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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): ocids-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](mailto: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](http://www.sa.catpult.org.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA42845](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

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## **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

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## **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

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## **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](mailto: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](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=230348).

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