

SECTION 2 – GENERAL INFORMATION

Contract Title: Synthetic Test and Unified Demonstration System

Contract Reference: ORE/20/69

1. Tender Process

This Invitation to Tender ("ITT") has been issued by the ORE Catapult as part of a competitive procurement exercise in accordance with the "Open" procedure for tendering under the Public Contracts Regulations 2015 (as amended from time to time) and comprises of the following two (2) stages:

- Stage 1 : General Due Diligence

Submissions will be evaluated based on the following "PASS/FAIL" Criteria:

Document	Evaluation
Tenderer Response Document – at Section 5	PASS/FAIL
Tender Declaration -at Section 5, para 2 Completed on company own headed paper and signed by an authorised person.	PASS/FAIL
No Collusion Certificate – at Section 5, para 3 Completed on company own headed paper and signed by an authorised person.	PASS/FAIL
Selection Questionnaire via on the on-line e-procurement portal	PASS/FAIL
Due Diligence Questionnaire via on the on-line e-procurement portal	PASS/FAIL
Due Diligence Questionnaire – at Section 5, para 4	PASS/FAIL
Technical Submission – see guidance at Section 5, para 6	PASS/FAIL
Commercial Submission - at Section 7 - Offer Worksheet Completed, signed by an authorised person and submitted as a separate upload.	PASS/FAIL

A "FAIL" on **any** of the Stage 1 criteria will result in the tender response being rejected in its entirety.

ORE Catapult may decide not to proceed to Stage 2 if deemed not to be in their best interests.

- Stage 2 : Award

All Tenderers successfully passing **all** Stage 1 criteria, will be evaluated and scored against the predefined and advertised Stage 2 Evaluation Criteria at Section 6 (Evaluation Criteria).

Please ensure you include your responses to the Stage 2, Technical & Commercial evaluation criteria, with your submission. This will not be asked for at a later date.

Failure to provide this information will result in your submission being deemed non compliant and being eliminated from further evaluation.

1.2 Timetable

This timetable is indicative only. ORE Catapult reserves the right to change it at its discretion.

Stage	Target Date/Time
Bidders Conference	1500 hrs on 17 November 2021
Deadline for submission of completed Tender Documentation ¹	1200 Noon on 07 December 2020
Evaluation of submitted tenders	w/c 7 December 2020
Issue of accept / decline letters	21 December 2021
Mandatory Standstill Period (if applicable)	22 December – 04 January 2021
Issue formal Contract award letter	05 January 2021
Contract commencement	14 January 2021
Service completion	14 May 2021

2. Guidance Notes for Completion

- 2.1 "ORE Catapult" means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to select suitable suppliers to carry out the provision of this Service.
- 2.2 "You", "Your" or "Tenderer" means the body completing this ITT i.e. the legal **entity seeking to carry out the provision of the Service**. The "Tenderer" is intended to cover any economic operators defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
- 2.3 This ITT has been designed to assess the suitability of a Tenderer to deliver ORE Catapult's requirement(s).
- 2.4 Tenderers are to respond to the ITT on the basis that ORE Catapult has no prior knowledge of your organisation. Supplementary documentation may be attached to the ITT only where directed to do so. Such material must be clearly marked with the name of the Tenderer and the question to which it relates.

¹ For the avoidance of doubt, if the submission deadline is different than the date published via the e-procurement portal, the date on the e-procurement portal shall apply.

- 2.5 It is the Tenderer's responsibility to provide all the answers and information requested in a clear, concise and logical manner and at the appropriate points within the document. Cross referencing and reliance on enclosures (other than where specifically requested) should be avoided. In particular 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 selection process;
 - provide any information other than that requested, as this will not be considered as part of the selection process;
 - personalise or alter the ITT in any way (e.g. changing the original format, reducing the content by removing questions or altering the running order), as this may lead to your submission being disqualified;
 - submit documents in a format other than Word, Excel or PDF;
 - include any marketing material with your submission.
- 2.6 ORE Catapult reserves the right to take into consideration additional information publicly available from external sources when undertaking the evaluation.
- 2.7 It is the Tenderer's responsibility to ensure ORE Catapult is not misled. The information provided in the ITT will be relied upon and taken to be true and accurate. If it is subsequently determined that any information supplied was inaccurate and was relied upon for evaluation purposes, ORE Catapult reserves the right to exclude the offer to supply (if still under evaluation) or if the Contract has been awarded and the information inaccurately supplied had a significant bearing on the award then ORE Catapult shall be at liberty to terminate the Contract without incurring any financial or legal liability. In addition, ORE Catapult shall reserve the right to pursue all costs in establishing the reprovision of the Contract. It remains the responsibility of the Tenderer to keep ORE Catapult informed of any matter that may affect continued qualification.
- 2.8 Please ensure that all responses are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified.
- 2.9 It is the responsibility of the Tenderer to ensure that your response is unambiguous and complete and to seek clarification if necessary of the requirements via the e-procurement portal.
- 2.10 Should you need to provide additional Appendices in response to the questions, these should be clearly identified as such in your submission.

Note that where ORE Catapult has stated a word or page maximum response and tenderers ignore the information and exceed the word / page count maximum; ORE Catapult reserve the right only to consider information provided within the first part of the response meeting the maximum requirement *eg maximum word count is 500 words and tenderers submit 600 words, ORE Catapult will only read first 500 words.*

- 2.11 ORE Catapult will not be responsible for any expenses incurred in the preparation of any submission, in attendance at any meetings, visits or clarifications.

Verification of information provided

- 2.12 Whilst reserving the right to request information at any time throughout the procurement process, ORE Catapult may enable the Tenderer to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence

that the Tenderer can meet the specified requirements ORE Catapult may obtain such evidence after the final tender evaluation decision i.e. from the successful Tenderer(s) only.

Sub-Contracting arrangements

- 2.13 Where the Potential Supplier proposes to use one or more sub-contractors to deliver some or all of the Contract requirements, Section 1, Questions 1.2(a) and 1.2(b) of the Due Diligence Questionnaire must be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key Contract deliverables each sub-contractor will be responsible for.
- 2.14 ORE Catapult recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Tenderers should be aware that where information provided to ORE Catapult indicates that sub-contractors are to play a significant role in delivering key Contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Tenderer to proceed with the procurement process or to provide the supplies and/or services required. Tenderers should therefore notify ORE Catapult immediately of any change in the proposed sub-contractor arrangements. ORE Catapult reserves the right to deselect the Tenderer prior to any award of Contract, based on an assessment of the updated information.

Consortia arrangements

- 2.15 If the Tenderer completing this ITT is doing so as part of a proposed consortium, the following information must be provided;
- names of all consortium members;
 - the lead member of the consortium who will be contractually responsible for delivery of the Contract (if a separate legal entity is not being created); and
 - if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
- 2.16 Please note that ORE Catapult may require the consortium to assume a specific legal form if awarded the Contract, to the extent that a specific legal form is deemed by ORE Catapult as being necessary for the satisfactory performance of the Contract.
- 2.17 All members of the consortium will be required to provide the information required in all sections of the ITT as part of a single composite response to ORE Catapult i.e. each member of the consortium is required to complete the form.
- 2.18 Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
- 2.19 ORE Catapult recognises that arrangements in relation to a consortium bid may be subject to future change. Tenderers should therefore respond on the basis of the arrangements as currently envisaged. Tenderers are reminded that ORE Catapult must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. ORE Catapult reserves the right to deselect the Tenderer prior to any award of Contract, based on an assessment of the updated information.

Confidentiality

- 2.20 When providing details of contracts in answering Section 5 of this ITT (Requirement Specific Questions), the Tenderer agrees to waive any Contractual or other confidentiality rights and obligations associated with these Contracts.
- 2.21 ORE Catapult reserves the right to contact the named customer contact in section 5 regarding the Contracts included. The named customer contact does not owe ORE Catapult any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
- 2.22 ORE Catapult confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or Contracting authorities defined by the Public Contract Regulations, as appropriate.

E-Procurement Portal Submission

- 2.23 Any questions in relation to the ITT must be posted via the e-procurement portal messaging facility ONLY. Any questions asked via e-mail to ORE Catapult will not receive a response. The name of the Tenderer posing a question remains anonymous to all other Tenderers (unless included in the text of the question). All updates / amendments / clarifications in relation to the ITT will only be issued to Tenderers via the e-procurement portal messaging facility. This will provide an audit trail of all discussions / clarifications. Please note, any questions asked that can be clearly answered by reading the ITT documentation, shall not receive a response.
- 2.24 All requests to extend the deadline shall be made via the e-procurement portal ONLY. No application for extension will be considered if received less than seven (7) days prior to the deadline date fixed in the ITT. For the avoidance of doubt, ORE Catapult do not have access to submissions until after the ITT submission deadline.
- 2.25 Tenderers are advised not to leave it until the last day to upload responses / documents in case of technical difficulties. ORE Catapult accepts no responsibility for failure of the e-procurement portal, therefore all technical problems with the system must be reported via either the online HELP facility or the technical helpline displayed on the e-procurement portal before the submission deadline.
- 2.26 Tenderers **must** select the "Dispatch" button, before the deadline date and time for submission, to submit their response and click "OK" to confirm their wish to dispatch their response. An onscreen confirmation of successful submission will be displayed and an e-mail "Response Dispatch – Confirmation" will be issued by the e-procurement portal upon successful submission of the ITT. This confirmation will also include a reference number for the response. If you do not receive this confirmation you are strongly advised to contact either the online HELP facility or the technical helpline displayed on the e-procurement portal before the submission deadline.
- 2.27 Any Tenderer that has expressed interest via the e-procurement portal (and therefore has downloaded / received an ITT) but has subsequently decided not to make a formal submission should withdraw their interest via the e-procurement portal, giving a reason for withdrawal wherever possible.

Signing of ITT Document

- 2.28 The Tender Declaration and No Collusion Certificate in the Section 5, Tenderer Response Document must be signed where indicated and must be signed only by persons authorised to do

so on the Tenderers' behalf e.g. Director/Company Secretary. Failure to comply with this instruction may lead to your submission being deemed non-compliant and rejected in its entirety.

- 2.29 Digital signatures are acceptable. Alternatively, please print the finished document, sign all sections where indicated in permanent wet ink, and scan to a common electronic document format e.g. Adobe PDF (recommended). Upload the scanned document to the portal. Retain the wet ink original should it need to be inspected by ORE Catapult for compliance.

Return of the ITT

- 2.30 Tenderers must submit the following documents as separate downloads:
- Technical Proposal
 - Section 7: Offer Worksheet(s);
 - Section 3, General Conditions of Contract – red line clauses only
- 2.31 No submission will be considered unless it is received by the specified date / time as hereinafter defined and using the e-procurement system specified in the ITT. The phrase "specified time" means the time fixed on the e-procurement portal which may be altered only by the ORE Catapult Procurement Team.
- 2.32 ITTs received by any method other than via the e-procurement portal shall be deemed non-compliant and therefore rejected. For the avoidance of doubt, all hard copy (paper) or e-mailed submissions will be automatically rejected.

Alternative Tenders

- 2.33 Alternative tenders may be offered involving modifications to the specified requirements. Any alternative tender involving modifications will be assessed on its merits and, if considered valid, may be accepted without recourse to re-tendering. In all instances where alternative tenders are submitted the Contractor must also submit a Primary Tender being exactly to the specification and requirements of the Invitation to Tender, in order to see where costs differ. Should an alternative tender be submitted ORE Catapult Section 3, General Conditions of Contract shall apply and not be affected in any way.

Complaints

- 2.34 If you have a complaint or grievance regarding this procurement process please contact:

Offshore Renewable Energy Catapult
Inovo
121 George Street
Glasgow
G1 1RD

For the attention of: Finance Director

Email: procurement@ore.catapult.org.uk

Tel : +44 (0)333 004 1400