

Invitation to Submit Expressions of Interest (EOI) for the India-UK Sustainable Transport Systems Centre

Procurement Event Reference ESC/23/249

17th November 2022



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1. Introduction

The Energy Systems Catapult (ESC), together with partners in India, is creating a Sustainable Transport Systems Centre.

The centre will be a bilateral collaboration to address key challenges around the decarbonisation of transport by carrying out **joint research into specific sustainable transport issues** and enabling the **piloting, support and scale up of new sustainable solutions**. The centre will:

- engage with and support industry in developing solutions for hard to decarbonise parts of the transport system collaboratively or linking them to innovators
- consider the **whole systems aspects** around transport challenges, from **consumer acceptance to supporting infrastructure and impact on the energy generation system**
- look to **link leading Indian and UK research organisations, build on success of the Innovating for Clean Air (IfCA) programme**¹ and provide a **springboard for UK and Indian innovators/start-ups** to trial their solutions in a low-risk environment
- offer innovators access to technical skills and expertise to support them bring their products to market, as well as potentially facilities, in the longer-term
- look to attract **public, private and third sector partners** and sponsors to ensure activities are **market-led** and solving **practical** problems and to **decrease the need for UK government funding in the long-term**
- provide a long-term, established base for UK – India partnerships and programmes in the Net Zero space, with the potential to expand to other sectors over time
- offer a “soft-landing” for UK SMEs interested in the Indian market, and vice versa, linking them to opportunities, collaborators and potential investment
- offer links to conduct knowledge exchange between UK and Indian organisations

¹ <https://es.catapult.org.uk/case-study/innovating-for-clean-air-india/>

2. Invitation to Express Interest

2.1. Overview

Any organisation which believes it has the skills and experience required to deliver the scope of work summarised in this invitation is hereby invited to submit an Expression of Interest (EOI) to ESC (as specified in this invitation), and thus to declare itself as a **Candidate** for delivery of this work.

This document:

- provides a summary of the scope of the work required, including the provisional project budget and project completion deadline, (in Section 3);
- sets out the requirements for submission of an Expression of Interest (in Section 4);
- briefly describes the process that will be used in the evaluation and selection of suitable Candidates for the second (Request for Proposals) stage, and the process for questions and clarifications, (in Sections 4.3 and 4.4); and
- sets out the timeline for both the procurement stages and the project delivery (in Section 4.6).

2.2. Notices

Any Candidate failing to comply with any of the requirements or conditions specified in this invitation document may be disqualified from the process.

Neither this invitation nor any associated documentation constitutes an offer by ESC to enter a contract and ESC may withdraw from the EOI process at any stage without prior consultation.

ESC shall not be liable for any costs incurred, or work done, by any Candidate either (a) preparing an Expression of Interest in response to this invitation or (b) in anticipation of being awarded a contract in relation to it.

3. Scope of Work

3.1. Scope Summary

ESC is seeking to appoint a supplier to provide stakeholder engagement services to the Sustainable Transport Systems Centre. The supplier should have a track record of:

- Developing strategies for and engaging with private sector organisations in India
- Raising funding via direct engagement in India
- Established relationships with investors, corporates, etc.
- Developing and delivering compelling value propositions

The key responsibility is to secure sponsorship for the Centre. Activities to enable this will be carried out in three main parts: planning engagement (deliverables 1-3); engagement and reporting on it (deliverable 4) and securing funding for the Centre (deliverable 5). It is expected that you will:

- Deliverable 1: Provide a briefing paper with recommendations on the Centre's pitch deck and value proposition
- Deliverable 2: Provide a briefing paper with recommendations on specific sponsorship models for the Centre to maximise the chance of attracting Indian sponsorship
- Deliverable 3: Provide a list of target organisations (in addition to the list provided by ESC) and a proposed approach to engage with the target organisations
- Deliverable 4: Provide a monthly reporting to ESC on progress and involve ESC in meetings with stakeholders as required
 - Includes detail on engagement with stakeholders and updates on their potential sponsorship. Include meeting agendas and minutes from meetings with these stakeholders. Include your activity plan looking forward and progress against the plan from the previous month.
- Deliverable 5: Secure funding for the Centre
- Engage with the target organisations whilst, in a professional and credible manner, maintaining ESC's reputation (to be reported on in deliverable 4 and to enable deliverable 5)

3.2. Project Budget and Completion Deadline

3.2.1. Deliverables 1 – 4

For deliverables 1-4, there is a maximum budget cap of £30,000, inclusive.

The work for deliverables 1-3 is expected to start on 1st February 2023. The work is expected to complete by 3rd March 2023. Deliverable 4 (monthly reporting) is ongoing for the duration of the contract.

3.2.2. Deliverable 5

For deliverable 5 (funding secured for the Centre), the Centre is willing to consider a success fee milestone model for securing sponsorship. The success fee would only be paid once the sponsorship is secured and contracted into the Centre. If selected to move forward to the second stage, you will be asked to include a proposed success fee milestone model with your proposal. The maximum value of the success fee milestones for this work is expected to be up to £100,000.

The work for deliverable 5 is expected to begin after delivery of deliverables 1-3. The timetable for delivery of Deliverable 5 is not yet confirmed, but the estimated delivery date is 28th February 2024.

4. Requirements for Submission of an EOI

4.1. Communications

ALL communication must be submitted to: Procurement@es.catapult.org.uk

ALL communication must include the **ESC Procurement Event Reference**, as stated on the front cover of this invitation.

Information received by any other method, and/or delivered after the receipt deadline, will not be considered.

4.2. Intention to Submit an EOI

The Candidate is requested to notify ESC (by email to the above email address) of its intention to submit an EOI and to provide the name, job title, address, telephone and email address of the lead person to whom all communication concerning the EOI is to be addressed. This is to help ESC manage and plan for review of submissions.

4.3. Submission and Review of Expressions of Interest

Expressions of Interest should be submitted to ESC (at the above email address) by the deadline and in the form specified below.

ESC will review all EOIs received by the deadline. Only those Candidates that are judged (based on their EOIs) to be credible and to add value will be taken forward for consideration in the second stage.

A Request for Proposals with further specific requirements will then be issued, at ESC's discretion, to those Candidates selected to be taken forward to this second stage.

4.4. Questions and Clarifications

All questions and clarifications relating to this invitation, including questions on the scope of work or other invitation content, should be submitted to the email address specified above.

Answers will be provided in writing. Where appropriate, questions and answers may be provided to all Candidates unless a Candidate notifies ESC that the question is commercially sensitive; (Any commercially sensitive questions and answers will not be shared with the other bidders, and the Candidate submitting a commercially sensitive question will not be identified).

4.5. Form and Content of Expression of Interest

Before completing an EOI, please ensure that you have read and understood the entirety of this invitation.

Expressions of Interest shall:

- be in either Word or PDF format
- be ideally no more than 1 A4 page in length, and in any event no more than 2 pages
- be in English
- not include any other attached documents unless specifically requested.

The EOI shall briefly:

- confirm the Candidate's interest in carrying out the work outlined in this invitation and its willingness to submit a proposal for this work upon receipt of a request for proposals;
- summarise the Candidate organisation's skills and experience required;
- summarise how it would meet any other requirements specified (or unspecified in this invitation but judged to be important by the Candidate); and
- summarise how the Candidate would deliver the work;
- state any critical assumptions made, along with the rationale for each one, and any dependencies upon ESC or other parties or events; and
- state the name, job title, address, telephone and email address of the lead person to whom all communication concerning the EOI is to be addressed.

Where a specific requirement cannot be fully met, or where the Candidate proposes to deviate from the requirement, the Candidate must identify this in their EOI.

4.6. Timeline

All dates given are for 11:59pm GMT.

Item	Description	Date
Stage 1		
Invitation Issued	The launch of this Invitation to Submit Expressions of Interest.	17 Nov 2022
EOI Deadline	DEADLINE for Candidates to submit their Expressions of Interest.	17 Dec 2022
Results of EOI Notified	Notifications sent to Candidates advising whether they have been progressed to the RFP stage.	circa 22 Dec 2022
Stage 2		
Issue of Request for Proposals	Request for Proposals (RFP) issued to those Candidates selected for second stage.	circa 22 Dec 2022
Project Start	Effective contract date and start of work.	01 Feb 2023
Project Completion Deadline	DEADLINE for completion of the project	Refer to section 3.2