

Catalyst

Tender Documentation

Appointment of Consultants to provide Fundraising Services

Catalyst – trading name of Northern Ireland Science Park group of companies



Thank you for your interest in Catalyst.

This pack has been prepared to provide further information about our organisation and its role. Catalyst, which is the trading name of the Northern Ireland Science Park group of companies, arose from a package of economic initiatives which were part of the Good Friday Agreement. Today, it is one of Northern Ireland's major economic success stories.

Catalyst Vision Statement: Opportunity for all from world-leading innovation

Catalyst Mission: To make it easy for you to innovate

Catalyst is headquartered on a 25-acre site in Titanic Quarter, Belfast. We have facilities at our North West Regional Science Park, Derry/Londonderry, which is also the hub of a cross border economic initiative with Letterkenny Institute of Technology and Donegal County Council.

In total we have 2,700 entrepreneurs, engineers, researchers, and executives working across our locations. In total, Catalyst's programmes support the development and scaling of a wide group of 900 high tech entrepreneurs throughout Northern Ireland.

With the accelerating growth of new companies, we have ambitious plans to expand our Entrepreneur & Scaling and Open Innovation services as well as developing our physical infrastructure. Working with our partners, our objective is to build a strong innovation community focusing on clusters in the sectors where our region can have global competitive advantage.

We are on the threshold of an exciting future and together we aim to drive this momentum and work to deliver our shared vision of Northern Ireland leading the world in key sectors. I hope the information enclosed is helpful and encourages you to apply.

Supplemented by both financial and pro-bono support from the private sector and sponsors, our proven model invests the surpluses generated from our agile connected workspace and facilities. This provides the underwriting, necessary for the community-led development of our entrepreneurial innovation ecosystem that supports over 900 entrepreneurs per year.

An ambitious new strategy was approved by the Catalyst Board in 2022, targeting significant growth in Northern Ireland's Knowledge Economy and extending Catalyst's impact in new areas of value for our community. Following strong progress and extensive stakeholder analysis, the organisation is now focused on three pillars of growth:

- **Future Workspace**
- **Entrepreneurship & Scaling**
- **Open Innovation**

Our Values

We are a force for good, **bold** in our approach, with **integrity** at our core and **passionate** in everything we do.

Group Structure

Northern Ireland Science Park Foundation Limited is a company limited by guarantee and not having a share capital. It is the parent company of its wholly owned subsidiary Northern Ireland Science Park Holdings Ltd which in turn has two wholly owned subsidiaries:

- Northern Ireland Science Park Property Ltd,
- North West Regional Science Park Ltd.

Assignment

Funding support services

We have ambitious plans to expand our Entrepreneur & Scaling and Open Innovation services and we need support to both identify funding opportunities and also submit applications.

We need an individual or organisation

- To research & identify funding opportunities which could support both the Entrepreneurship & Scaling and Open Innovation pillars, including philanthropic opportunities
- To support preparation & submission of applications to a variety of funders, understanding the NI and UK wide policy framework

We propose to initially appoint a consultant on a 12-month contract.

Submissions should be returned by email by **12 noon Wednesday 15th March 2023**. The contract will be awarded following a meeting of the tender panel later that week and the successful tenderer will be expected to commence in early April.

In relation to services, successful firms will be required to give a fixed fee for the service invoiceable on a monthly basis.

Instructions for Submission of Quotations

1. Evaluation Criteria

Details must be provided of individual who will be assigned to carry out the assignments.

The evaluation criteria that will then be used in the award of this contract are:

1. Previous knowledge or relevant experience of working on similar/other assignments in the past for an organisation of Catalyst's nature and scale
2. Proposal for service delivery, understanding of the business, the requirements and methodology, timetable and
3. Total cost to include a fixed fee in relation to services.

Submissions should not be more than 5 pages in total.

The evaluation criteria that will be used in the award of this contract are:

Criteria	Weighting
Experience	60%
Methodology & Approach	20%
Value for money	20%

The cost of the assignment will not be more than £60,000 per annum part of which will be performance related.

2. Award of Contract

The contract will be awarded to the quotation that best meets the criteria identified and offers best value for money in respect of the evaluation criteria listed above. The panel is expected to meet on 16th March with the contract awarded shortly after.

3. Completions and Submission of Proposals

The proposal and accompanying documents must be completed and returned by email by **12 noon on Wednesday 15th March 2023** to philip.maguire@wearecatalyst.org.

4. Formal Contact

Firms/individuals seeking to clarify any points of doubt or difficulty relating to this documentation before submitting proposals should contact: philip.maguire@wearecatalyst.org before 12noon Friday 10th March 2023.

5. Completion and Submission of Tender Documentation

The documents must be completed as directed and returned via email as indicated in the Invitation to Tender criteria above.

- I. Late Tenders will not be considered by Catalyst.
- II. Tenders must be fully compliant with the requirements detailed in the tender documentation.
- III. All prices entered in the pricing schedule or other documents must be exclusive of VAT and in pounds sterling.
- IV. Tenders may be rejected if the required information is not given at the time of tendering.
- V. Catalyst reserves the right to cancel and/or withdraw from this competition at anytime.

6. Costs and Expenses

Tenderers will not be entitled to claim from Catalyst any costs or expenses which may be incurred in preparing their tender whether or not it is successful.

7. Period of validity

Tenderers are required to keep their tenders valid for acceptance for a period of ninety days from the closing date.

8. Confidentiality

Tenderers should treat the tender documents as private and confidential between the Tenderer and Catalyst. Tenderers should note that Catalyst shall use the tender documents for the purposes of evaluation.

9. Official Amendments

Should it be necessary for Catalyst to amend the tender documentation in any way, prior to receipt of tenders, all Tenderers will be notified simultaneously via email.

10. Canvassing

Any Tenderer who directly or indirectly canvasses any official of Catalyst concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official concerning the proposed or any other tender will be disqualified. This should not, however deter any supplier seeking clarification in relation to the tender.

11. Assumptions

Tenderers must not make assumptions that Catalyst has prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their response.

Forms and Certificates

Instructions

The following forms are contained in this section and must be completed in full to ensure your tender is valid;

- | | | |
|----|--|-------------------|
| a. | Form of Tender | (Sign and return) |
| b. | Certificate relating to Bona fide Tender | (Sign and return) |
| c. | VAT Registration | (Sign and return) |
| d. | Fair Employment and treatment
(Northern Ireland) Order 1998 | (Sign and return) |
| e. | Freedom of Information Statement | (Sign and return) |
| f. | Conflict of Interest Statement | (Sign and return) |

NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED

A. FORM OF TENDER

CONTRACT FOR: Catalyst – Fundraising service

1. I/We the undersigned hereby tender for the above contract in accordance with the Services Conditions of Contract and Specification at the prices quoted in the Schedule forming part of my/our tender response.
2. I/We agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us and Catalyst in relation to the whole or such part of the Tender as may be specified in your written acceptance.
3. I/We have read, accept and agree to abide by the attached Conditions of Contract which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract.
4. I/We understand that Catalyst does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
5. I/We understand Catalyst reserves the right to discontinue the award procedure at any time, in its sole discretion, and that Catalyst shall not be liable for the costs and expenses of any tenderer in connection with this competition.
6. I/We warrant that I/we have all the requisite corporate authority to sign this tender.

Dated this: _____

Signed by or on behalf of the
Tenderer: _____

Printed: _____

Name of Tenderer (Block Capitals): _____

Registered Address: (and company number where applicable)

NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED

B. CERTIFICATE RELATING TO BONA FIDE TENDER

1. The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person.
2. We also certify that we have not:
 - a) communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of this tender;
 - b) entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted and / or
 - c) offered or paid or given or agreed to pay or give any sum of money or valuable 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.
3. We undertake that we will not do any of the acts mentioned in paragraphs 2a, 2b or 2c above at any time before the acceptance or rejection of this tender.
4. In this certificate the word "person" includes any persons and any body or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Signed: _____

Block Capitals: for _____

and on behalf of: _____

Date: _____

NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED

C. VAT REGISTRATION

Part 1 or Part 2 and Part 3 to be completed as appropriate by the Tenderer and returned with Tender Documents:

1. My/Our VAT Registration Number is:

Signed by: _____

for and on behalf of: _____

Date: _____

2. We are **"EXEMPT"** from VAT under the terms of the Value Added Tax Act 1994.

Signed by: _____

for and on behalf of: _____

Date: _____

NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED

D. FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

1. Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64(4) also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or supplies or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. For the purposes of Articles 64-66 of the Order, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
3. Mindful of its obligations under the Order, Catalyst has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purpose of Articles 64-66 of the Order.
4. Contractors are therefore asked to complete and return the form endorsed hereon, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or supplies or services supplied by an unqualified person for the purposes of any contract with Catalyst to which Article 64 of the Order applies.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

I/We hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.

I/We undertake that no work shall be executed or supplies or services supplied by any unqualified person for the purposes of any contract with Catalyst to which Article 64 of the Order applies.

Signed by: _____

Duly authorised to sign for and on behalf of: _____

Date: _____

NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED

E. FREEDOM OF INFORMATION STATEMENT

With reference to Section 11 of the Instructions to Tenderers, please complete where appropriate.

I/We consider that:

- | | | |
|--|--------------------------|---------------|
| 1. The information in this tender is sensitive* | <input type="checkbox"/> | Sensitive |
| 2. The information in this tender is not sensitive*. | <input type="checkbox"/> | Not sensitive |

*Delete as appropriate

3. If the information supplied in this tender is considered sensitive, please state which information should not be disclosed and provide reasons.

4. Period for which information should remain commercially sensitive. Please state.

Signed: _____

Block Capitals: _____

for and on behalf of: _____

Date: _____

NORTHERN IRELAND SCIENCE PARK (HOLDINGS) LIMITED

F. CONFLICT OF INTEREST DECLARATION

With reference Instructions to Tenderers, please complete where appropriate.

I/We warrant that:

1. There **would be no** conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.
2. There **could be** a possible conflict or perceived conflict of interest in relation to [] and their involvement in this contract.
3. Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

***Enter name**

Signed: _____

Block Capitals: _____

for and on behalf of: _____

Date: _____