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Tender

INVITATION TO QUOTE: DEVELOPMENT OF SUSTAINABLE SPACE – CASE STUDIES

Space Scotland

F02: Contract notice

Notice identifier: 2025/S 000-000882

Procurement identifier (OCID): ocds-h6vhtk-04cf2b

Published 10 January 2025, 3:10pm

Section I: Contracting authority

I.1) Name and addresses

Space Scotland

Higgs Centre for Innovation, Royal Observatory

Edinburgh

EH9 3HJ

Contact

Sharon Pryde

Email

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Telephone

+44 7769293894

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<https://spacescotland.org/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30635

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Non-Profit

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

INVITATION TO QUOTE: DEVELOPMENT OF SUSTAINABLE SPACE – CASE STUDIES

II.1.2) Main CPV code

- 79342200 - Promotional services

II.1.3) Type of contract

Services

II.1.4) Short description

The project involves creating a compelling suite of materials to position Scotland as a global leader in sustainable space activities. The deliverables will include 6-8 visually engaging case studies showcasing innovative Scottish companies across upstream, downstream, and launch sectors, accompanied by a clear narrative on sustainability within Scotland's space sector. These materials will support international promotion, attract investment, and highlight Scotland's world-class expertise, while fostering collaboration and raising awareness of sustainable practices. The final outputs will cater to both domestic and international audiences, delivered by 7th March 2025, with milestones and risks clearly defined.

II.1.5) Estimated total value

Value excluding VAT: £8,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

This procurement is for the creation of a suite of promotional materials, including 6-8 case studies, to position Scotland as a global leader in sustainable space activities. The deliverables will highlight Scottish companies' innovations in upstream, downstream, and launch sectors while providing a cohesive narrative on sustainability in Scotland's space sector. These materials will target domestic and international audiences, supporting marketing efforts, investment attraction, and international collaboration.

II.2.5) Award criteria

Quality criterion - Name: Previous relevant Space experience: provide two previous examples of work that are relevant to this contract (max 1 page each). / Weighting: 20

Quality criterion - Name: Relevant skills, qualifications and sector experience of proposed team (max half page per person) / Weighting: 20

Quality criterion - Name: Review of the research requirements outlined in this ITQ identifying where your specific knowledge and experience that can be applied and where the main challenges lie. / Weighting: 20

Quality criterion - Name: Methodology and approach proposed. / Weighting: 20

Quality criterion - Name: Project plan showing key milestones, dates, dependencies and allocation of tasks. / Weighting: 10

Quality criterion - Name: Risk identification and mitigation. / Weighting: 10

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £8,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

3

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

All submissions from suppliers will be scored on both price and quality. The contract will be awarded to the supplier who receives the highest total score. The overall Price:Quality split for this tender will be 60%:40% respectively.

Any mandatory requirements or thresholds identified in the specification must be met before the submission will be evaluated further. You must address each of the evaluation criteria in your submission in order to receive a score.

Mandatory requirements [delete table and examples below if not required]

Management of General Data Protection Regulation PASS/FAIL

Please note that submissions will not be considered further if the above requirements are not met.

Price Criteria Weighting %

This should be the total whole life cost of the product or service Enter weighting %

Total 100%

Quality Criteria Weighting %

Previous relevant Space experience: provide two previous examples of work that are relevant to this contract (max 1 page each). 20%

Relevant skills, qualifications and sector experience of proposed team (max half page per person) 20 %

Review of the research requirements outlined in this ITQ identifying where your specific knowledge and experience that can be applied and where the main challenges lie. 20 %

Methodology and approach proposed. 20 %

Project plan showing key milestones, dates, dependencies and allocation of tasks. 10 %

Risk identification and mitigation. 10 %

Total 100%

Each of the criteria will be scored using the scale below:

0 – Unacceptable – Nil or inadequate response. Fails to demonstrate an ability to meet requirement;

1 – Poor – Partially relevant but generally poor response. Demonstrates some understanding of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be met;

2 – Acceptable – Relevant and acceptable response. Demonstrates a broad understanding of the requirement but lacks detail or explanation to demonstrate how the requirement will be met in certain areas;

3 – Good – Relevant and good response. Sufficiently detailed to demonstrate a good understanding of the requirement and provides an explanation of how the requirement will be met;

4 – Excellent – Completely relevant and excellent overall response. Comprehensive and clear and demonstrates a thorough understanding of the requirement and provides a concise and persuasive explanation of how the requirement will be met in full.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

20 January 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31 March 2025

IV.2.7) Conditions for opening of tenders

Date

20 January 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=787520.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:787520)

VI.4) Procedures for review

VI.4.1) Review body

Court of Session

Edinburgh

Country

United Kingdom