- Walls: 100% Durable finish white/ neutral emulsion. Feature acoustic wall panelling.

- Ceiling: The client would like to explore the option for fully exposed soffit to add height to the rooms. If that is not achievable ceiling to be Suspended ceiling with plasterboard perimeters/margins
- Integrated feature lighting,
- Furniture: Table frame: wooden or metal » Tabletop: light grey or wooden » Chairs: 50% Base colour, 50% as feature colour palette.
- Technology requirements include Screen, Microphone, Cameras, speakers, Whiteboard Digitalisation, Wi-Fi, Assistive Technology.

Points to consider:

- This is a full conference room refurbishment
- Demolition and removal/alterations of walls, ceilings and floors
- Removal of current electrical system and new installed in line with current regulations and standards
- Removal of current mechanical systems and new installed in line with current regulations and standards
- New drylining, stud partition walls
- New ceilings
- New flooring layouts
- Working with incumbent service providers and on site service engineers, covering BMS integration for all relevant elements of the works.

(Anticipated) Solution requirements

General Construction and associated services

Audio & Visual requirements:

Supplier of AV equipment is to design, install all AV kit for a multiple camera system and offer full on-site break fix support for 3 years.

UK IPO has made the decision to use MS Teams as the communication and conferencing platform for our BAU purposes, therefore:

- The solution MUST support native MS Teams as its communication protocol.
- The solution MUST support multiple displays, configurable as people/content in line with MS Teams standard features.
- The solution MUST include one non-interactive and one interactive display to enable whiteboarding, annotation and future support of MS applications such as MS Loop.
- The solution MUST support multiple cameras, with camera selection being possible in a live environment – i.e in a call, 'on the fly'. Four

cameras are required for each room, positioned front left; front right; centre; forward facing from rear.

- The solution MUST support multiple camera selection and composition into a single Teams video stream.
- The solution MUST offer multiple camera modes, including manual PTZ, image framing and presenter tracking.
- The solution MUST support ceiling microphones, with sufficient pick up to enable participants at the far end of the room to be heard
- The solution MUST support DDA requirements, specifically induction loop for hearing impaired participants.
- The solution MUST support wireless content sharing, with a minimum of four sharing dongles supplied.
- The solution MUST support multiple MS Teams touch panels to allow one wall mounted at the front of the room and one on the table when the room is in boardroom configuration
- The solution MUST include 3 years full service and support with Advance Replacement and business hours helpdesk.