**Request for Quotation**

**PROVISION OF**

**Reliability, Availability, Maintainability and Safety Analysis (RAMS)**

**Services**

Please respond by 12.00 hrs 06 June 2019

1. **SATELLITE APPLICATIONS CATAPULT**

The Satellite Applications Catapult is an independent innovation and technology company, created to foster growth across the economy through the exploitation of space. We help organisations make use of and benefit from satellite technologies, and bring together multi-disciplinary teams to generate ideas and solutions in an open innovation environment.

1. **PURPOSE OF THIS DOCUMENT**

The purpose of this request is for the Satellite Applications Catapult to receive sufficient information from potential Suppliers interested in supplying the specified requirements and to allow an assessment to be made of their capacity and suitability to supply the goods and/or services.

Please respond in the format presented. Responses should contain:

1. Organisational information (Section A);
2. Completion of the response requirements detailed in Annex A and evaluation criteria (Section B); and,
3. Provision of commercial and pricing Information (Section C).
4. Date protection requirements (Section D)
5. **SPECIFICATION OF REQUIREMENTS**

Refer to the Statement of Work in Annex A which details the requirements.

1. **AWARD TERMS**

Any Contract awarded will be let based on the Satellite Applications Catapults’ provided terms and conditions (see Annex B). Terms and conditions will not be amended after the contract award has been made. **Any questions regarding terms and conditions should be made in writing before the closing date for responses to this RFQ**.

1. **CLARIFICATION QUESTIONS**

The Catapult will not enter into detailed private discussions regarding the goods or services. Clarification questions about the procurement should be submitted through the procurement@sa.catapult.org.uk email address by **12:00hrs on 27 May 2019**. Please use the following reference when submitting questions related to this RFQ: **RFQ-FY20-06**.

Answers to all clarification questions will be issued to all vendors who signal their intent to respond, by **close of business on 28 May 2019**.

1. **CONFIDENTIALITY**

All information provided in this document shall remain confidential between the Supplier and the Satellite Applications Catapult. The Satellite Applications Catapult will not share this information with any other organisations or Public Bodies without the permission of the Supplier.

1. **DISCLAIMER**

The Satellite Applications Catapult reserves the right to award a contract to any or no Vendor responding to this invitation, and to amend any information or any requirements contained in the documentation. Suppliers should form their own conclusions about the methods and resources needed to meet these requirements.

The documentation and the information contained within it are the property of the Satellite Applications Catapult; all rights, including intellectual property rights, are reserved.

Suppliers may withdraw their responses at any time prior to accepting the notification of award by sending a notice of withdrawal to the Satellite Applications Catapult.

The Satellite Applications Catapult shall observe all its obligations under the Data Protection Act 1998 and associated legislation which arise in connection with this tender.

Any expenditure, work or effort undertaken by your Company prior to the award of a contract is a matter solely for your Company’s own commercial judgement.

1. **TIMETABLE**

The indicative timetable is set out in the following table:

|  |  |
| --- | --- |
| Deadline for receipt of questions | 12:00hrs |
| Issue of Question & Answer documentation | 28 May 2019 |
| Deadline for receipt of proposals | 12:00hrs 03 June 2019 |
| Notified of award decision | 05 June 2019 |
| Purchase Order awarded | 05 June 2019 |
| Commencement of Assignment: | 10 June 2019 |

***IMPORTANT NOTE*:** No extensions to the deadline for responses will usually be granted with very limited exception to situations where a Bidder finds themselves seeking to request an extension due to reasonable extenuating circumstances, those circumstances being beyond the Bidder’s control and unforeseen to them.

1. **THE EVALUATION APPROACH**

The Award will be based upon the assessment made by the Satellite Applications Catapult of the information submitted by vendors responding to the request, outlined within Annex A. The Table below contains a list of all criteria which will be used to evaluate responses:

|  |  |  |
| --- | --- | --- |
| # | Description | Max score available |
| A | Relevant experience of delivering assignments of a similar nature to the one detailed in Annex 1 | 40 |
| B | References from two past clients for whom you have delivered similar services | Not scored |
| C | Pricing Information - Section C1 | 30 |
| D | High level plan as to how you would spend the allocated number of days on each of the identified deliverables and the key tasks required | 30 |
| **Maximum score available:** | | **100** |

**You should submit a written response to this invitation addressing the requirements above and those detailed in Annex 1.**

1. **NOMIATION OF PREFERRED SUPPLIER**

The Tenderer who receives the **highest evaluated score, will be nominated as Preferred Supplier**, and the Catapult will award a Purchase Order based upon those Terms & Conditions contained at **Annex B** of this document.

1. **RESPONSE REQUIREMENTS**

Please use this document, including all the attachments to return by email to procurement@sa.catapult.org.uk by **12.00 on 06 June 2019**.

|  |  |  |
| --- | --- | --- |
|  | **Supplier** | **Buyer** |
| Company Name:- |  | Satellite Applications Catapult Ltd |
| Contact Name:- |  | Lorraine Hoult |
| Telephone Number:- |  | 01235 567999 |
| Email Address:- | @ | [procurement@sa.catapult.org.uk](mailto:procurement@sa.catapult.org.uk) |
| Position within the Company |  | Financial Accountant |
| Persons authorised to sign on behalf of the Company |  | Stuart Martin – CEO |

**SECTION A** – **SUPPLIER** **ORGANISATION** **INFORMATION**

Please ensure that you complete the questions relevant to your organisation.

|  |  |  |
| --- | --- | --- |
| **A1** | Full name of the organisation submitting the quotation | |
|  | | |
| **A2** | Please confirm the status of the Supplier to be considered: | |
|  | *A response to this question is for the Catapult to understand the Supplier.* | |
| **A** | Your organisation is bidding to provide the services required itself |  |
| **B** | Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services *(If yes go to question A3)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A3** | If your answer to **A2** was **b or c**, please indicate in the table all sub-contractors or members of the consortium which will be responsible for each element of the requirement. | | |
|  | *If you have answered ‘yes’ to question b or c, please response to this question.* | | |
| Element of Requirement | | Company / Organisation | How much of the requirement will they directly deliver (%) |
|  | |  | % |
|  | |  | % |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A4** | Details about the organisation named in A1: | | | |
| **A** | Company Registration Number |  | | |
| **B** | Date of Registration |  | | |
| **C** | Registered Address |  | | |
| **D** | Annual turnover |  | | |
| **E** | VAT Registration Number (if applicable) |  | | |
| **F** | Please select the legal status of the organisation applying | 1 | a public limited company |  | |
| 2 | a limited company |  | |
| 3 | a sole trader |  | |
| 4 | a partnership |  | |
| 5 | a Limited Liability Partnership |  | |
| 6 | a consortium |  | |

|  |  |
| --- | --- |
| **A5** | Conflicts of Interest/Related Parties |
| Is there any other work being undertaken or likely to be undertaken by your organisation (or consortium) which could give rise to a conflict of interest?  If Yes please provide details below | |
| Is your organisation, or are any members of your organisation, *related parties* to any members of the Satellite Applications Catapult? (A *related party* could be a family member, relative, friend, prior business supplier or related corporation) | |

**SECURITY REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A6** | Do you have a company representative who is responsible for security | | | | Yes  No |
| **A7** | Does your organisation operate an Information Security Management system certified to International, European or equivalent standard (e.g. BS EN ISO 27001) or is your company certified to Cyber Essentials Plus? | | | | Yes  No |
| **A8** | If you have answered “Yes” to the above, please provide: | Name and approval certificate Number |  | | |
| Certificate Expiry Date |  | | |
| **A9** | Please self-certify that your organisation has an in-house policy for the management of information security that fully complies with current legislative requirements. | | | | Yes  No |
| **A10** | Has your organisation (or any member of your proposed consortium, if applicable) Directors or partner or any other person who has powers of representation, decision or control been convicted of any offences named within Annex C (if yes please provide details in separate annex) | | | Yes  No | |

**SECTION B – RESPONSE REQUIREMENTS**

This section seeks to understand how your organisation can meet the requirements of the User Requirement Specification

|  |  |  |
| --- | --- | --- |
| **B1** | User Requirement Specification | |
| Please confirm you have attached your organisations response to the Specification of Requirements (Annex A). | |  |

|  |  |  |
| --- | --- | --- |
| **B2** | Indemnity and Liability Provision | |
| Please confirm your organisation insurances: | | |
| Professional Indemnity - £5m | |  |
| Employers Liability - £5m | |  |
| Public/Products Liability - £5m | |  |

**SECTION C – COMMERCIAL AND PRICE INFORMATION**

The following section outlines the commercial and price offer based on the User Requirement Specification.

Prices submitted should be fully inclusive (Ex VAT) in GBP not subject to variation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C1** | | **Price Schedule** | | | |
| Please enter, where applicable, your prices for the services listed in the table below. Total cost of goods or services proposed to meet the requirement | | | | | |
|  | **Estimated number of days** | | **Day rate** | **Sub-total:** |
| **A** | 20 days | | ? | £ |
| **B** | Maximum capped cost for expenses | | | £ |
| **Total cost to complete the assignment** | | | | **£** |

|  |  |
| --- | --- |
| **C2** | Optional Extras |
| Please outline if there any additional options outlined in your quotation that were not identified in our original User Requirement Specification. | |

**SECTION E DATA PROTECTION**

|  |  |
| --- | --- |
| **D1** | Data Protection |
| Irrespective of whether you are successful in your tender and insofar as the tender includes personal data (as defined under GDPR), we would like to retain your contact details in the event that a suitable opportunity arises.  If you are happy for us to hold this information, please tick this box. | |
| Yes, we are happy for you to retain our tender for the purposes outlined above.  No, we are not happy for you to retain our tender. | |
| Your information will only be held for 2 years from the date of conclusion of the tender process.  You are able to withdraw consent at any time by contacting [procurement@sa.catapult.org.uk](mailto:procurement@sa.catapult.org.uk) and your refusal to consent will in no way affect this tender process. | |

|  |
| --- |
| UNDERTAKING |

To be signed by an Officer of the Supplier’s Company in their own name on behalf of the Company.

I certify that the information provided is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the Request for Quotation.

|  |  |
| --- | --- |
| **Signed for and on behalf of the Company**  **SIGNATURE** |  |
| **Name of person signing on behalf of the Company**  **PRINT** |  |
| **Position in the Company**  **PRINT** |  |
| **Company’s name and address**  **PRINT** |  |
| **Date** |  |

**Annex A**

**Requirements.**

The Catapult In-Orbit Servicing Control Centre requires a RAMS (Reliability, Availability, Maintainability and Safety) analysis to support preparation and upgrade ahead of its first satellite servicing mission. This mission will have critical periods where loss or interruption of systems could be catastrophic to the satellite and or mission.

The Catapult require a top-level RAMS assessment of all components of the Control Centre including the Operation Centre, the satellite control systems in CEMS\*, the CEMS infrastructure, networking and connectivity, failover replication centre and connectivity to ground stations.

The output required will identify recommended changes to the facility and their priorities (critical for Safety, critical for operations, non-critical for operations, etc).

The inputs will be the recently completed electrical audit report and access to the facility and relevant experts within the Catapult.

\*CEMS is a cloud-based computing Infrastructure where the In-Orbit Servicing Control Centre systems are being hosted.

**Contract structure:**

This requirement is in two parts:

1. a preliminary assessment of the facilities above, allowing Satellite Applications Catapult to conduct planning followed (anticipated to be a 3-4-week activity);
2. a detailed RAMS analysis activity.

The purchase order will be structured in this way with no commitment made for part 2 until the preliminary assessment is complete and the scope of work defined.

**Annex B**

**Catapult Terms & Conditions**

Please see separate document