

To:

BERR ref:

ITT No:

Date:

Dear Sirs

INVITATION TO TENDER FOR A NATIONWIDE SURVEY AND REPORT INTO DOMESTIC AERIAL SYSTEM CONDITION, TO SUPPORT DIGITAL TELEVISION SWITCHOVER

- I. You are invited to submit a tender for the supply of a survey examining the above scenario. The overall objective of the work is to characterise the current population of household aerials

The survey should take the form of site visits to domestic properties across the UK by suitably qualified and accredited personnel to test the current reception capability against the known frequency plan for switchover. The exercise should include a measurement campaign to determine the actual in-situ received DVB signal and should cover the UK mainland and contain a sufficient number of visits to allow a UK wide picture of readiness to be estimated.

BERR is also interested in obtaining a report giving an analysis and recommendations of how the future introduction of DVB-T2 will impact the domestic consumer and if there are any technical issues migrating from DVB to DVB-T2 on a national basis. Should you be interested this may be included as a costed option, but BERR reserves the right not to take this option forward at this time.

The survey should include:

- A survey of domestic TV aerial installations, both internal (loft, not set top) and external for the household's main TV set. The survey should note the standard of the installation, length of any aerial cables, height of the aerial above ground level, whether indoor or outdoor installation.

- The parameters to be recorded include: – system gain for each channel receivable measured at wall plate; measured wall plate carrier to noise (main set and principal secondary set); predicted (or measured) current analogue field strength gain margin at 10m; predicted (or measured) current digital field strength gain margin at 10m; presence of splitter, head amplifier and/or distribution amplifier; aerial type and location; aerial banded or wide-band; estimate of age; estimate of whether professional or DIY installation.
- What is the aerial used for in the household? – main set, principal secondary set
- What is the main source for the main and principal secondary set– Satellite, cable , analogue terrestrial, digital terrestrial,
- How does aerial quality vary with current availability of DTT signal and predicted or measured in air gain margin?
- The survey shall make technical measurements of the digital TV signal environment. These measurements must include the received, in-band, TV signal power and polarisation at the property making particular note of signals received from TV transmitters other than the primary one for the location across the required bandwidth. The signal measurements shall be done at the internal wall-plate and in-situ for indoor aerials.

- The survey must cover 4 geographical area types

The survey should give results for the range of gain margin conditions and should cover both areas with existing DTT (pre switchover) and analogue only coverage

- Inner City (must be inner London)
 - Coverage breathing margin/overlap areas
 - Rural near to a TV transmission mast
 - Rural distant from a TV transmission mast
- The survey should include sufficient samples within each geographical area to allow a national picture to be developed, in the order of 75 households per geographical area type.

Deliverables

- A report to BERR giving a review of the current readiness of the UK domestic installed base of aerials for the switch from analogue to DVB-T transmissions only highlighting any issues encountered. The report should include recommendations to BERR on how to address these issues including through improved advice to consumers and to aerial installers. The report should include analysis of measured aerial system gain against predicted or measured in-air gain margin, differentiating between areas with and without existing DTT coverage

- A technical report detailing the measurement results at each sample location. The technical report to be delivered in electronic format including data logger files from the measurement campaign.
2. The following documents are attached to this invitation and provide details of the requirement:
 - The specification
 - DTI standard terms and conditions of contract (PF31)
 - Instructions to tenderers (PF35)
 3. You are required to complete and return the following items:
 - Price and delivery schedule (PF36)
 - A formal declaration of your offer (PF37)
 - Statement of non-collusion (PF38)
 - Annex A to the Instructions to Tenderers (if applicable)
 - Supplier Information Form (APIa)
 4. In addition to your proposals, the tender must also include:
 - an executive summary outlining your approach to the requirement;
 - an outline of your organisation's history; its corporate structure; and the range of services it provides;
 - the names, role, experience (particularly of the operation of Government) and qualifications of those who will be involved in providing the service;
 - previous experience in providing services in this area;
 - demonstration of your understanding of the requirement, setting out an approach to all aspects of the requirement and specifying the resources to be used;
 - a copy of the most recent audited accounts that cover the last 2 years of trading or for the period that is available if trading for less than 2 years. If these accounts are over 6 months old then a copy of the Year To Date internal management accounts providing the trading profit and loss balance sheet should also be provided;

and

- details of 2 referees from customers, within both the public and private sectors where available, to whom you have supplied goods/services of a similar nature during the last 12 months.

The data gathered in this study may be the subject of further analysis under a separate contract. Bidders should make allowance for providing support for such further analysis during the period of this study.

5. The Department may, from time to time, request management information from its contractors which will include, but will not be limited to, information concerning contractor compliance with:

- The Disability Discrimination Act 1995 as amended by the Disability Discrimination Act 2005, and
- The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000

6. You must return your tender, together with the completed DTI documents requested above and copies of your organisation's Public Liability insurance policy, Employer's Liability insurance policy and your certificate of insurance under the Employers' Liability (Compulsory Insurance) Regulations (SI 1998 No. 2573), using the enclosed pre-addressed return labels. These must be used on all correspondence you submit. Please do not mark your tender package(s) in any other way.

7. You are instructed to provide 1 priced copies and 2 unpriced copies of your tender and all documents (one priced set should be clearly marked "original") to:

By 16:00 on Friday 19 December 2008

to whom all enquiries concerning this invitation to tender should also be addressed.

8. Tenders may not be considered if the complete information called for is not given at the time of tendering.
9. If you do not wish to submit a tender, you are required to return the attached documents marked "No Tender" to the person named above. If you are willing to state your reasons, it will be appreciated, though you are of course under no obligation to do so.
10. You are encouraged to be innovative in your thinking when preparing your bid and to provide any suggestions and solutions that may provide a more cost efficient and value for money solution. Any such proposal which alters the

requirements of the specification must be in the form of a variant bid, must be clearly marked “variant bid”, and must be submitted at the same time as the fully compliant bid requested in this letter

11. In order to maintain transparency and equality all questions, unless commercially confidential, asked by, and answers given to, individual bidders will be recorded and circulated in an anonymised form to all bidders. The deadline for final questions will be 15 December 2008 to enable bidders to consider any additional information before finalizing their proposals.
12. Would you please confirm, by return, the name, address and telephone number of your designated contact for this tender.
13. Finally, where our contracts relate to consultancy requirements, the BERR fully supports the guidance, issued jointly by the Office of Government Commerce, the Management Consultancies Association and the Institute of Management Consultancy, entitled “Delivering Value From Consultancy”. Where relevant to the requirements of the contract, therefore, the Department expects its suppliers to be familiar with, and to carry out their contractual responsibilities in the spirit of this guidance. Copies of this publication can be obtained from the Office of Government Commerce website: www.ogc.gov.uk.

Yours faithfully

Simon Hicks
for the Secretary of State for Business, Enterprise and Regulatory Reform