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Tender

Main Office Refurbishment RFP

Satellite Applications Catapult

F02: Contract notice

Notice identifier: 2021/S 000-008443

Procurement identifier (OCID): ocds-h6vhtk-02a86c

Published 21 April 2021, 11:55am

Section I: Contracting authority

I.1) Name and addresses

Satellite Applications Catapult

Electron Building, Fermi Avenue, Harwell

Didcot

OX11 0QR

Email

James.Morrison@sa.catapult.org.uk

Telephone

+44 1235567977

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://sa.catapult.org.uk>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42845

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

www.mytenders.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.mytenders.co.uk

I.4) Type of the contracting authority

Other type

RDO

I.5) Main activity

Other activity

Space Technology

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Main Office Refurbishment RFP

Reference number

RFP-FY-22-01

II.1.2) Main CPV code

- 79932000 - Interior design services

II.1.3) Type of contract

Services

II.1.4) Short description

The Catapult is commissioning a piece of work to deliver a new office layout for it's location based working arrangements to reflect business and colleagues needs post Covid-19. The activity will include:

A recommendation Report

Design

Refurbishment

Provision of furniture and other interior items

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 – Project Recommendation report

Lot 2 – Office design, refurbishment and supply and installation of furniture

Lot 3 – Consolidation offer for Lots 1 and 2

II.2) Description

II.2.1) Title

Project Recommendation Report

Lot No

1

II.2.2) Additional CPV code(s)

- 79932000 - Interior design services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

II.2.4) Description of the procurement

The Catapult is seeking proposals from suppliers to undertake a piece of work to deliver recommendations for proposed changes to our location based working arrangements to reflect our business and colleagues needs post Covid-19.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in days

15

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

II.2) Description

II.2.1) Title

Office design, refurbishment and supply and installation of furniture

Lot No

2

II.2.2) Additional CPV code(s)

- 79932000 - Interior design services
- 45453100 - Refurbishment work
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

II.2.4) Description of the procurement

i) Office Design

Based upon the outcomes of the Recommendation Report (Lot 1), the output from this piece of work should be a design that both inspires and meets the new post COVID working requirements.

ii) Office refurbishment

Based upon the outcomes of the Design proposals (Lot 2 part i), the output from this piece of work should be the planning and execution of the refurbishment activity.

iii) Supply and Installation of furniture

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in days

40

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

II.2.14) Additional information

The 40 day duration is inclusive of an assumption for a furniture lead-time of 4 weeks (20 working days). You will need to advise us if your projected lead-time for furniture procurement exceeds this.

II.2) Description

II.2.1) Title

Consolidation of Lots 1 and 2

Lot No

3

II.2.2) Additional CPV code(s)

- 79932000 - Interior design services
- 45453100 - Refurbishment work
- 39000000 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Electron Building, Fermi Avenue,

Harwell Oxford, Didcot, Oxfordshire, OX11 0QR, UK

II.2.4) Description of the procurement

The Catapult is seeking proposals from suppliers to undertake the complete project (Lots 1 and 2) for proposed changes to our location based working arrangements to reflect our business and colleagues needs post Covid-19. This includes a recommendation report, design, refurbishment and procurement / installation of furniture.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in days

55

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

II.2.14) Additional information

The 55 day duration is inclusive of an assumption for a furniture lead-time of 4 weeks (20 working days). You will need to advise us if your projected lead-time for furniture procurement exceeds this.

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

Must have the appropriate licenses and accreditations associated with building design and refurbishment.

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

Must adhere to relevant ISO standards relating quality standards (9001) and health and safety standards (18001)

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

There will be two gateway reviews to sign-off:

- the recommendation report
- the design

Successful gateway reviews will be required before advancing to the next phase of the project.

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

28 May 2021

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

1 June 2021

Local time

12:00pm

Place

www.mytenders.co.uk

Information about authorised persons and opening procedure

James Morrison

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

RELEVANCE & VERIFICATION OF INFORMATION PROVIDED

It is the Bidder's responsibility to provide all the answers and information requested in a clear, concise and logical manner and at the appropriate points within the response document. But any cross referencing and reliance on enclosures (other than where specifically requested) should be avoided. Please DO NOT: include any promotional literature or cross-reference to any web-based material, as this will not be considered as part of the evaluation procedure, or provide any information other than that requested, as this will not be considered as part of the evaluation, Or include any marketing material with your submission. The Catapult reserves the right to take into consideration additional information publicly available from external sources when undertaking the evaluation.

IMPORTANT NOTE MANAGING COVID-19 – Without affecting Clause 15 of Terms Conditions (Annex B) this contract for goods delivery, installation and training requirement – will have no extensions to the deadline for delivery but this may be granted with very limited exceptions 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.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=222589.

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.mytenders.co.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.

(MT Ref:222589)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>