

To All Tenderers

16th October 2017

**TENDER REFERENCE: 2017/0009**

**Invitation to Tender: Glasshouse Environmental Controller Replacement Programme**

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](http://www.rothamsted.ac.uk)

Rothamsted Research have a significant number of glasshouses, divided into compartments, which are used for plant research. These use Environmental Control systems which are reaching the end of their serviceable life and require replacement. Rothamsted invite tenders for the supply and optional installation of replacement glasshouse environmental control equipment in accordance with the Specification of Requirements.

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. Specification of Requirements
3. Supplementary Specification
4. Tender Pricing Schedule / Deliverables
5. Supplier Questionnaire
6. Tender Scoring Form
7. Tender Return Label

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](mailto: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.

**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**

We anticipate product evaluation phase to extend until end of March 2018. Rothamsted expect the that the majority of the equipment will be scheduled for Q2 2018 and costs submitted must reflect this.

## 10. Closing Date

Your tender should be received no later than **5.00pm on Friday 25<sup>th</sup> November**, 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](mailto: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 30%
- b) Commercial Aspects 30%
- c) Technical Support 20%
- d) Value Add 5%
- e) Environmental Credentials 5%
- f) Track record 10%

Rothamsted does not bind itself to accept the lowest cost or indeed any tender submitted. This is two stage process. Only when controllers have been fully evaluated and approved will the tender for the main supply be awarded and not before.

**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 – John Elliot [john.elliott@rothamsted.ac.uk](mailto:john.elliott@rothamsted.ac.uk)

Commercial enquires - Mark Adams [mark.adams@rothamsted.ac.uk](mailto: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 style with a prominent initial "M" and a long, sweeping underline.

Mark Adams MCIPS  
Procurement Manager