

To All Tenderers

14th December 2017

TENDER REFERENCE: 2017/0013

Invitation to Tender: Refurbishment to Cereal Transformation Area

Dear Sirs

1. Introduction

Rothamsted Research is a not-for-profit company with charitable status engaged in publicly funded scientific research into sustainable agriculture. Details of the mission and scientific goals can be found on the internet at www.rothamsted.ac.uk

Rothamsted Research invite tenders for the supply, commissioning and installation of controlled environment rooms and facilities as specified in our document pack.

Rothamsted Research would prefer to enter into a contract with one supplier. However, the company reserves the right to accept a tender in whole, or in part, and does not bind itself to accept the lowest, or any tender, submitted in response to this invitation.

Rothamsted Research will comply at all times with applicable EU Procurement Directives

Contained within this document pack:

1. Instructions to Tenderers
2. General Plan layout
3. Specification - Growth Rooms
4. Tender Pricing Schedule – Growth Rooms
5. Growth Room - Scorecard
6. Specification – Seed Storage Room
7. Tender Pricing Schedule – Seed Storage Room
8. Seed Storage Room - Scorecard
9. Specification – Tissue Culture Rooms
10. Tender Pricing Schedule – Tissue Culture Rooms
11. Tissue Culture Room - Scorecard
12. Supplier Appraisal Questionnaire
13. Tender Return Label
14. Rothamsted Standard terms and conditions of contract

It would be appreciated if you would kindly indicate if you intend to participate in this process by a confirmation email to rres.purchasing@rothamsted.ac.uk The email address provided will be the email address we will use throughout the process.

2. Submission of Tenders

The Tender shall be enclosed in a plain, sealed envelope signed by the tenderer and delivered by noon on the date specified using the label provided in the document pack.

3. Alternative Tenders

The tendering Company must submit a tender which complies with the Specification. If a tenderer cannot comply with any requirement they must clearly identify the non-compliant area. However, if a tenderer believes they have an alternative proposal which exceeds the requirement as stated then please feel free to highlight this but in the form of an option to the basic tender. Full particulars of any alternatives and such variations shall be submitted on separate sheets.

4. Expenses and Losses in Tendering

We have to advise you that no liability will be accepted for any costs incurred by you in preparation of your tender, unless it has been subject to prior written agreement.

5. Cost

Rothamsted Research is expecting to enter into a Fixed Price Contract.

For the purposes of any agreement the currency shall be GBP.

Prices submitted should include all documentation, discs, training etc. No additional costs will be allowed.

All costs should be detailed exclusive of VAT.

5.Value Added Benefits

Please set out your proposals for providing value added benefits as appropriate

6. Sub-Contracting

Under no circumstances will any portion of the work be sub-contracted to a third party without the prior written approval of Rothamsted Research.

7. Terms and Conditions

Terms and Conditions are incorporated in the Specification of Requirements. The successful vendor would be expected to accept these as a basis of the agreement between the two companies.

8. Confidentiality

Any information contained within this document or divulged pursuant to the submission of your tender must at all times remain in commercial confidence and shall not be passed on to any third party without prior written permission of Rothamsted Research. Any matter in which Rothamsted Research retains intellectual property rights shall remain the property of Rothamsted Research and tenderers should not infringe these rights or any third party intellectual property rights.

9. Validity

Please ensure your submission has a validity period of six (6) months

10. Closing Date

Your tender should be received no later than **12 Noon 26th January 2018**, including appropriate and required literature, data and samples if required.

One hard copy and one electronic copy of the tender to:

Mark Adams
Procurement Manager
Rothamsted Research
West Common
Harpenden
Hertfordshire
AL5-2JQ

Mark.adams@rothamsted.ac.uk

11. Parent Company Guarantee

Rothamsted Research reserves the right to insist on a parental company guarantee, should we feel at our sole discretion, feel it appropriate to do so.

12. Site Visits

As part of our appraisal process we may choose to assess your facility if deemed necessary.

14. Contract Award

The award of any contract will be made based upon the criteria below (in no particular order) but with importance being given to “economically the most advantageous tender” in terms of:-

- a) Conformance to Specification
- b) Commercial Aspects
- c) Energy Saving
- d) Delivery by end of June 2018
- e) Environmental Credentials
- f) Track record

Scorecards are included within the document pack for your information.

Rothamsted does not bind itself to accept the lowest cost or indeed any tender submitted.

To ensure all tenderers have an opportunity to seek clarification on any points that may be unclear and have an opportunity to view the site all parties that confirm by email their intention to participate will be invited to have a tour of the site and an opportunity to ask any questions that may arise.

Any questions and / or clarification sought either of a technical or commercial nature will therefore be shared with all participants to ensure fair competition.

15. Third Party References

Rothamsted Research may take third party references into consideration in order to award a contract.

16. Contacts

Technical enquiries – Julian Franklin julian.franklin@rothamsted.ac.uk

Commercial enquires - Mark Adams mark.adams@rothamsted.ac.uk

In the event you have any questions relating to the process please contact the Rothamsted Procurement department using the above E-mail address.

Your response is deemed incomplete unless all documents requiring signature are completed, signed and returned.

Yours sincerely

A handwritten signature in black ink that reads "M.W. Adams". The signature is written in a cursive, slightly slanted style.

Mark Adams MCIPS
Procurement Manager