

Invitation to tender for Research Consultancy

Ordnance Survey tender reference: R&I/01

Restricted – commercial

Responsibility for this document

Julia Painter, Manager of Procurement & Supplies is responsible for the content of this document.

Change history

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Approval for issue

Manager of Procurement & Supplies

Deborah Bishop, Team Leader Procurement.

Trade Marks

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1 Introduction

Ordnance Survey (us, we, our), the national mapping agency of Great Britain, is responsible for maintaining the national mapping archive. We are widely regarded as the world leader in our field, and are responsible for the surveying, production, maintenance and marketing of a wide range of digital and graphic map-based products and other geographical information for business, leisure, education and administrative use.

We are a government department and Executive Agency, headed by the Director General/Chief Executive, responsible to the Secretary of State for the Office of the Deputy Prime Minister.

Our headquarters are in Southampton, where approximately 1 200 staff are employed in various disciplines such as cartography, reprographic, sales and marketing and general administration. A further 500 surveying and support staff are based throughout Great Britain, working from a network of regional offices.

We are re-engineering our business, equipping ourselves for the new economy. E-strategy will form the core of our activities, producing a market-led business that is recognised within the industry as being proactive, driven by customers and users.

Further information on Ordnance Survey can be found on our web site
<http://www.ordnancesurvey.co.uk>

2 Background

This document sets out our requirements for individuals and organisations to submit an application to provide research consultancy to Research & Innovation at Ordnance Survey.

Ordnance Survey does not have all of the skills and knowledge to support and respond quickly to every research project required for our rapidly changing business. We therefore need to identify Universities, Research Institutes, National Mapping Agencies and commercial organisations with the required areas of skills, specialisms and knowledge that are willing to work with us to research topics that will our future product development .

We want to develop contracts with a number of suppliers to provide research consultancy for a wide range of specialisms relating to OS technical business developments. A list of these specialisms can be found at Appendix 1 (Specialist skills list).

These contracts will form the base for the development of research projects which will be awarded on an individual basis over the life of the contract.

3 Requirements

4.1 You are required to complete the on-line Application Form to provide:

a) Organisation/Business Information

b) Range of Specialisms

- c) Qualification/CV(s)
- d) Evidence of Relevant Projects
- e) Cost rates.

The on-line form can be found at:

<http://www.ordnancesurvey.co.uk/oswebsite/jsp/education/higher/skillsdatabase.jsp>

4 Period of contract

The contract period will be for a period of 5 years from the date of signing of the Contract.

5 Variation orders

Any changes required to the contract during its duration will be notified and agreed with the supplier in writing by means of a variation order (VO) issued by Procurement section. Any variation that could substantially change or alter the terms or spirit of the contract would be properly discussed prior to any change. This would be agreed with the supplier, who would then be notified of the change.

6 Payment terms/invoicing

The payment procedures within this contract must be compatible with our existing arrangements. Our normal payment terms for invoices are within 30 days of acceptance of delivered and/or installed goods, or from receipt of a valid invoice, whichever is the later. However, if the tenderer can offer more favourable terms, including prompt payment discounts, we would welcome details. Please note that:

- VAT – value added tax (where applicable) must be shown on each invoice as a strictly net charge.
- Invoices should only be submitted to the invoice address detailed on the official requisition. This is normally Suppliers Accounts, room C318 at Ordnance Survey, Southampton.
- Wherever possible we use the Banks Automated Clearing System (BACS) to make payments to our suppliers. Please provide your banking details and fax number(s) with your application form.
- Invoices and statements must clearly show the following information:
 - contract/purchase order number;
 - brief description of supplied goods/services and their code;
 - standard price, less percentage discount, if applicable, and net cost; and
 - only original invoices are to be submitted for payment; photocopies are not acceptable.

- Discounts offered for prompt payment must be compliant with HM Customs and Excise regulations. If a tenderer offers a prompt payment discount, VAT must be based on the discounted amount, even if we do not take up the offer. Invoices must include terms of, and amount of, discount, with the VAT calculated on the discounted amount.

7 Liquidated damages

For poor or late delivery, we reserve the right to obtain supplies from a third party and charge any difference in costs together with administration or loss of performance costs to the supplier. The amount of such charges will be agreed with the supplier prior to commencement of the contract and will be a genuine pre-estimate of loss.

8 Official Secrets Act

Personnel contracted to work in government departments are expected to sign the *Official Secrets Act*. A brief outline of the act and acceptance letters will be sent to the successful contractor(s).

9 Basic checks

We have been advised by Cabinet Office that a basic check should be conducted by contractors on our behalf for all staff coming onto site, and having access to our information. This consists of:

- establishment of identity by seeing original documentation (for example, birth certificate, passport); and
- taking up employment and/or educational (where relevant) references.

10 Quality assurance

We have adopted the European Foundation for Quality Management's (EFQM) excellence model for the basis of our quality management system. This brings together and builds on the results of initiatives such as the Charter Mark and Investor in People. We adhere strongly to the principles of total quality management, and service providers should demonstrate that they have adopted similar quality objectives.

11 Health and safety

The following is a mandatory requirement of the contract.

The service and each constituent part shall be provided by the supplier in compliance with all relevant health and safety legislation, regulations, codes of practice, guidance and other requirements from time to time.

In their tenders, the tenderer must confirm that they accept and will abide by this clause and must also indicate how this will be achieved.

Any items supplied must fully comply with all relevant and current health and safety legislation. The tenderer must supply confirmation to satisfy us that all items being offered conform to the relevant British and/or European Standard, and where appropriate provide certificates.

12 Instructions to tenderers

The tenderer is asked to note and conform to the following requirements regarding their application. The tenderer must:

- Provide three (3) copies of their application or return the application section of this document by e mail.
- Keep their application valid for at least 30 consecutive days after the tender closing date.
- Present their tender submission in a clear and concise format. Any information provided in corporate literature must be clearly referenced in the document.
- Tenderers must clearly identify, address and answer each of the requirements in their application lease note the following:
- We have the right to override any disputes in the interpretation of requirements within this document.

13 Conditions of contract

Any contract will be carried out in accordance with our *Research & Innovation Framework Agreement*, current version applicable at the time.

14 Award criteria

The contract will be awarded to the economically most advantageous application in terms of:

- quality;
- price;
- technical merit;
- aesthetic and functional characteristics; and
- innovative proposals over the life of the contract.

The above criteria are not listed in any order of importance and evaluation may not be limited to these areas.

15 Contacts

Please note that any requests for additional information/clarification should be addressed to the contractual contact indicated below. Tenderers must be aware that these requests and their associated responses will be circulated to all tenderers unless the enquiry is an innovative idea proposed by the tenderer or is of a commercial in confidence nature. Such information will be kept in confidence between us and the tenderer.

Tenderers requiring clarification of any points in this specification should address their enquiries to:

Contractual

Colin Drake

Senior Buyer

Phone: 023 8079 2321

Fax: 023 8079 2856

Email: research@ordnancesurvey.co.uk

Technical

Isabel Sargent

Research & Innovation

Phone: 023 8079 2867

Fax: 023 8030 5072

Email: research@ordnancesurvey.co.uk

16 Appendix 1

16.1 Specialist Skills List

3D and Height

Cartographic Expert Systems

Cognitive science

Cognitive psychology

Data Capture

Data Quality

Digital Photogrammetry

Earth observation by remote sensing

Education

Environmental

Environmental psychology

Feature extraction

Gazetteers

Generalisation

Geodesy

Geospatial database design

GIS

GIS applications (lakes)

GIS Market

GPS

HCI

Imagery

Interoperability
Land and Property
Land-based classification and ontologies
LIDAR
Mapping Design
Metadata
Photogrammetry
Programming
Raster
Remote sensing
Rendering
Satellite radar interferometry
Spatial analysis
Synthetic aperture radar
Temporal modelling
Topology
Transport & Routing
Urban & regional planning
Vector modelling
Visualisation
Web design
XML technologies