**Request for Quotation**

**PROVISION OF**

**Land Cover Classification Maps**

Please respond by

**17 October 2018 12.00 hrs**

**Revised evaluation criteria C page 5**

1. **SATELLITE APPLICATIONS CATAPULT**

The Satellite Applications Catapult is a technology and innovation company seeking to transform the way the world uses satellite technology and data. The aim of the UK sector is to grow to a £40bn industry by 2030 – this is an exciting opportunity and the Catapult is at the heart of this effort to accelerate growth in the industry.

We do this by helping organisations to grow their businesses. We bring together industry, researchers, end-users and Government to explore and develop new ideas for using space technology and data.

To help businesses overcome barriers to growth we focus on three simple principles:

• We work to energise markets, which is all about working with other industry sectors to see how they might make better use of satellite technology and data.

• We seek to empower technologies, so we look to see how the UK space sector could take advantage of new and emerging technologies such as Artificial Intelligence (AI) and machine learning, robotics and autonomy.

• We enable growth, by providing a range of business support services, from business modelling and product design to opening access to R&D, export and finance.

The Catapult has delivered over 200 innovation projects over the past five years mainly driven through our four ‘market’ programmes. These are areas where we believe there are real opportunities for space applications to make a difference. Our programmes are Blue Economy (the marine and maritime sector), Intelligent Transport Systems, Sustainable Living (energy, agriculture and the extractive industries) and Government Services.

We are part of a network of ten Catapults across the UK set up by Innovate UK, the Government’s innovation agency, and each focused on a technology that could deliver jobs and economic growth in the UK.

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 detailed below. Responses should contain:

1. Organisational information (Section A);
2. The Response Requirements (Section B);
3. Provision of commercial and pricing Information (Section C); and,
4. Your response to the requirements detailed in Annex A and to the evaluation criteria in Section 9
5. **SPECIFICATION OF REQUIREMENTS**

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

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 being procured. Clarification questions about the procurement should be submitted through the procurement@sa.catapult.org.uk email address by **12:00hrs on 09 October 2018**. Please use the following reference when submitting questions related to this RFQ: **RFQ-FY19-24**.

Answers to all clarification questions will be issued to all vendors who signal their intent to respond, by **close of business on 11 October 2018**.

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 09 October 2018 |
| Issue of Question & Answer documentation | 11 October 2018 |
| Deadline for receipts | **12:00hrs 17 October 2018** |
| Notified of award decision | 18 October 2018 |
| Purchase Order awarded (following submission of New Vendor Set up form) | 19 October 2018 |
| Works Completed by | End of March 2021 |

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:

|  |  |  |
| --- | --- | --- |
| Criteria | Title | Max score available |
| A | Heritage in creating LCC maps, if available it is important to provide a summary of previous similar work. Previous solutions with similar cover types will be positively received. | 20 |
| B | A clear and concise plan of how the solution will be developed and provided | 10 |
| C | The Vendor who submits the **Lowest**  contract value will be awarded the maximum score of 10. Other higher prices proposals will be scored proportionately with the lowest price submitted.  NB **proposals in excess of £40k and/or longer than the indicated completion of work will be rejected.** | 10 |
| D | In-kind offering (e.g. more frequent maps, additional classes, accuracy assessment, etc.) | 15 |
| **Maximum score available:** | | **55** |

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

Following the closing date receipt of proposals, an evaluation panel made up of project stakeholders will review all received documentation. They may seek clarification if necessary. **The Supplier which has received the highest evaluated score will be nominated as the Preferred Supplier**.

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 17 October 2018**.

|  |  |  |
| --- | --- | --- |
|  | **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**, 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.

|  |  |  |
| --- | --- | --- |
| **C1** | Pricing for advertised specification (see Annex 1) | |
| **Description:** | | **£** |
| Fixed price for the delivery of 32 maps within the timescales indicated within **Annex 1 of RFP FY19-24  All maps to be delivered by end of March 2021** | |  |
| **For the avoidance of doubt:** | | |
| **1. The prices/rates quoted in this offer worksheet are exclusive of VAT.** | | |
| **Signed** | |  |
| **Print Name** | |  |
| **Position in company:** (Director, Partner, Principal, Company Secretary) | |  |
| **For and on behalf of: (**organisation's name) | |  |
| **Dated:** | |  |

|  |  |
| --- | --- |
| **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 D – 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 1**

**Requirements.**

Satellite Applications Catapult is the prime of IPP Colombia under a UK Space Agency grant. IPP Colombia aims to build an integrated system for environmental monitoring.

The awarded subcontractor shall deliver a minimum of 32 land cover classification (LCC) maps over the department of Antioquia, Colombia.

The following specifications apply:

1. A **minimum of one LCC shall be delivered for each of the following periods:**

|  |  |  |
| --- | --- | --- |
| 01-02/2016 | 09-10/2017 | 05-06/2019 |
| 03-04/2016 | 11-12/2017 | 07-08/2019 |
| 05-06/2016 | 01-02/2018 | 09-10/2019 |
| 07-08/2016 | 03-04/2018 | 11-12/2019 |
| 09-10/2016 | 05-06/2018 | 01-02/2020 |
| 11-12/2016 | 07-08/2018 | 03-04/2020 |
| 01-02/2017 | 09-10/2018 | 05-06/2020 |
| 03-04/2017 | 11-12/2018 | 07-08/2020 |
| 05-06/2017 | 01-02/2019 | 09-10/2020 |
| 07-08/2017 | 03-04/2019 | 11-12/2020 |
|  |  | 01-02/2021 |
|  |  | 03-04/2021 |

1. Delivery of each of the 32 LCC as they are created.
2. The LCC shall be generated with free available optical EO data, privileging Sentinel-2 data
3. The LCC shall be generated with the following mandatory classes:
4. River
5. Mine waste pool
6. Road
7. Primary Forest
8. Secondary forest (e.g. recover/regrowth)
9. Cultivated areas
10. Cultivation in transition
11. Grassland
12. Bare soil
13. Urban area
14. Other class
15. Invalid (e.g. clouds)
16. The following classes are not mandatory but will be positively received:
17. Sandy soil (subclass of bare soil)
18. Degraded soil (subclass of bare soil)
19. Dirt roads (subclass of road)
20. Paved roads (subclass of road)
21. Turbid water (turbidity threshold tbd)
22. A metadata associated with each LCC including the date used to derive the class shall be provided on a pixel level
23. The format of the LCC and associated metadata can be in vector or geotiff formats. In case of geotiff, it shall be generated with 10 m spatial sampling. In case of vector, it shall represent the same spatial variability.
24. A reference LCC (IDEAM, 2015) will be provided
25. In the condition of multiple solutions for each pixel (e.g. more than a date without clouds), the best solution shall be considered
26. Multiple LCC per LCC period as defined in point 1 are well received

**Annex B**

**Catapult Terms & Conditions**

Please see separate document