



Connected Places Catapult


Invitation to Tender

Provision of on-site office coffee machines and service plan:

**1 Sekforde Street,
London
EC1R 0BE**

AND

**3rd Floor, The Pinnacle
170 Midsummer Blvd
Milton Keynes
MK9 1BP**

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SECTION 1 - INTRODUCTION & BACKGROUND

Company background

Connected Places Catapult (CPC) was created on 1st April 2019 by uniting Future Cities Catapult (FCC) and Transport Systems Catapult (TSC).

The Connected Places Catapult (CPC), accelerates smarter living and travelling in and between the places of tomorrow. We focus on growing businesses with innovations in mobility services and the built environment that enable new levels of physical, digital and social connectedness. The Connected Places Catapult operates at the intersection between public and private sectors and between local government and transport authorities. We convene the disparate parts of the market to help innovators navigate the complexity of doing business, creating new commercial opportunities and improving productivity, socio-economic and environmental benefits for places.

Vision

The Connected Places Catapult is driven by the vision that connection is what drives innovation in placemaking: connected citizens, communities, public and private stakeholders; connected infrastructures and systems; connected data and information; connected languages and standards.

The exponential evolution of digital technology – from smart to IoT – is delivering the tools to create these truly and comprehensively connected places fit for the future wellbeing of people, the environment, as well as infrastructure and economies.

It is our role at the Connected Places Catapult to help bring all the actors to the table, and to help them discover the opportunities and urgencies that together we can collectively manifest for the good of ourselves, those around us, and all those on to whom we will pass the future

For the UK to lead the world in creating cities, towns and places which thrive on their ability to connect people to resources, opportunities, ideas and each other. Where the smooth flow of people, goods, transportation and services, drives economic success, productivity and wellbeing.

Mission

Our mission is to help British businesses address the grand challenges of today in order to create connected places, fit for the future.

Approach

This Invitation to Tender (ITT) is being issued as part of the procurement for the provision of On-site Coffee Machines and Service Plan (referred to hereafter as the Services) to be provided to Connected Places Catapult (CPC).

The objective of this ITT is to provide sufficient information for Tenderers to:

- Understand CPC requirements and proposed procurement approach;
- Understand the scope and nature of the Service that they will be contracted to provide;
- Assess their ability in bidding to provide this service;

- Provide agreement and/or feedback on proposed approach to the management and governance of this service;
- Provide agreement and/or feedback on proposed contractual terms and commercial approach; and
- Develop and price a proposed solution based on current available information in the format specified.

Tenderers' compliance with the requirements and submission in the required format will enable CPC to carry out a fair and thorough evaluation of the responses. Please see section 2 for details of the instructions. Failure to comply with these instructions will invalidate the Tenderers submission.

Each Tenderer must perform its own appraisal of all information and data provided by CPC in this ITT. The Service that form the basis of this document have been documented to the best of CPC's knowledge and are not warranted.

You are deemed to fully understand the procurement process CPC is required to follow under relevant (European and UK) legislation, particularly in relation to the Public Contract Regulations (PCR 2015)

SECTION 2 – TENDER PROCESS AND INSTRUCTIONS

2.1 This ITT comprises of the following three (3) stages:

- **Stage 1 : General Due Diligence**

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

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

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

- **Stage 2: Evaluation Criteria**

All Tenderers successfully passing **all** Stage 1 criteria, will be evaluated and scored against the predefined and advertised Stage 2 Evaluation Criteria at **Section 4.2** including the Offer Worksheet provided as a separate Excel attachment on the ProContract system.

Please ensure you include required documentation within your response to the Stage 2 response, (as detailed in Section 4.2). Any missing submissions 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.

• Stage 3 : Interviews

The Catapult reserve the right to carry out a selection interview. It is anticipated that only the top **three (3) highest scoring companies** (from the Stage 2 Evaluation) will be invited to participate in these interviews. The three highest scored Tenderers from the Stage 2 Evaluation criteria, will be evaluated and scored against the pre-defined and advertised Stage 3 Evaluation Criteria at **Section 4.3**.

2.2 Tender timetable

Activity	Date
ITT issue ITT issued on-line	02/03/2020
Receipt of Tenderers proposals CPC to receive responses to this ITT.	23/03/2020 12:00hrs
Evaluation of Stage 1 & Stage 2 responses as appropriate	25/03/2020
Announcement of the three Tenderers selected to Present. (Stage 3)	27/03/2020
Tenderer presentations	Week commencing 30 th March.
Communication of the results of the evaluation process to all Tenderers	08/04/2020
Preferred Supplier appointed	10/04/2020
Contract commences (with Tenderers fully accountable for ongoing service)	01/05/2020
Contract Period	Three years

SECTION 3 - TENDER SUBMISSION

3.1 Tender Submission

Tenderers must submit **all parts of the required information for their Proposal via the CPC e-tendering portal Proactis**. All tender documents must be written in English, use a font no smaller than 10pt Arial and be limited to a maximum of 10 pages (not including relevant appendixes)

All submissions must be received by 12:00:00 hrs on 23/03/2020. Submissions received after this date/time will not be evaluated. Submissions which do not contain ALL the required information, or which are submitted elsewhere, will be deemed non-compliant and therefore rejected. Responses will not be opened until the closing time and date for receipt of tenders.

Please ensure you submit the following documents:

1. Completed response to the evaluation Criteria given in **section 4.2**.
2. Completed Offer worksheet (**Appendix 2**)

3. (If Required) Completed Conflicts of Interest Form (**Appendix 3**)
4. Completed Tender Declaration Form (**Appendix 4**)
5. Completed No Collusion Form (**Appendix 5**)
6. Completed **General Due Diligence Questionnaire (To be completed directly on Proactis Procurement Portal)**

3.2 Tenderer enquiries and clarifications

Clarification questions regarding this request for interested parties can be submitted via the Proactis portal at any time. Answers to all clarification questions will be published at the earliest opportunity and will be issued to all entities who have expressed an interest in this process.

Any approaches to other members of staff, direct or otherwise in direct relation to this tender will result in exclusion from this process.

3.3 Tenderer responses

Tenderers are invited to respond to this ITT by submitting a detailed bid that addresses all the requirements set out in this document, and associated Annexes. Please ensure that all responses are completed in full, and in the format requested. Failure to do so will result in your submission being disqualified.

Each response should be submitted in the name of the Tenderer who will be entering into any resultant contract with CPC, in the case of consortia this should be the Prime contractor. The bid must apply from the closing date for ITT bid submission and be valid for a period of twelve months. CPC may require the Tenderer to extend the validity of its bid at any time prior to the contract award.

Tenderers are to complete the response documents on the basis that CPC has no prior knowledge of your organisation. Supplementary documentation may be submitted 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.

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 its submission. 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; or
- include any marketing material with your submission.

Tenderers may not modify their tender after the deadline. Tenderers may withdraw their tender at any time prior to accepting notification of the award by sending a notification to CPC via the Proactis Messaging system.

3.4 Post-Submission Clarifications

During the evaluation period for responses, the CPC reserves the right to seek further information from the Tenderers to assist in its consideration of the tenders; this may take the form of post-submission clarification meetings or written clarifications. This does not create an obligation for CPC to have to make such requests.

SECTION 4 – TENDER EVALUATION

4.1 Stage 1 evaluation - Due Diligence and Quality Criteria

The General Due Diligence questionnaire will be reviewed initially. Tenderers that cannot meet the mandatory or compliance requirements will not proceed further in the evaluation. The evaluation criteria is given in the table titled “*General Due Diligence Criteria*” below.

General Due Diligence Criteria (both questionnaires to be completed directly on the ProContract website as per the list given in section 3.1 of this document).

Tender Section (including name of questionnaire or document to be completed)	Evaluation Sub Criteria	Characteristics	Marks Available
“General Due Diligence Questionnaire” Questionnaire to be completed on the procurement portal in full prior to submission of your tender	1.1.1.1 to 1.1.1.2 Economic & Financial Standing	Tenderers who do not self-certify to being able to supply information requested will be excluded from the procurement	Pass/Fail
	1.2.1 to 1.2.6 Requirements under Modern Slavery Act 2015	Tenderers who do not self-certify to being compliant with the requirements of the Modern Slavery Act 2015 will be excluded from the procurement	Pass/Fail
	2.1.1 Insurance	Completion of questionnaire. Tenderers are to meet insurance requirements at present or commit to meet before award of contract. Tenderers who do self-certify the current possession or ability to meet these requirements will be excluded from the procurement	Pass/Fail

	2.2.1 to 2.2.5 Compliance with Equality Legislation	Tenderers who do not self-certify to being compliant with relevant legislation or have convictions regarding compliance or have previous convictions but have not demonstrated appropriate remedial action will be excluded from the procurement.	Pass/Fail
	2.3.1.1 to 2.3.3.3 Health & Safety, Environmental and Quality Management Standards	Tenderers who do not confirm holding relevant accreditation or self-certify to being compliant with current legislation requirements and possessing a system of management will be excluded from the procurement	Pass/Fail
<p>"General Due Diligence Questionnaire"</p> <p>Form to be downloaded, completed in full and reuploaded back to the procurement portal prior to your submission</p>	3.1 Declaration	<p>Tenderers who do not include a signed and completed Tender Declaration Form will be excluded from the procurement</p>	Pass/Fail
<p>"General Due Diligence Questionnaire"</p> <p>Form to be downloaded, completed in full and reuploaded back to the procurement portal prior to your submission</p>	4.1 No Collusion Form	<p>Tenderers who do not include a signed and completed No Collusion Form will be excluded from the procurement</p>	Pass/Fail

Those tenders passing all the General Due Diligence criteria will then progress to the Assessment of Technical Proposals (Stage 2). The evaluation criteria for this section is given below. Tenderers must structure their response in accordance with the headings given below.

4.2 Stage 2 Evaluation – Assessment of technical proposals

CRITERIA	WEIGHTING	SUB-CRITERIA	SUB-CRITERIA WEIGHTING	DEMONSTRATED BY
QUALITY	50%	Confirmation of ability for proposed machine to deliver the required drink options	Pass/Fail	Explanation and demonstration of ability to deliver the required drink options.
		Installation and Mobilisation Plan	50%	Detail and explanation of the proposed plan for installation of the new machines ensuring there is no disruption to the use of coffee machines for the staff of CPC.
		Maintenance and Repairs Service	50%	Explanation of the proposed maintenance plan including frequency and all items included in the maintenance of the machines.
COST	30%	n/a	n/a	<p>Explanation of</p> <p>Price submitted for the total three year contract rates within Appendix 2 by tenderer.</p> <p>This consists of the costs of leasing the machines, service, maintenance and coffee beans if included.</p> <p>The lowest cost tenderer shall receive the full 30% and all other scores shall be allocated according to their difference from the lowest price, using the formula. $30\% \times [\text{lowest price of all Tenderers/tendered price.}]$</p> <p>NOTE: We require pricing that is clearly defined and free from caveat. CPC are seeking innovative and efficient pricing arrangements that achieve maximum effective outputs and best value for</p>

				<p>money for the equipment proposed</p> <p>Prices stated in the offer should be the total chargeable fees and be inclusive of all costs & expenses.</p> <p>Your tender should remain open for acceptance for 30 calendar days from date of receipt by the CPC. A tender validity for a shorter period may be rejected.</p> <p>Where the overall tendered amount appears to be abnormally low, the tenderer will be required to provide further written details of the constituent elements of the overall tendered amount or the tendered rates or any other information considered to be relevant.</p> <p>Any failure to provide such information, where requested, may exclude the tender from further consideration. If, having considered the information provided, the Catapult is of the view that either the tendered total of the prices is abnormally low or any tendered amounts are abnormally low, the tender may be rejected.</p>
PRESENTATION	20%	Ease of use and cleaning of machines	50%	Demonstration of the ease of use and cleaning of the machines
		Ongoing service of machines	50%	Explanation and detail on the level of service available for both sites including call out times and fault to fix times.

The qualitative and presentation criteria will be scored between 0 and 5 in line with the below table and then percentage weighting applied. This will result in a maximum score out of 100%.

Stage 2 & 3 Evaluation scheme Marking Scheme		
Score	Quality	Assessment
0	Unanswered or totally inadequate response	No evidence provided that the Tenderer meets the requirement. No confidence that the Suppliers can meet the requirement.
1	Poor response	Very limited evidence provided that supports that the Supplier meets little of the requirement with major concerns that leads to the conclusion of a low level of confidence that the Supplier can meet the requirement.
2	Minimal response	Some evidence provided that supports that the Supplier meets some of the requirement with minor concerns that leads to the conclusion of a low to mid level of confidence that the Supplier can meet the requirement.
3	Reasonable response	Evidence provided that supports that the Supplier meets most of the requirement with minor concerns that leads to the conclusion of a mid level of confidence that the Tenderer can meet the requirement.
4	Good response	Evidence provided that supports that the Supplier meets the entire requirement that leads to the conclusion of a mid to high level of confidence that the Supplier can meet the requirement.
5	Excellent response	Comprehensive evidence provided that supports that the Supplier meets all of the requirement that leads to the conclusion of a high level of confidence that the Tenderer has the required skills, experience or resources required.

4.3 Stage 3 Evaluation - Presentation

The three highest scoring Tenderers will be invited to make a presentation to introduce their company and present their response to the criteria detailed below. We commend that potential participants diarise this date as soon as possible as an alternative date may not be available. The presentations are expected to take place at 1 Sekforde Street, London, EC1R 0BE.

CPC will provide guidance where it considers it appropriate to do so to each Tenderer ahead of this presentation as to any specific queries or issues to be covered in respect of that specific Tenderers proposal.

For now, Tenderers should assume a one-hour slot, with formal presentations for around fifteen minutes followed by questions and answers.

Marks will be allocated for the presentation stage using the following criteria:

Stage 3 criteria: Presentation		Maximum score available
1	Ease of use and cleaning of machines: Demonstration of the ease of use and cleaning of the machines	50%
2	Ongoing service of machines Explanation and detail on the level of service available for both sites including call out times and fault to fix times.	50%

Following the completion of the presentation stage, the **Tenderer who has been awarded the highest total number of marks from Stages 2 and 3 will be nominated as the Preferred Supplier and awarded a three-year contract.**

4.4 Feedback

CPC expects a high volume of responses to this tender. Feedback will be provided to unsuccessful Tenderers and will include a summary of the successful Tenderers score; the Tenderers score and brief comments on strengths and weaknesses of the response.

SECTION 5 – ADDITIONAL INFORMATION

Right to Cancel

Connected Places Catapult reserves the right to terminate the tender process. This ITT does not represent a commitment to enter into any contract.

Right not to award a contract

Connected Places Catapult reserves the right to reject all tenders if none, in its opinion, adequately satisfies the requirements, or if Connected Places Catapult's circumstances change. In such circumstances Connected Places Catapult may subsequently issue another ITT.

Right to amend tender documents

At any time prior to the deadline for receipt, CPC may amend the tender documents. Any such amendment will be notified in writing and CPC may, at its discretion, extend the deadline for receipt.

Pricing

Tenderers shall bear all costs associated with the preparation and submission of their tender and CPC shall not be responsible or liable for any costs or expenses regardless of the outcome of the procurement process.

Confidentiality

All communications issued by Connected Places Catapult to Tenderers must be treated as strictly confidential. Tenderers shall not release details of such communications other than on an "In Confidence" basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their tender. Under no circumstances may Tenderers release any information concerning such communications for publication in the press or on

radio, television, screen or any other medium. The content of the tender and the details of the evaluation of the proposals will remain confidential to Connected Places Catapult and its advisors who will comply with all relevant legislation. Should Tenderers wish that any information supplied by them as part of this process not be disclosed because of its commercial sensitivity or confidentiality or otherwise, they must, when providing this information, clearly identify the specific information they do not wish to be disclosed and clearly specify the reasons for its sensitivity.

Please note that it is not sufficient to include a statement of confidentiality encompassing all the information provided in the response.


Legal Information

This documentation and the information contained within it are the property of the CPC; all rights, including intellectual property rights, are reserved.

CPC shall observe all its obligations under any data protection legislation from time to time in force in the UK including the General Data Protection Regulation and the Data Protection Act 2018.

Appendix 1: Requirements

	London	Milton Keynes
Number of machines	2	3
Machines being replaced	JURA GIGA X3	Thermoplan B&W4 Compact CTM2 + RS
Estimated number of drinks per machine per day	75	75
Water input	Manually topped up internal water tank	Mainline water fed
	BAR pressure needs to be between 2 and 4 bars for machine to work.	
Coffee beans input	2 inputs, 1 for normal coffee beans and 1 for decaf coffee beans	
List of drinks to be offered by each machine	<ul style="list-style-type: none"> - Espresso - Americano - Flat White - Latte - Cappuccino - Latte Macchiato 	
Powered or standard milk	Standard Milk, internal chilled unit required	
Method of cleaning	Preference for machines with self cleaning option which company staff can easily set to clean at end/start of the day. However, recommendations welcomed.	
Deep cleaning, service and maintenance plan	Options to be recommended by supplier for optimum performance and longevity of machines	

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Appendix 2: PRICING SCHEDULE

Pricing schedule is separate Excel document to be completed and submitted by the Tenderer

Appendix 3: Conflicts of Interest Form

We require that any potential actual or perceived conflicts of interest in respect of this mandate are identified as part of the tender and that Tenderers outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these Services.

Organisation Name		
Type of conflict	Details	Proposed mitigation

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Appendix 4: Tender Declaration Form

Contract Title: Provision of on-site office coffee machines and service plan

Contract Reference : PRO-2020-294

I/We hereby offer to supply and deliver the services specified in the foregoing schedule, all in accordance with Connected Places Catapult (the Catapult) General Conditions of Contract and to the entire satisfaction of the Catapult or its authorised representative.

I/We accept the terms and conditions of the Contract set out in the Invitation to Tender, to which this tender is my/our response and I/we undertake to perform any contract awarded as a result of this Tender in strict conformity with those terms and conditions.

I/We understand that my/our responses to the questions posed in this Invitation To Tender, including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and the Catapult.

I/We hereby certify that no alteration, amendment nor qualification to the Invitation To Tender document as issued has been made other than as stipulated in our proposal.

I/we hereby agree to the pricing contained in the Offer Worksheet within this tender submission remaining valid until sixty (60) days after the published submission deadline date and time for receipt of tenders.

I/We understand that you are not bound to accept the lowest or any Tender you may receive.

I/We understand that the Catapult may reject my submission if there is a failure to provide all relevant information or if I provide false or misleading information.

I/we confirm that if our Tender is accepted we will, if required, upon demand sign a formal contract

I/We have provided a full list of all appendices used to identify additional information in our response.


I/We also declare that there is no conflict of interest in relation to the Catapult's requirements.

Registered /Legal Name of the Organisation, including any trading name:	
Registered Company Address	
Telephone Number:	
E-mail Address	
Company Registration No:	
Country of Registration:	
VAT Number:	
Signed:	
Print name:	
Position in company:	

(e.g. Director, Partner, Principal, Company Secretary)	
For and on behalf of: (i.e. organisation's name)	
Date:	

Digital signatures are **not** acceptable.

Unsigned submissions will be regarded as a non-compliant application and may therefore be rejected.

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Appendix 5 No collusion certificate

NO COLLUSION CERTIFICATE

Contract Title: Provision of on-site office coffee machines and service plan

Contract Reference : PRO-2020-294

The essence of selective tendering is that Connected Places Catapult ("the Catapult") shall receive bona fide competitive tenders from all organisations tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that we have not done and I/we undertake that I/we will not do at any time before the returnable date for this tender any of the following acts:-

- (a) Communicating to any person the amount or approximate amount of the tender herewith submitted;
- (b) Entering into any agreement or arrangement with any person that he /she shall refrain from tendering or as to the amount of any tender to be submitted; and
- (c) Offering or paying or giving or agreeing to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.


In this certificate, the word "person" includes any persons and any body or association, corporate or incorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, whether legally binding or not.

I/We acknowledge that the Catapult will be entitled to cancel the Contract and to recover from me/us the amount of any loss resulting from such cancellation if I/we or our representatives (whether with our without my/our knowledge) shall have practiced collusion in tendering for this Contract or any other Contract with the Catapult or shall employ any corrupt or illegal practices either in the obtaining or execution of this Contract or any other Contract with the the Catapult.

Signed:	
Print name:	
Position in company: (e.g. Director, Partner, Principal, Company Secretary)	
For and on behalf of: (i.e. organisation's name)	
Dated:	

Digital signatures are **not** acceptable.

Unsigned submissions will be regarded as a non-compliant application and may therefore be rejected.

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Appendix 6 – Catapult Terms & Conditions of contract

Please see separate document