

To All Tenderers

14 August 2017

Dear Sirs

TENDER REFERENCE: 2017/0004

Erection of agricultural building and cattle handling area

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.rothamsted.ac.uk

Rothamsted Research invites tenders for the provision of the above in accordance with the specification.

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 aim to comply at all times with applicable Procurement Directives.

Contained within this document pack:

1. Covering Letter
2. Technical Specification
3. Supplier Appraisal Questionnaire
4. Tender Return Label

It would be appreciated if you would kindly acknowledge receipt of this Invitation to Tender, indicating whether or not it is your intention to respond.

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.

Alternative Tenders will not be considered until those meeting the Product Specification have been fully considered.

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, DDP (Delivered Duty Paid to Harpenden, Hertfordshire).

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

Prices submitted should include all documentation, 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

The successful vendor would be expected to accept the UK GC Works contract as a basis of the agreement between the two companies.

Firm delivery and installation information must accompany any tender submitted and all tenderers should note that the date agreed by which delivery, installation, commissioning, acceptance and invoicing must be completed will be a condition of any contract placed.

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

Your tender should have a minimum validity of 6 months from tender closing date.

10. Closing Date

Your tender should be received no later than 5.00pm on 19th September 2017 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 and capability by arranging a visit to your site.

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) Technical Merit
- b) Price
- c) Operating Costs
- d) Track record
- e) Compatibility with existing equipment
- f) Warranty and after sales support
- g) Quality and versatility.

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

15. Third Party References

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

16. Contacts

Technical enquiries to be addressed to: Carol Newman- carol.newman@rothamsted.ac.uk

Commercial enquiries to be addressed to: Mark Adams - mark.adams@rothamsted.ac.uk

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

Yours sincerely



Mark Adams MCIPS
Procurement Manager