To: SUPPLIER

**Northern Research Station**

Bush Estate

Roslin

Midlothian

EH25 9SY

Tel 0300 067 5925

Thomas.baer@forestresearch.gov.uk

3 February 2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF 1 x TREE RING MEASURING STATION**

**RFQ REF NO:** **CR2020/21/055**

You are invited to submit a quotation for the supply and delivery of a ‘Rinntech’ model Lintab™6 tree ring measuring station, or acceptable equivalent, as detailed below.

We require a robust and precise measuring station (table) for assessment of tree ring series from increment cores, stem disks and other wooden samples. Key characteristics are feedrate 2.5 mm/rev., linear guide with 560 mm measurement length, and resolution 1 µm (1/1,000 mm).

The tree ring measurement system package is to include:

* stereo microscope (10x-80x) with camera and corresponding software (crosshair and analysis)
* LED lighting
* scientific software for recording measured values, graphic display and analysis of temporal sequences
* operator training.

We may also consider any options and extras that may be offered and priced.

After conducting some market research, the Lintab™6 measuring station produced by Rinntech has been identified as meeting our requirements.

Delivery to: Forest Research, Northern Research Station, Bush Estate, Roslin, Midlothian EH25 9SY.

Delivery is required no later than 31 March 2021 (\* please refer to ‘conditions’ listed below).

Please send your quotation and any enquires about this invitation by email to Thomas Baer

Email: Thomas.baer@forestresearch.gov.uk

Phone: 0300 067 5925

Your quotation, incorporating the requirements specified below, must be submitted by email by **09.00hrs on Monday 8 February 2021**.

The lowest priced compliant quotation that best meets the requirements specified in this RFQ will be selected for award of any purchase order.

Please note the following conditions:

* Any contract concluded as a result of this RFQ shall be governed by English Law and the Forestry Commission’s Standard Terms and Conditions will apply[[1]](#endnote-1). Your terms will not apply.
* \*Delivery: It will be a condition of any purchase order or contract issued in relation to this RFQ that in the event of delivery of Goods after 31 March 2021, Forest Research shall have the right to refuse the Goods and will have no obligation to pay for them and in such event the Goods will be collected by the Supplier or returned at the Supplier’s expense, and Forest Research will have no liability to pay any costs, losses, expenses or charges, including loss of profit or opportunity, incurred or suffered by the supplier or any third party resulting directly or indirectly from such refusal of the Goods.
* The quotation and all accompanying documents are to be in English.
* Forest Research reserves the right to cancel or withdraw from the process at any stage.
* Forest Research does not undertake to accept the lowest priced quotation, or part or all of any quotation.
* All information supplied to you by Forest Research must be treated in confidence and not disclosed to third parties.
* Once the contract has been awarded/purchase order has been issued, any additional costs incurred which are not reflected in the quotation will not be accepted for payment.
* Offering an inducement of any kind in relation to obtaining this or any other contract with the Forestry Commission will disqualify your quotation from being considered and may constitute a criminal offence.

Yours faithfully

Thomas Baer

Quotation Requirements

* All details of your quotation, including prices, must remain valid and open for acceptance for a period of 30 days from the date of submission.
* Quoted prices must be fixed, quoted in GBP and exclusive of VAT.
* Prices must be supplied on a DDP (Incoterms) basis, and clearly stated in your quotation to be so.
* Quoted prices are to be based on the following payment terms:

The Price shall become payable on delivery of the Goods and payment of invoice will be made within 15 days of receipt of invoice (the invoice to be submitted no later than the day of delivery of the Goods).

* You are required to include an itemised breakdown of your quoted price.
* Your quotation must include confirmation of the scope of supply and a full product specification for the Goods offered (including for any options or extras offered).
* State clearly the lead time (the time to deliver the Goods from receipt of order) and also the date by which you would require to receive a purchase order in order to achieve delivery by 31 March 2021. Your quoted price should be based on your best (quickest) delivery.
* In your quotation please identify
	+ the length and scope of the product warranty/guarantee offered (and included for in your quoted price) and
	+ any extended warranty available and the price for this.
* In your submission you should describe what, if any, after-sales services and support you provide.
1. The Forestry Commission’s Purchase Order Terms and Conditions (Rev 4th October 2019), which are embedded here (click to open and view or print)

 [↑](#endnote-ref-1)