**OFFICIAL SENSITIVE**



**Home Office: Commercial Team**

**Request to quote for the supply of a motorised multi-functional scent carousel on behalf of the Home Office and Border Force Dog Unit jointly and severally referred to hereafter as the ‘Authority’**

Dear Sirs,

**INVITATION TO QUOTE**

**The Authority respectfully invites you to quote for the supply of a motorised multi-functional scent carousel to be used for training Border Force detection dogs as detailed in the specification.**

**In accepting receipt of this Request for Quote, you are providing your consent and assurance that the whole content of this Request for Quote including any Annexes shall be treated as OFFICIAL SENSITIVE, to be handled or disseminated in accordance with UK Government Security Classifications Policy,** **GDPR and/or Public Sector Procurement Regulations as amended from time to time. A copy of (UK) Government Security Classifications, Quick Read version (June 2023) for reference to the limitations imposed on handling OFFICIAL SENSITIVE documentation is available here:** [Government Security Classifications Policy Quick Read.docx (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1166147/Government_Security_Classifications_Policy_Quick_Read.pdf)

**Regardless of whether you respond to the Request for Quote or choose not to participate further, destruction of any copies of the whole of the content of this Request for Quote should be made when you have either completed your involvement in the Request for Quote process or determined you do not wish to participate.**

# BACKGROUND TO THIS REQUIREMENT:

## The Border Force National Dog Team has been tasked to train dogs in the detection of New Synthetic Opiods (NSOs) as this is a business strategic priority.

## The training of dogs is in preparation and response to the expected increase in the importation/detection of these drugs at the border.

## 

# THE REQUIREMENT

## The Border Force National Dog Team requires the manufacture and supply of training apparatus for the benefit of developing the operational search capability of the department’s Detector Dogs.

## Consisting of a 3 – 4m diameter stainless steel motorised scent carousel with variable speed set by remote control.

## To feature arms capable of holding removable 0.7L containers. Exact specification of removable containers available on request.

## Ability to replicate a motorised baggage belt such as found in airports and hold full sized suitcases with ample room for dogs to search around the luggage

## Ability to also replicate the sorting facilities of a postal depot, including the provision of stainless steel boxes able to contain parcels as typically found in sorting facilities.

# PAYMENT and INVOICING

## Payment can only be made following satisfactory delivery of pre-agreed certified products in accordance with the invoicing and payment terms defined within the draft and final issued Government Short Form Contract, shown for information purposes at Annex 1 of this Request to Quote.

## Invoices will only be accepted in GBP currency and must contain the itemised information detailed in the Payment section of the Government Short Form Contract before any acceptance or payment for services can be entertained.

## Payment will be in accordance with published UK Government policy and processes for prompt payment, subject to the supplier issue and Authority acceptance of appropriately detailed invoices.

# RESPONDING TO THIS REQUEST FOR QUOTE:

## This response to this Request for Quote comprises two parts:

## **RESPONSE, PART ONE:**

## Part One: This is comprised of 5 mandatory questions that you must answer. Responses must be given to all questions in a succinct format. The Authority reserves the right to seek clarity from Bidders on their response. You must not include by embedding or hyperlinking, brochures or documentary evidence, unless it has specifically been requested because it will not be considered. Any responses made using more than word-count requests will have the excess content ignored after the maximum number of words has been reached.

## **RESPONSE, PART TWO:** Contains the financial questions pertinent to your offer. Any additional costs relating to the supply of the Products must be included in response to the last question.

# GENERAL REQUIREMENTS & PROCESS RELATING TO THIS REQUEST FOR QUOTE:

## Please save both the document in PDF format before you attach and return for consideration.

## The response must be returned to:

## [borderforceNDT@homeoffice.gov.uk](mailto:TOBECONFIRMED@homeoffice.gov.uk)

## cc. BorderForceProcurementTeam@homeoffice.gov.uk

## The Deadline Date for submission of completed Request for Quotes shall be no later than **23:59hrs GMT, 13th September 2024**. No quote submissions can be considered if received after this date and time.

## Please do not leave your quote submission until the last minute. Submitted quotes will be proofed as received by the above quote administrator using the time stamp received in their inbox.

## You should make yourself aware of the UK Government Standard Short-form Contract Terms and Conditions, copy shown at Annex 1, that will be accepted as the basis of any Contract arrangement resulting from this Request for Quote. The Annex copy provided will be the same as eventually issued for final proofing between the contracting Parties. DO NOT MAKE ANY WRITTEN AMENDMENTS OR CHANGES TO THE ATTACHED CONTRACT.

## There is no need to return the UK Government Short-form Contract or a completed Data Protection Impact Assessment (DPIA) v.2 with your completed quote submission. These documents are provided by way of information only at this stage and will be completed as part of the official order process between the Authority and any Supplier that might be award the Contract.

## Issuing this Request for Quote does not infer or imply that the Authority will issue any subsequent Contract. The Authority makes no commitment or obligation to purchase or supply until the Contract is duly signed and exchanged between the Authority and Supplier.

## Clarification Questions can be sent **provided these are received up to and no later than 23:59hrs GMT, 6th September 2024** to:

## [borderforceNDT@homeoffice.gov.uk](mailto:TOBECONFIRMED@homeoffice.gov.uk)

## cc. BorderForceProcurementTeam@homeoffice.gov.uk

## Clarification Questions will be responded to appropriately on the basis that the question and its respective answer shall be shared with all interested potential suppliers. The only exceptions to the normal rules of disclosure are those agreed by the Commercial Department of the Home Office where it is agreed by the latter that disclosure would breach a bona fide National Security or Trade Secret, Technical or Business Formula and/or Intended Quote Price confidentiality.

## The Authority will endeavour to respond to any clarifications within one (1) Working Days.

## Your Quote, offer is required to remain valid for no-less than 60-days.

## The final decision to accept the successful quote is based on Authority perceived overall value, not necessarily the lowest price.

## Regardless of whether it is the Supplier or the Authority asking for clarifications or further details to any aspect of this Request for Quote, such an approach must not develop into negotiation. Any successful attempt to vary the process could lead to disqualification of the Supplier or failure of the Request for Quote process.

## The Supplier shall prepare and submit their responses at their own cost. No claims for wasted or preparation costs recovery for the quoting party or their duly appointed representatives can be made in the event of quote failure by virtue of Supplier elimination or suspension and/or termination of the Request for Quote process.

## In the event of an Authority termination or suspension of this Request for Quote, the Authority shall confirm the termination or suspension and likely outcome if it feels the latter is beneficial to any Supplier.

## The Authority reserves the right to cancel the RFQ process and reject all responses to the Request for Quote at any time prior to award of Contract without incurring any liability to Suppliers in respect of the cost of preparing and submitting this Request for Quote.

## The Authority reserves the right to conduct credit and other personal and business-related checks on any participating Supplier and its officers or parent company. If conducted, such research can provide the basis of other informed questions or clarifications requests by the Authority to any quoting party, the extent of such research being limited to any public documents.

# RESPONSE DEADLINE

## **PLEASE NOTE:** the absolute deadline for acceptance of any supplier responses to this Invitation to Quote is **NO LATER THAN 23:59hrs GMT, 13th September 2024.**

# RESPONSE, PART ONE

|  |  |
| --- | --- |
| **Questions that the Authority needs to ask to help us ascertain your suitability as a supplier. None of these questions are scored but failure to answer any could lead to delays or discounting you as a** **possible supplier.** | **Write your response in this column paying attention to the underlined response required and word-counts.**  **Please do not leave a response blank, if you cannot provide what is asked for, state this as the case. Answers are not scored but are useful in helping the Authority build a picture of your capacity and cost.** |
| 1. Do you have experience of supplying dog scent training equipment to the public sector? | YES NO |
| 1. Do you have a quality management process, or ISO 9001 accreditation |  |
| 1. Please advise expected delivery time in terms of calendar days after contract award. |  |
| 1. Please attach a design of the proposed solution outlining how it meets the requirements. |  |

# RESPONSE, PART TWO

|  |  |
| --- | --- |
| **Questions regarding the financials of your offer** | |
| Description | Price |
| Scent Carousel Training Apparatus |  |
| Delivery |  |
| Warranty offered (if applicable) |  |
| Any other costs (please detail - including any peripherals offered) |  |

# ANNEX 1

**UK Government draft short-form contract for the purchase of Goods for information only:**

Please do not amend or overwrite any of the content within this example Contract. The Home Office Commercial Team will complete as necessary at the appropriate time with the Supplier.

