



Invitation to Quote

Invitation to Quote (ITQ) on behalf of **The UK Space Agency (UKSA)**

Subject: **Nanosat Design & Build Competition Delivery Partner**

Sourcing Reference Number: **UKSAC21_0018**

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Section 1 – About UK Space Agency

The UK Space Agency wants the UK to lead the new space age, with the benefits of space reaching everyone. We are developing a comprehensive UK space strategy to set a bold vision for the UK in space and co-ordinate government investment in this growing industry.

The Covid-19 outbreak is an unprecedented challenge facing the UK and the rest of the world, and we recognise that there will be impacts on the space sector. The UK Space Agency is working closely with the space industry, universities and partners across the government to respond to the crisis and to ensure we emerge stronger than ever.

We have **five goals** which will drive our work over the course of the year (2020/21):

1. **Growth** – drive and sustain **UK space sector growth**
2. **Science** - deliver space-based infrastructure that enables **world-class science**
3. **Capabilities** – ensure the UK government has access to capabilities that are integral to our **national safety, security and Critical National Infrastructure**
4. **Global** - increase the **UK's global influence in science, security and trade** through space
5. **UKSA** - Ensure **an effective UK Space Agency** which is a great place to work, supported by strong governance

UK Space Agency key achievements include:

- **The UK space sector is an economic success story** – generating an income of £16.4 billion, employing 45,000 people and supporting a further £300 billion of economic activity through the use of satellite services.
- **The UK Space Agency is encouraging further growth** by seizing the opportunities presented by the new space age, such as the increasing global demand for Earth Observation data, space launch services and the falling cost of satellites and space technologies.
- **Space can help Government achieve its ambitions for the UK's prosperity and knowledge, security and defence, and global influence.** A new National Space Council has been created to provide leadership on space policy and investment across government and is overseeing development of a new space strategy.
- **Brexit does not affect our ongoing role in the European Space Agency.** The UK made ambitious investments in future ESA programmes in November 2019. This will cement our leading role in ESA, help us develop our national capabilities and contribute to exciting new science and exploration missions.
- **The Government's spaceflight programme** – LaunchUK - will kick-start small satellite launch and sub-orbital flight from UK spaceports. The UK Space Agency is supporting projects to deliver the first commercial launches, while Government is also legislating to provide a modern regulatory framework through the Space Industry Act 2018.
- **We are developing world-class facilities** including the National Space Propulsion Facility in Westcott and the National Satellite Test Facility in Harwell (supported by £99m funding), as well as business incubators in more than 20 locations to support British start-ups hoping to grow into successful space companies.
- **We are using the UK space sector's research and innovation strengths** to deliver sustainable economic or societal benefits to developing nations and economies through our International Partnership Programme (IPP) - a £30M per year programme funded by the BEIS Global Challenges Research Fund (GCRF).

Section 2 – Privacy Notice

This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

The Contracting Authority will process the following personal data:

Names and contact details of employees involved in preparing and submitting the bid;
Names and contact details of employees proposed to be involved in delivery of the contract;
Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. The Contracting Authority may share your data if required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the European Union

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is:

UK Space Agency

You can contact the Data Protection Officer at:

UKSA Data Protection Officer, UK Space Agency, Polaris House, North Start Road, Swindon SN2 1SZ. Email: GDPR@ukspaceagency.gov.uk

UK Shared Business Services Ltd Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

<https://www.uksbs.co.uk/use/pages/privacy.aspx>

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	UK Space Agency Polaris House Swindon SN2 1SZ
3.2.	Buyer name	Rachel Rose
3.3.	Buyer contact details	commercial@ukspaceagency.gov.uk
3.4.	Maximum value of the Opportunity	£100,000.00
3.5.	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Thursday, 08 July 2021
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Wednesday, 14 July 2021 14.00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Monday, 19 July 2021 14.00
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday, 26 July 2021 14.00
3.10.	Date/time Bidders should be available if face to face clarifications are required	N/A
3.11.	Anticipated notification date of successful and unsuccessful Bids	Friday, 30 July 2021
3.12.	Anticipated Contract Award date	Monday, 02 August 2021
3.13.	Anticipated Contract Start date	Wednesday, 04 August 2021
3.14.	Anticipated Contract End date	Thursday, 31 March 2022 Optional extension periods are available, up to a latest end date of 31 st July 2023, subject to budgetary approval.
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

The purpose of the UK Space Agency (UKSA) is to lead the UK's civil space strategy and support the use of space technology and applications to deliver economic growth, scientific excellence and benefits to the citizen.

The creation of the Agency reflected a political desire to maintain and grow a strategic capability to explore and exploit space for the benefit of the UK. This desire has been translated into the Agency's overarching goal to help grow the UK space sector to a £40 billion turnover by 2030. The Agency has four inter-related responsibilities. These are to:

- lead UK civil space policy within Government, providing informed and impartial advice to decision-makers and ensuring the UK's views are influential in the international space policy environment
- build a stronger national space capability encompassing scientific and industrial centres of excellence; national space facilities; and a growing, skilled UK space workforce
- deliver a range of national and international space programmes in cooperation with industry and academia; and
- regulate UK civil space activities to ensure compliance with international treaty responsibilities.

The primary goal of the strategy is to foster the growth of the space sector and maximize the benefit of space activities for science, commerce, government and society.

Key facts and figures:

- The UK Space Agency is working with industry to secure 10 percent of the global space market by 2030.
- The UK space sector is growing, worth £16.4 billion (2016/17) to the economy and employing 45,000 people across the country.
- The sector's average annual growth over the last 2 years (**3.3%**) outpaces growth in the general UK economy (2.0%).
- It contributes £5.7 billion worth of GVA to UK GDP (equivalent to 0.29% of total GDP).
- The sector generates £5.5 billion worth of income through exports.
- R&D expenditure sits at £566m (having grown by 16% per annum since 2014/15).
- Space and satellite services support wider UK industries that contribute just over £300 billion to GDP (15.3%)
- The UK is a leader in small satellite technology, telecommunications, robotics and Earth observation, while British universities are some of the best in the world for space science.
- The sector is growing fast, with an estimated additional 30,000 new staff required by 2030. We must use space to inspire the next generation of scientists and engineers.

The UKSA Commercial team was established in late 2019 to provide strategic commercial support to UKSA Programmes and Major Projects. The scope of activity includes development of business cases and commercial strategies, supporting grant and procurement competitions and contract negotiation.

Our portfolio is made up of predominantly grant funded projects, but we also conduct procurement competition bound by the Public Contracts Regulations 2015 and public procurement policy and execute Memorandum of Understanding agreements for bilateral collaboration with other crown bodies.

The UKSA commercial team own and operate the Corporate Grant Policy and are responsible for ensuring the required tools and documents are available to aid grant and project managers in conducting grant calls and undertaking due diligence.

Background

UKSA Spaceflight Programme, LaunchUK, aims to establish commercial vertical and horizontal small satellite launch from UK spaceports in 2022. Launch will act as a catalyst for growth in the wider space industry, as well as create highly skilled jobs and bring economic and social benefits to communities across the UK.

As UKSA build momentum towards the first launch, UKSA will undertake a proactive 12-18 month programme of Launch Year education communications and engagement activity to:

- Inspire and engage young people, particularly those from underrepresented groups, in order to encourage uptake of STEAM (Science, Technology, Engineering, Art & Maths) subjects with a view to building and sustaining the talent pipeline.

In addition, activity will be used to support our wider Launch Year Communications objectives to:

- Inform the UK public and interested parties about the strategic and economic benefits of commercially sustainable launch from the UK in order to increase advocacy towards HMG's spaceflight activities;
- Showcase the UK's position as a world-leader in the small satellite launch market and science superpower in order to encourage inward investment and foster trade.

UKSA ambition is to run a series of education outreach competitions focussing on three distinct age groups, (primary, secondary and tertiary 16+) as the key strand of UKSA education communications and engagement strategy. These activities will complement existing UKSA Educational activity, including [CanSat programme](#) and [SPINtern](#) initiative.

Proposal

UKSA are inviting providers to submit their proposals to be a **delivery partner** for UKSA first education outreach competition aimed at the tertiary level age range (16+).

The competition will task entrants to **design and build a Nanosat** (a small satellite between 1-10kg) that can be used to inform/provide innovative solutions to support the UK's climate change or decarbonisation efforts. Entrants will compete for a substantial Challenge Fund whereby the prize funding will be used by winning entrants to further develop or manufacture their satellite design with a view to making it launch-ready. Entries must be suitable for launch from a UK spaceport and meet the necessary weight, size and licensing requirements.

This competition will also need to facilitate a series of partnerships with space sector bodies and industry specialists so that all entrants to the competition will have the opportunity to receive mentoring and expert advice to help develop their proposals. This expert guidance will provide young people with valuable connections and insight into the sector as well as signposting valuable resources.

Full details on the competition are shown in **Annex A**.

Requirement: Delivery partner brief - Nanosat design & build competition (16 years+)

UKSA are looking to appoint a delivery partner to run, facilitate and deliver this initial competition on behalf of the UK Space Agency and the Department for Transport.

The competition was officially [announced](#) in June 2021 at the G7 Conference and it is UKSA intention that the competition formally opens for applications in Autumn 2021. A projected timeline is shown below. Please take note of these key milestone dates when considering this opportunity, as ability to adhere to these and deliver to these milestones will be an essential part of the criteria.

A summary of what the chosen delivery partner is required to undertake is outlined here to allow partners to scope, shape and cost their proposals. As part of your submission, please outline the breakdown of your costs, allocation of resources and key timings.

Therefore, as our chosen partner you will need to deliver the following areas:

1. Scope and competition management

The UK Space Agency will form a wider Working Group (WG) to develop the scope and criteria surrounding the competitions (such as application scope, entry and judging criteria etc) and oversee delivery. The delivery partner will be required to be part of the Working Group and provide input and advice.

The delivery partner will also:

- Be responsible for delivery of the application process, short listing and all associated administration (including managing and communicating to all applicants);
- Assess applications through short listing criteria and provide supporting evidence – provide shortlisted /winning entries;
- Manage the selection and administration and coordination of the judging panel under the guidance of the WG.

2. Digital resource development and management

- Design, build and maintain a website on behalf of HMG which will act as the main portal for the competition and have the capability to accept applications;
- Create digital resources and content to promote and drive awareness of the competition, outlining the opportunity, the criteria, judging process and hosting/signposting to suitable online resources and guidance;
- Provide ongoing management and oversight of the website throughout the length of the competition (including until final build element of competition is complete) and ensure all competition resources and content are up to date and the site is maintained (NB exact end date to be defined in the final contract).

3. Campaign creation and delivery

- Create a campaign that includes the creative development of messaging and content to drive applications (eg video trailer for applicants, downloadable resources) that work across all digital channels, collaborating with UKSA to support wider HMG messaging for our spaceflight programme, LaunchUK;
- Deliver the promotion for this competition to appropriate groups and networks ie those 16 and above within education as well as enthusiasts, young professionals and those in both formal and informal groups eg Scouts, cadets (with a particular emphasis on underrepresented and harder to reach communities) to maximise the impact and awareness of the competition;
- Create a communications plan (in conjunction with UKSA) and work with the Working Group (WG) to sign off content and key milestones.
- Provide ongoing monitoring and evaluation including regular campaign reporting and KPIs (to be defined in scope).

4. Mentoring and support

- With guidance from the WG, coordinate and facilitate the mentoring programme, identifying and liaising with partners and bodies within the space sector to provide value and engagement for applicants;
- Ongoing oversight and management of mentoring scheme, ensuring connections are in place and being fulfilled;
- Working with winners to oversee and monitor release of prize funding against agreed milestones

5. General and reporting

- Input and report on required KPIs and reporting framework as outlined by the WG , including feeding into monthly Oversight Group (OG) project updates;
- Work with UKSA to oversee the allocation of prize funds– ie monitoring and management of funding including checking milestones/completion;
- All products and assets produced as part of this work will remain property of HMG in compliance with HMG protocols.

Audience considerations

UKSA ambition is for this to be the first in a series of competitions, each addressing a different age group, and our aspiration is to widen their reach and to encourage applications from as wide an audience as possible.

Whilst being in full-time education is not a specific entry requirement for this competition, given the complexity of designing a Nanosat, UKSA anticipate the majority of applications will be from those either in education (ie Sixth form, FE Colleges and University), specialist interest groups or employment.

Therefore, UKSA are particularly interested to hear from partners who have expertise in identifying and delivering outreach activity to harder to reach communities of young

people, (as well as more established groups and networks), such as enthusiasts, young scientists or Explorer/Scout and Girlguiding associations.

Supporting materials

Additionally, as part of your submission, please demonstrate where your company can add value by providing evidence of expertise in any of the following:

- Delivering outreach activities or competitions to engage for young people, particularly those in harder to reach communities;
- Developing STEAM resources for young people;
- Creation of digital or physical marketing materials for sharing across multi channels and/ or with relevant stakeholders;
- Development of a campaign or programme to drive an engagement activity;
- Metrics, case studies or KPIs to support any of the above.

Summary timeline

Assuming a contract award date of 4th August 2021, it is accepted that partners that apply are able to commit suitable resource to meet these pre-agreed deadlines.

August-Sept 21	Oct 21	Oct-Feb 22	Feb-March 22	April - May	June 22	July 22– June 23
Creation of web resources and launch campaign. Identifying of support resources and mentors.	Comp opens	Comp admin and website oversight. Additional linking up of mentors and guidance	Comp closes. Judging and sifting	Identify winners /losers and link up mentors Update website	Awards presentation Update website	Coordination of mentoring and facilitating awards and milestones Update website

Key milestones and deliverables

	Outputs	When	Comments
1	Website build and supporting content & resources. Identification of potential mentors and resources.	Sign off by end of September 21	Creation of competition website and all supporting resources ahead of launch. Initial identification of potential mentors and level of support.

2	Launch campaign and supporting plan.	To deploy from early October 21	Creation of content for launch campaign and agreed comms plans (alongside SG)
3	Application support and signposting of resources - including management and allocation of mentors.	October 21 – Feb 22	Ongoing support to connect and provide guidance and support for applicants.
4	Competition sifting, management and oversight of judging	March 22	Close competition, update website, sifting and scoring of applications.
5	Shortlisting and selecting of winners	April 22	Identification of shortlist and then second wave of scoring/pitch element to identify final winners (through final judging panel).
6	Connection of winners and applicants to mentors Updating of website.	May 22	Communications to winners and losers. Linking up of additional mentors and partners/resources.
7	Coordination of awards presentations. Evaluation of campaign.	June 22	Management of awards and coordination alongside UKSA SG/comms. Competition evaluation paper.
8	Oversight of winners and build/grant milestones. Maintenance/updating of website.	June 22- June 23	Ongoing connections and support for winners and mentors. Oversight of allocation of funding alongside pre agree project milestones.
9	Sign off for final build of entries and case study creation.	July 23	Ending of contract and final evaluation report.

Terms and Conditions

Providers are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Total value of the contract, including optional extensions, shall not exceed £100,000.00 ex VAT

The initial contract will be until 31st March 2022 with the option to extend until a latest expiry date of 31st July 2023, subject to budgetary approval.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation and if required team may comprise staff from UKSA and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16 \div 3 = 5.33$))

Pass / Fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and Fixed Price
Price	AW5.3	Maximum Budget
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
Quality	PROJ1.7	Vision
-	-	Invitation to Quote – received on time within e-sourcing tool
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30%
Quality	PROJ1.1	Resourcing	10%
Quality	PROJ1.2	Competition Management	10%
Quality	PROJ1.3	Digital Capability	15%
Quality	PROJ1.4	Campaign Management	15%
Quality	PROJ1.5	Stakeholder Communications	10%
Quality	PROJ1.6	Mentoring	10%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subject to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%. Example: if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.

80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 $(80/100 \times 50 = 40)$

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on how to register and use the e-sourcing portal is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Contracting Authority. If you use another file format without our written permission, we may reject your Bid.
- 7.5 Do ensure you utilise the Delta eSourcing messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.
- 7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

- 7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous Contracting Authorities name.
- 7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without UKSA's written permission.
- 7.16 Do not seek to influence the procurement process by requesting meetings or contacting the Contracting Authority to discuss your Bid. If your Bid requires clarification the Contracting Authority will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.17 Do not contact the Contracting Authority staff without the Contracting Authorities written permission or we may reject your Bid.
- 7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.19 Do not offer the Contracting Authority staff any inducement or we will reject your Bid.
- 7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.22 Do not exceed word counts, the additional words will not be considered.
- 7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.
- 7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

- 7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050
- 7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.29 We do not guarantee to award any Contract as a result of this procurement
- 7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority.
- 7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.
- 7.32 If you are a Consortium you must provide details of the Consortiums structure.
- 7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.
- 7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.35 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.
- 7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.38 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.
- 7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through the Delta eSourcing Portal.
- 7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Contracts Finder](#)
- [Equality Act 2010](#)
- [Freedom of Information Act 2000](#)

Annex A - Nanosat design competition briefing paper

Competition scope

The proposed competition is to design a Nanosat (a small satellite between 1-10kg) that can be used to inform/provide innovative solutions to support the UK's climate change or decarbonisation efforts. Entrants will compete for a share of a substantial Challenge Fund (£600k) and winning entrants must use the prize funding to further develop or manufacture their satellite design with a view to making it launch-ready. Entries must be suitable for launch from a UK spaceport and meet the necessary weight, size and licensing requirements. These criteria will be clearly outlined in the competition details and entries that do not meet these requirements will not be considered.

To widen the reach of the competition and encourage applications from as wide an audience as possible, we will accept applications from anyone over the age of 16, including individuals, groups and multi-disciplinary teams. Whilst being in full-time education is not a specific entry requirement, given the complexity of designing a Nanosat, we anticipate the majority of applications will be from those either in education (ie Sixth form, FE Colleges and University), specialist interest groups or employment.

A total Prize Fund of £600k will be made available and will be up to the discretion of the judging panel to identify the winner(s). The prize money will be awarded as a Grant, with disbursement of funds to be issued based upon approval of agreed milestones, and corresponding eligible expenditure as per the agreed terms and conditions of the Grant Funding Agreement (GFA), ensuring funds are spent according to the intent of the winning bid and the programme meets its objectives.

Based on initial conversations with industry experts, the suggested prize fund is recognised as significant enough to;

- a) engage and incentivise students to want to enter the competition;
- b) enable entrants to make significant advances to the development, build and even potential launch of their proposals from the UK.

Creating a legacy

The long-term aim of the competition is to create a future legacy by inspiring young adults and encourage them to consider a STEAM career and develop the skills needed to work within the UK's growing space sector, thereby supporting the future UK talent pipeline. To this end, we will enable a series of partnerships with space sector bodies and industry specialists so that all entrants to the competition will have the opportunity to access sources of mentoring and expert advice to help develop and inform their proposals. This expert guidance will provide young people with valuable connections and insight into the sector as well as signposting valuable resources.

Entry criteria

Prizes will be awarded according to a set of pre-agreed criteria which have been developed via consultation with industry experts to ensure proposals are achievable, provide value for money.

All entries will need to demonstrate how they will use the prize funding to contribute to the development and manufacture of their proposed design, with a view to making them launch-ready. This requirement will be clearly outlined in the judging criteria and entries which clearly demonstrate how the prize money will help them advance towards launch-readiness will score more highly than others. In addition, the judging panel will also consider whether applicants are in education or employed as well as their age when reviewing entries to enable judges to rate the proposals fairly based on the existing knowledge-level and sources of support available to entrants. Entrants will also need demonstrate how they intend to bridge the funding gap if they were able to

take their proposal through to a launch opportunity, for example partnering with commercial providers.

We anticipate the potential profile of the competition may also help facilitate winner(s) to attract industry partners and/or sources of external funding which could be used to enable them to offset costs of manufacturing or launching their designs – however this is not guaranteed.

Judging panel

We aim to engage an esteemed judging panel of relevant celebrities and sector experts, in order to maximise the profile of the competition and support future media opportunities with Ministers. The overall winner could be announced as part of Jubilee activity, potentially by a member of the Royal Household, and support wider HMG legacy/STEAM ambitions.

Implementation/timeline

Date	Activity	Details	Outputs
11 June 2021	SoS BEIS/DfT announce competition at G7	SoS BEIS/DfT announce competition at high-profile Environmental Intelligence Conference held at Goonhilly as part of wider G7 activity.	SoS BEIS/DfT keynote speech/announcement at Conference. Press release incl. SoS quote and social media across HMG and partner channels. Opportunity for SoS BEIS/DfT media interviews.
July 21	Tender live	Tender for delivery partner including review of tenders and appointment of chosen partner. Competition criteria scoping.	Tender complete. Competition and application guidelines drafted.
August–September 21	Planning and preparation of competition	Competition scoping, securing of external partners, creation of website and resources by delivery partner.	Ongoing social media activity to build momentum towards competition opening. Completion of website and resources and launch campaign.
October–January 2022	Competition opens for entries.	Official launch of competition and continuing messaging through HMG and partner networks and events such as COP and Festival of Britain. Management of entrants and mentors / signposting to mentoring resources and support.	Follow-up press release, incl. SoS BEIS/DfT quote, as well as social media across owned and partner channels. Launch campaign activity.
February 22	Shortlisting of entries.	Sifting of entries and identification of shortlist winners and	Ongoing social activity to build momentum ahead of winner being

		presentations to celebrity/expert judges.	announced / including trailing of celebrity judging panel.
March 22	Announcement of winners.	Identification and announcement of winners (through high profile judging panel).	Winner/s to be announced Minister - press release with quote and social media activity including photo opp with winners. Link to Festival of GB activity.
June 22	Announcement of winners and award presentation.	Physical presentation by VVIP to winners as part of Jubilee activity.	Press and photo opportunity for PM & SoS alongside HRH presenting award social media and comms as part of wider Jubilee comms activity.
June 22 - June 23	Awarding of grants.	Oversee the management and release of funding to winners (along with UKSA oversight). Continued mentoring management for winners.	Ongoing social activity and regular updates as to progress of 'build'.
July 23	Closing of activity.	Sign off of winning satellite(s) and preparedness for launch.	Media announcement and activity around launch of final satellite