To: SUPPLIER

**Alice Holt Research Station**

Alice Holt Lodge

Wrecclesham

Farnham

Surrey

GU10 4LH

Tel 0300 067 5630

Dr Eric Casella eric.casella@forestresearch.gov.uk

11 February 2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF 2 x TERRESTRIAL LASER SCANNERS**

**RFQ REF NO: CR2020/21/058**

You are invited to submit a quotation for the supply and delivery to our laboratory at Alice Holt Lodge of 2 off terrestrial laser scanners complete with software and accessories as detailed below.

Quotations are to be for the supply of two identical scanners (i.e. same make and model).

A) **Key specifications** (compulsory):

A.1) Laser class 1 fully functional in bright sunlight to complete darkness conditions

A.2) Phase shift or time of fly technology

A.3) Working environments: both indoor (laboratory) and outdoor (forest field) conditions

A.4) Low weight

A.5) Range above 100 m

A.6) Large field‐of‐view (horizontal x vertical)

A.7) Scan resolution: from ~30 to ~4 mm at 25 m (horizontal and vertical point spacing) i.e., from ~0.072 to ~0.009o (angular sampling resolution)

A.8) Scan resolution selectability: pre‐set and/or user defined

A.9) Low laser beam diameter at exit

A.10) Low laser beam divergence

A.11) Ultra-high scan acquisition rate

A.12) Integrated High Definition camera for hemispherical RGB digital photo recording

A.13) Integrated electronic level indicator

A.14) Integrated electronic compass

A.15) Integrated GPS receiver

A.16) Secure Digital data storage and/or integrated Solid State Hard Disk Drive

A.17) On-board touchscreen display and WLAN user interface

A.18) Connectivity: PC/laptop and external AC/DC power supply

A.19) Power: rechargeable integrated batteries and external AC/DC power supply

A.20) Flexibility: standalone operations without PC/laptop or PDA in field conditions

A.21) User access solution to the raw data of a point-cloud

B) **Accessories** (compulsory):

B.1) Adapter to fit the laser unit to standard ‘flat-head’ heavy duty surveyor tripods with a 5/8’’ x 11’’ fixing screws

B.2) Additional rechargeable batteries for a field scan campaign of up to 12 hours

B.3) Battery charger

B.4) Cables for battery charger

B.5) External AC/DC power supply

B.6) Cables for external AC/DC power supply

B.7) Cables for PC/laptop connection

B.8) Cleaning kit for optical parts

B.9) Scanner and accessory carrying cases

C) **Software requirements** (compulsory):

C.1) Compatible with 64bit Microsoft Windows Professional 7 and 10

C.2) One licence 'single user mode', which may authorize installation on any number of PC machines

C.3) Scanner control and operation features: self‐testing, calibration, user defined scan resolution and scan acquisition characteristics, real‐time 3D navigation … etc.)

C.4) Sky (if applicable) and mixt point filters

C.5) Cloud‐to‐cloud registration

C.6) Point-cloud manipulation: point-cloud sub-selection, fencing, point-point distance measurement tools … etc.

C.7) Auto point-cloud levelling and geo‐referencing capabilities

C.8) Modelling: mapping RGB digital photo to point-cloud, insertion of 3D geometric objects … etc.

C.9) Creation of 3D real‐time animation from point-clouds

C.10) Data export/import: ASCII, ZFS, PTS, PTX, PLY, BMP/TIFF/JPEG, ortho image … etc.

D) **Services** (compulsory):

D.1) Delivery, assembly/set-up and commissioning of each unit is required and is to be included in the quoted price.

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 Dr Eric Cassella.

Email: eric.casella@forestresearch.gov.uk

Phone: + 44 (0)7880055544

Your quotation, incorporating the requirements specified below, must be submitted by email by

**10.00hrs on Friday 19th February 2021.**

The compliant quotation that best meets the requirements specified in this RFQ based on the Evaluation Matrix shown below will be selected for award of 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

*Dr Eric Casella*

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 a fully itemised breakdown of your quoted prices.
* 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.

Evaluation Matrix

|  |  |  |
| --- | --- | --- |
| **Criteria/Sub-criteria** | **Weighting/**  **Sub-weighting** | **Scoring System** |
| 1. Price: | **50%** | Price will be evaluated using the ‘standard differential method’ – each party submitting a quote receives 100% of the available marks less the percentage by which their tender is more expensive than the lowest; with 4 being the maximum score achievable. |
| 2. Extent to which the proposed equipment meets the standards and requirements specified in this RFQ. The quotation will need to include sufficient information about the equipment to enable it to be compared to/assessed against the requirements. | **50% total** made up of | Score between 0 (low/min) and 4 (high/max).  0 – No response or totally inadequate response  No response or an inadequate response  1 – Major Reservations/Constraints  The response simply states that the party submitting a quote can meet some of the requirements set out in the question or statement of requirements, but have not given information or detail on how they will do this  2 – Some Reservations/Constraints  The party submitting a quote has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements  3 – Fully Compliant  The party submitting a quote has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements  4 – Exceeds Requirements  The party submitting a quote meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract |
| 2a Key specifications | **30%** total  incorporating |
| (i) low weight | 5% |
| (ii) User access solution to the raw data of a point-cloud | 6% |
| 2b Accessories | **9%** |
| 2c Software requirements | **10%** |
| 2d Services | **1%** |
| **TOTAL** | **100%** |  |

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)