



**Invitation to Quote (ITQ) on behalf of  
Compound Semiconductor Applications (CSA) Catapult**

**Subject: Business Travel Management provider**

**Sourcing Reference Number: CSAC2325**

# About Compound Semiconductor Applications (CSA) Catapult

CSA Catapult was established to help the UK become a global leader in compound semiconductors, through collaboration with large companies and start-ups, to develop and commercialise new applications, utilising this technology.

## OUR TECHNOLOGY BACKGROUND

Compound semiconductor devices have the potential to transform the world of technology in the 2020s as radically as the silicon transistor did in the 1960s and 1970s. In the fields of power electronics and radio frequency systems, compound semiconductor devices can enable product manufacturers to achieve dramatic improvements in performance, size, weight, cost and power. In photonics, compound semiconductors provide unique emitter and detector functions to enhance sensor capability.

Compound semiconductor technology has such potential that it has triggered a cascade of innovative developments at UK companies and research institutes. But the market for compound semiconductors is so new that the infrastructure, systems and processes for realising a concept in the form of a working prototype or a complete system board have not been readily available to UK companies.

## OUR PURPOSE

The Compound Semiconductor Applications Catapult's purpose is to deliver long-term benefit to the UK economy and accelerate UK economic growth in industries where applying compound semiconductors creates a competitive advantage and enables new products or end markets. Compound semiconductors bring many advantages in size, weight and performance when used in systems. Typically, they have a much wider bandgap compared to silicon which allows devices to operate at much higher voltages, frequencies and temperatures to power the essential technologies of the future.

## OUR VISION

Our vision is for the UK to become a global leader in developing and commercialising new applications for compound semiconductors. How do we aim to do this? Through the knowledge and expertise of our talented team based at our world-class Innovation Centre, based at the heart of the compound semiconductor cluster in Newport, South Wales.

**This notice sets out how the Contracting Authority will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR). The Contracting Authority will process the following personal data:** Names and contact details of employees involved in preparing and submitting the bid; Names and contact details of employees proposed to be involved in delivery of the contract.

### Purpose

The Contracting Authority are processing your personal data for the purposes of the tender exercise, or in the event of legal challenge to such tender exercise.

### Legal basis of processing

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department.

### Retention

All submissions in connection with this tender exercise will be retained for a period of 7 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

# Working with the Contracting Authority.

<b>Contact details</b>		
1.1.	Contracting Authority Name and address	Compound Semiconductor Applications (CSA) Catapult, Imperial Park, Celtic Way, Newport, NP10 8BE
1.2.	Buyer name	Joe Wightman
1.3.	Buyer contact details	<a href="mailto:joe.wightman@csa.catapult.org.uk">joe.wightman@csa.catapult.org.uk</a>
1.4.	Maximum value of the Opportunity	£182,000 exc VAT
1.5.	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Messaging Centre of the Delta eSourcing portal.</b>

<b>Timescales</b>		
1.6.	Date of Tender publication	Wednesday 4th February 2026
1.7.	Deadline for ITQ clarification questions to be received	Tuesday 17 <sup>th</sup> February 2026 @11am
1.8.	Deadline for ITQ clarification answers to be sent to all Bidders	Thursday 19 <sup>th</sup> February 2026
1.9.	Latest date and time ITQ Bid shall be submitted ( <b>the Deadline</b> )	Tuesday 3 <sup>rd</sup> March 2026 @11am
1.10.	Anticipated Contract Award date	Monday 16 <sup>th</sup> March 2026
1.11.	Anticipated Contract Start date	20 <sup>th</sup> May 2026
1.12.	Anticipated Contract End date	19 <sup>th</sup> May 2026 (2+1+1)

# Specification Description – Services

CSA Catapult require a Travel Management Company (“TMC”) to manage all Travel Services for Authorised Bookers for travel across UK, Europe and Internationally for business purposes only.

As a guide, our current Travel spend average is £91,000 per year, not including TMC commission fees. We wish to put a contract in place for an initial 2 year period, with the potential for 1+1 year extensions.

The TMC shall be required to provide the following Travel Services, including but not limited to:

- Rail (UK – including sleeper trains);
- Rail (Europe & International – including sleeper trains);
- Ferries;
- Air (UK)
- Air (Europe & International);
- Visa & Passport Services;
- Currency Exchange Services;
- Taxis;
- Airport Parking;
- Car Hire (UK) inclusive of Collision Damage Waiver and drivers under the age of 25;
- Car Hire (Europe & International) inclusive of Collision Damage Waiver and drivers under 25;
- Group Bookings;
- Meetings, Conferences & Events bookings;
- Hotels (UK)
- Hotels (Europe & International); and
- Buses (including bus hire).
- The TMC shall be required to provide the following Service requirements, as a minimum:
  - Dedicated Account Manager;
  - Monthly and on-demand management information reporting;
  - 24/7/365 UK based customer support team (phone, e-mail, on-line and app chat);
  - Online Booking Services;
  - Cost tracking categories – employee able to allocate cost centre and project code when booking
  - Online approvals (to agreed, pre-set limits)
  - Offline Booking facility for complex travel itineraries;
  - Risk management;
  - Pre-travel Advice
  - Carbon Offsetting reports;
  - Mobile apps e.g. Apple, Android etc ;
  - Consolidated Fortnightly/Monthly invoicing ;
  - Traveller Tracking (Duty of Care);
  - Travel Alerts (e-mails, in-app messages, text) and ;
  - Crisis Management
  - Access provision for interview candidates to arrange their own travel. i.e. non-existing staff.
  - Hotel bookings to align with internal policies on limits as below :

## Accommodation

<b>Within London or other major world city (Bed &amp; Breakfast)</b>	£225
<b>Outside of London (Bed &amp; Breakfast)</b>	£150

Bidders are to note that the requirements listed above are by no means exhaustive. Additional Travel Services may be required and the TMC shall therefore be required to remain flexible throughout the Term of the Framework and extension thereafter.

The TMC shall provide CSA Catapult access to Management Information Reports covering the following, but not limited to;

- Travel Analysis – for example type of travel, cost centre analysis, booker analysis, out of policy bookings, Co2 reporting
- Billing – these report shall detail specific invoices and credit notes
- Account Management Reporting – for example demonstrating year on year spend, top travellers, top destinations

## Evaluation of Bids

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places. Where a question is 'for information only' it will not be scored.

Pass / Fail criteria		
Evaluation Envelope	Q No.	Question subject
Qualification	Q1	Full name and address
Qualification	Q2	Employment breaches/ Equality
Qualification	Q3	Organisation classification
Qualification	Q4	Organisation size
Qualification	Q5	GDPR Act and Data Protection Act 2018
Qualification	Q6	Freedom of Information
Qualification	Q7	Form of Bid
Qualification	Q8	Compliance to the Contract Terms
Qualification	Q8.1	Changes to the Contract Terms
Qualification	Q9	Carbon emissions data
Price	Q10	Bid submission price
Price	Q11	Firm and Fixed Price
Price	Q12	Maximum Budget
In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.		

Scoring criteria		
Evaluation Justification Statement		
In consideration of this requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings / scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.		
Evaluation Envelope	Q No.	Question subject
		Maximum Marks
		Overall
Price	Q9	Price
Technical	Q13	Approach
Technical	Q14	Staff / Skills
		Breakdown
		80%
		50%
		30%

## Evaluation of criteria

### Non-Commercial Elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they completely missed the point of the question.
20	Very poor response and not wholly acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the question with deficiencies apparent. Some useful evidence provided but response falls well short of expectations.
60	Response is acceptable but remains basic and could have been expanded upon.
80	Good response which describes their capabilities in detail. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they can meet the requirement. No significant weaknesses noted.

## Appendix A – Glossary of Terms

TERM	MEANING
“CSA CATAPULT”	Means Compound Semiconductor Applications (CSA) Catapult herein after referred to as CSA CATAPULT.
“Bid”, “Response”, “Submitted Bid”, or “ITQ Response”	means the Bidders formal offer in response to this Invitation to Quote
“Bidder(s)”	means the organisations being invited to respond to this Invitation to Quote
“Central Purchasing Body”	means a duly constituted public sector organisation which procures supplies / services / works for and on behalf of Contracting Authorities
“Conditions of Bid”	means the terms and conditions set out in this ITQ relating to the submission of a Bid
“Contract”	means the agreement to be entered by the Contracting Authority and the Supplier following any award under the procurement
“Contracting Authority”	A public body regulated under the Public Procurement Regulations on whose behalf the procurement is being run
“Customer”	means the legal entity (or entities) for which any Contract agreed will be made accessible to.
“Due Diligence Information”	means the background and supporting documents and information provided by the Contracting Authority for the purpose of better informing the Bidders responses to this ITQ
“EIR”	mean the Environmental Information Regulations 2004 together with any guidance and / or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations
“FoIA”	means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation
“Invitation to Quote” or “ITQ”	means this Invitation to Quote documentation and all related documents published by the Contracting Authority and made available to Bidders and includes the Due Diligence Information. <b>NOTE:</b> This document is often referred to as an Invitation to Tender within other organisations
“Mandatory”	Means a pass / fail criteria which must be met in order for a Bid to be considered, unless otherwise specified.
“Named Procurement person”	means the single point of contact for the Contracting Authority based in CSA CATAPULT that will be dealing with the procurement
“Order”	means an order for served by any Contracting Body on the Supplier
“Other Public Bodies” or “OPB”	means all Contracting Bodies except the Contracting Authority
“Supplier(s)”	means the organisation(s) awarded the Contract
“Supplies / Services / Works”	means any supplies/services and supplies or works set out at within the Specification