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REQUEST FOR QUOTATION

RFQ FY19 – 06

PROVISION OF

**Architect Services for the construction of new offices and
laboratories at Westcott Venture Park**

Please respond by 12.00hrs 2nd November 2018

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1. INTRODUCTION

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.

The Satellite Applications Catapult was recently awarded £2.4m in funding to construct a new innovation centre at Westcott Venture Park (between Bicester and Aylesbury), this is inclusive of professional fees. The intention is to build a circa 1200m² two-storey office and laboratory building using modular/off-site techniques to reduce cost, risk and project timelines.

2. 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 specified.

Please respond in the format presented. Responses should contain:


- I. Information relating to requirements detailed in Annex A and evaluation criteria in Section 9 of this document
- II. Supplier Organisational information (Sections A&B);
- III. Provision of commercial and pricing Information (Section C)
- IV. Response to the Data protection question (SectionD).

3. SPECIFICATION OF REQUIREMENTS

Refer to the requirements detailed within in **Annex A** which details the requirements.

4. 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.**

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5. CLARIFICATION QUESTIONS

The Catapult will not enter 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 22nd October 2018**. Please use the following reference when submitting questions related to this RFQ: **RFQ-FY19-06**.

Answers to all clarification questions will be issued to all vendors who signal their intent to respond, by **close of business on 26th October 2018**.

6. 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.

7. 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 2018 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.

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8. TIMETABLE

The indicative timetable is set out in the following table:


Deadline for receipt of questions	12:00hrs 22nd October 2018
Issue of Question & Answer documentation	26th October 2018
Deadline for receipt of proposals	12:00hrs 2nd November 2018
Notification of presentation attendees	8th November 2018
Presentation date	16th November 2018
Notified of award decision	19th November 2018
Purchase Order awarded	19th November 2018
Works Completed by	31 December 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.

9. 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 requirements, outlined within Annex A. The Table below contains a list of all criteria which will be used to evaluate responses:

Criteria	Max score available	Explanation –
Professional membership	Pass/Fail	To be considered, companies must be registered at the Architects Registration Board.
Experience	35%	<p>Please provide 2 examples of projects your company has recently worked on in the Science/Technology Sector.</p> <p>Please provide 2 examples of modular/off-site construction projects your company has recently worked on.</p> <p>Please provide details of issue(s) you have encountered on a similar project and how you resolved them.</p>

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Staffing & management	30%	<p>Please provide a management structure indicating how the project will be resourced.</p> <p>Please provide details of the proposed project lead for this project, this should include the following details:</p> <ul style="list-style-type: none"> • Name, • Relevant project experience, • Level of education including membership of Professional Organisations <p>Please provide details of other proposed project staff for this project, this should include:</p> <ul style="list-style-type: none"> • Name, • Relevant project experience, • Level of education including membership of Professional Organisations <p>Please provide details of any sub-contractors or non-directly employed staff proposed to be used on this project.</p>
Cost	35%	<p>Please provide the pricing information detailed in section C.</p> <p>The Vendor which provides the lowest price the Services detailed in Annex 1 will be given the maximum score available. Other Vendor's higher prices will be awarded a proportionality lower score based upon their higher prices.</p>
Total	100	

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

Following a review and initial scoring of responses in accordance with the criteria listed above, the **three highest ranked Respondents will be invited to present their proposals in more detail to members of the Catapult's Operations team.**

Vendors will be contacted in this regard on **8th November 2018**. It is intended that the presentations will take place on **16th November 2018**.

Tenderers should assume a 90-minute time slot for a formal presentation of up to 30 mins with the remainder for questions and answers. The presentation must be capable of being delivered on a projector with a PC attached (both of which can be supplied if required).

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For each Tenderer the senior manager and project team that would be responsible for delivering the contract are required to attend the presentation. Tenderers may also be required to make themselves available to attend additional meetings/telephone calls if required.

Following the conclusion of these meetings, the evaluation team will re-visit their scoring, in the light on information presented at the presentations and then re-submit their final scores for each vendor.

The vendor who achieve the highest overall evaluated score will be nominated as Preferred Supplier and issued with a contract based upon the Catapults Standard terms & Conditions of Consultant Engagement (Annex B). **This contract will be for a period of 14 months to intended end of the construction phase.**

10. RESPONSE REQUIREMENTS


Please use this document, including all the attachments to return by email to procurement@sa.catapult.org.uk by **12.00 on 2nd November 2018**.

	SUPPLIER	BUYER
Company Name:-		Satellite Applications Catapult Ltd
Contact Name:-		John Thompson
Telephone Number:-		07889 152567
Email Address:-	@	procurement@sa.catapult.org.uk
Position within the Company		Procurement Manager
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:	
	<i>A response to this question is for the Catapult to understand the Supplier.</i>	
A	Your organisation is bidding to provide the services required itself	Please Select
B	Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services (<i>If yes go to question A3</i>)	Please Select

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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.	
	<i>If you have answered 'yes' to question b or c, please response to this question.</i>	
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 <input type="checkbox"/>
		2	a limited company <input type="checkbox"/>
		3	a sole trader <input type="checkbox"/>
		4	a partnership <input type="checkbox"/>
		5	a Limited Liability Partnership <input type="checkbox"/>
		6	a consortium <input type="checkbox"/>

A5	Conflicts of Interest/Related Parties
<p>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?</p> <p>If Yes, please provide details below</p>	
<p>Is your organisation, or are any members of your organisation, <i>related parties</i> to any members of the Satellite Applications Catapult? (A <i>related party</i> could be a family member, relative, friend, prior business supplier or related corporation)</p>	

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SECURITY REQUIREMENTS


A6	Do you have a company representative who is responsible for security		<input type="checkbox"/> Yes
			<input type="checkbox"/> 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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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.		<input type="checkbox"/> Yes <input type="checkbox"/> 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)		<input type="checkbox"/> Yes <input type="checkbox"/> 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	

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Employers Liability - £5m	
Public/Products Liability - £5m	
Design Liability Insurance -£10m	

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.

Item #	Pricing element	£
1.	Provide a fixed cost for the works detailed in Annex 1 Requirements (RIBA Plan of Work Stages 1-2)	£
Total Project Cost:		
Additional Services		
2.	<p>From time to time the successful contractor may be requested to advise or provide resources to assist the Catapult on matters relating to the project. Please could you provide Hourly Rates for the following:</p> <ul style="list-style-type: none"> • Principal Director/Partner – Equity • Partner/Director • Associate Manager • Senior Architect / Engineer • Staff Architect / Engineer • Assistant/Trainee/Graduate <p>In the event addition resources is required, the Catapult will scope out its request, and ask the successful vendor to provide a quotation to undertake the additional work. Only after this quotation has been accepted should the vendor commit its resources to complete the additional work.</p>	

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SECTION D – DATA PROTECTION


D1	Data Protection
<p>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.</p>	
<p><input type="checkbox"/> Yes, we are happy for you to retain our tender for the purposes outlined above.</p> <p><input type="checkbox"/> No, we are not happy for you to retain our tender.</p>	
<p>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 and your refusal to consent will in no way affect this tender process.</p>	

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	

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Annex 1 Requirements.

The opportunity is open to Registered Architects with experience of delivering similar projects within the UK, the winning tenderer (henceforth called the Architect) will be expected to deliver the RIBA stage 2 Concept Design of the new 1200m² Innovation centre at Westcott Venture Park between Aylesbury and Bicester. It is proposed that the building be constructed using a modular/off-site system and the Concept Design must allow for this to be tendered competitively. The build budget will be **£2.4m including professional fees.**


Tenderers will be asked to demonstrate their experience of delivering similar projects, suitability of their proposed team, lessons learnt from similar projects and details of their programme and organisation structure.

The building shall be designed to accommodate light industrial/assembly workshops, meeting rooms, open plan collaborative working spaces and private offices across its 2-storeys. The delivered design must also include the following elements:

- General performance specification for the building
- Room design sheets for each room/room type
- Services performance specification (including heating and cooling strategy)
- External services specifications (including lighting and security)
- Groundworks/drainage/landscaping proposals
- Agreement of the outgoing services levels and locations (foul and surface water drainage) with the landlord
- Internal finishes
- General layout
- External finishes and elevational treatments

In addition, the Architect should allow for pre-planning discussions/consultations with the local planning authority including submission of an outline planning application if deemed necessary, initial discussions and consultation with building control and regular meetings with the project stakeholders (client/cost consultant/landlord/sponsor).

It is the intention that the construction works will be tendered based on the RIBA stage 2 design information, the Architect will be required to assist the client and cost consultants in the scoring of the proposals submitted to select a winning contractor. There will then be a requirement to oversee and review the development of the design through to construction and handover.

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Annex B
Catapult Terms & Conditions

Please see separate document