**To: Supplier**

**Forest Research**

**Alice Holt Lodge**

**Wrecclesham**

**Farnham**

**Surrey**

**GU10 4LH**

Caroline.gorton@forestresearch.gov.uk

14/12/2020

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY, DELIVERY AND INSTALLATION OF 2 x ‘FITOTRON’ GROWTH CABINETS (OR EQUIVALENT)**

**RFQ REF NO: CR2020/21/041**

You are invited to submit a quotation for the supply, delivery and installation of two growth cabinets of the Fitotron® model or equivalent, with the features detailed below.

1. Each cabinet must not exceed the external dimensions of 1440mm wide, 870mm deep and 1930mm high
2. The cabinets must have temperature, lighting and humidity control
3. The lighting should be LED, providing NS12 spectrum illumination
4. Humidity should be provided from a reservoir feeding the chamber, achieving a range of humidities between 35-80%, depending on cycle
5. Temperatures between -2 to 30oC must be achievable
6. Each cabinet with a single shelf with lighting beneath it for the plants below, so that two levels of plants can be grown in each chamber,

Both cabinets must be delivered to Forest Research by **28 March 2021.**

Delivery to:

Forest Research

Alice Holt Lodge

Wrecclesham

Farnham

Surrey

GU10 4LH

Please send your quotation and any enquires about this RFQ by email to:

Caroline Gorton.

Email: Caroline.gorton@forestresearch.gov.uk

No phone access is currently available but can talk by MS Teams or Zoom

Your quotation, incorporating the requirements specified below, must be submitted by email by **15.00hrs on Monday 21 December 2020**. Late submissions will not be considered.

Quotations will be evaluated as detailed in the Evaluation Matrix below, and the selected quote/supplier chosen accordingly.

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 of Contract will apply[[1]](#endnote-1). Your terms will not apply.
* 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, 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

Caroline Gorton

Quotation Requirements

* All details of your quotation, including prices, must remain valid and open for acceptance for a period of 60 days from the date of submission.
* Quoted prices must be fixed, quoted in GBP and exclusive of VAT.
* Quoted prices are to be based on the following payment terms:

The Contract Price shall become payable on delivery of the Goods and payment will be made within 30 days of receipt of invoice.

* You are required to complete and return a pricing schedule in the format shown below.
* 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). Note that your quoted price should be based on standard 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.
* You are to provide the name and contact details of at least one recent customer who we may contact for a reference.

Pricing Schedule

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Price****(£)** |
| 1.0 | 2 x Fitotron® (or equivalent) growth chambers of the specification detailed in this RFQ |  |
| 1.1 | 2 x Water reservoir and fittings |  |
| 1.2 | 2 x adjustable shelf |  |
| 1.3 | 4 x LED lamp trays |  |
| 2.0 | Warranty for the above |  |
| 3.0 | Delivery of the above to Alice Holt, Wrecclesham, GU10 4LH |  |
| 4.0 | Installation/ commissioning of the above |  |
|  | **TOTAL** |  |
| 5.0 | Extended Warranty (option) |  |

## Award Questions/Evaluation Criteria

As part of your quotation, you are required to provide clear and full responses to each of the following questions.

Q1. Can the cabinets be delivered as soon as possible but no later than 28 March 2021?

Q2. Can a growing area of more than 1.3m2 per cabinet be provided?

Evaluation Matrix

|  |  |  |
| --- | --- | --- |
| Price | 60% | 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. |
| Q1. Is the delivery timescale able to be met? | 30% | 0 – no response provided or a ‘no’ reply4 – yes |
| Q2. Can a growing area of more than 1.3m2 be provided per cabinet? | 10% | 0 – no response provided 1 – no4 – yes |

1. Conditions of Contract for the Purchase of Goods (and any related Services) As amended (January 2016) which are available online – please copy and paste the following into your internet browser:- <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710665/GoodsandServicesContractSchedule1Jan2016.pdf> [↑](#endnote-ref-1)