

## THE NATIONAL ARCHIVES

### PURCHASE OF A VISIBLE – SHORT WAVE INFRARED FIBRE OPTICS REFLECTANCE SPECTROSCOPY (VIS-SWIR FORS) SYSTEM

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 27 JANUARY 2020**

#### CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of questions relating to the above opportunity. Those questions, and their associated responses, are detailed below.

**Q1:** *A number of questions were received regarding inconsistencies in Section numbering.*

**A1:** These have been amended and a revised version uploaded to the Contracts Finder website. The amended version also included changes to Section 3.1.10 regarding warranty.

**Q2:** *There is no detailed mention of these items: training, service level agreement and details of our warranty and what is required. These sections are missing. Please can you confirm the full requirements again to include all of these items especially we need clarification on instrument warranty.*

**A2:** We have not specified requirements for these parts of the tender. It is for you to tell us what you propose to offer, within the budgetary constraints. For example, you may offer 2 training sessions of half a day each in the first month of installation plus 2 more in the first year; a Service Level Agreement for parts and labour, and for responding to technical problems and queries (detailing repair/response times); and a 12 month full replacement warranty.

The above are examples only, not minimum or expected requirements. As I stated, it is for you to tell us in your tender response what you are offering, and these will then be scored according to the methodology laid out in the ITT.

**Q3:** *In Section 3.1.4 of the “Invitation to Tender - VIS-SWIR FORS” document, it says “Diameter of bifurcated reflectance probe: 2-6 mm”. Can you please clarify what this diameter is? Is it the diameter of the reflectance probe ferrule or something else?*

**A3:** Actually 2-6 mm would be the spot size: the diameter of the light beam on the surface to be analysed (sorry, not the diameter of the probe).

**Q4:** *What working distance and spot size do you want?*

**A4:** We want a working distance of at least 5 mm, ideally more (2 cm would be preferable), to reduce the risk of accidentally touching the surface with the probe. Regarding spot size, please see answer to 3 above.

**Q5:** *How many solutions each supplier can submit?*

**A5:** You may submit as many proposed solutions as you wish. Our advice, though, if submitting more than one idea/proposal, is to be absolutely clear about each one; we would suggest you treat each proposal as a separate bid. It can be very confusing for the evaluation panel if you ask them to 'mix and match' between various options, and you may lose out for lack of clarity. You may choose to submit the proposals in one document, but we would recommend that you clearly separate out each proposal distinctly, even if only one detail has changed, with its own pricing structure if necessary. It may be, for example, that your Service Level Agreement or Warranty remains the same across all proposals, in which case you could detail that once, perhaps as an Appendix, but making clear in each proposal that it applies.