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Planning

Meeting and Visitor Booking Management Platform

Satellite Applications Catapult

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-028252

Procurement identifier (OCID): ocds-h6vhtk-04038d

Published 25 September 2023, 5:02pm

Section I: Contracting authority

I.1) Name and addresses

Satellite Applications Catapult

Electron Building, Fermi Avenue, Harwell

Didcot

OX11 0QR

Email

procurement@sa.catapult.org.uk

Telephone

+44 1235567977

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.sa.catpult.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

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Other type

RTO

I.5) Main activity

Other activity

Space Sector

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Meeting and Visitor Booking Management Platform

Reference number

SAC-24-002

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

The Satellite Applications Catapult is seeking a Meeting and Visitor Management tool.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72000000 - IT services: consulting, software development, Internet and support
- 72268000 - Software supply services
- 72600000 - Computer support and consultancy services
- 72230000 - Custom software development services

II.2.3) Place of performance

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Harwell

II.2.4) Description of the procurement

The Satellite Applications Catapult is seeking a Meeting and Visitor Management tool which will provide:

Booking process for a variety of rooms, locations, resources and equipment

Visitor Management system

Positive end user and management experience

Robust reporting on utilisation of resources

Any other functionality which aligns with the above

II.3) Estimated date of publication of contract notice

29 December 2023

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

Please submit a 1-page summary of the type of tool you provide which answers the requirement plus what you might be able to provide as part of your service we may not have considered. Please email this before 12th October 2023 to procurement@sa.catapult.org.uk.

Our aim will be to review these documents and provide further information on this opportunity by November 2023.

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=230348.

(MT Ref:230348)