To: SUPPLIER

**Forest Research**

Alice Holt Lodge

Farnham

shelagh.mccartan@forestresearch.gov.uk

Seed Scientist

Shelagh McCartan

4 February 2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF THREE BALANCES**

**RFQ REF NO: SAM001**

You are invited to submit a quotation for three balances as detailed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Type** | **Capacity** | **Readability** | **Pan Dimensions** | **Number needed** |
| 1 | Analytical Balance e.g. Sartorius MSE124S-100-DU/DI Cubis Analytical Balance 120g x 0.1mg **OR** acceptable equivalent | ca 120-210g | 0.1 mg (4DP) | Pan size: approx. 85mm | 2 |
| 2 | Micro Balance e.g. Sartorius MCA3.6P-2S00-M Cubis® II Micro Poly Range Balance **OR** Mettler Toledo XPR2 **OR** acceptable equivalent | ca 2.1-3.1g | 0.001mg (6DP) | Pan size: approx. 25mm | 1 |

You may quote for supply of both or either Item.

The balances are to be used in a seed laboratory. In addition to meeting British/European standards for weighing instruments, the general standard of equipment we require (in terms of performance, technical characteristics, features and build quality) is defined by the specific products identified above and your quotation will need to include sufficient information about the equipment you have offered in order for us to make a comparative assessment against the standard.

Delivery to: Forest Research, Alice Holt Lodge, Wrecclesham, GU10 4LH

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 Shelagh McCartan.

Email: shelagh.mccartan@forestresearch.gov.uk

Phone: 0300 067 5683

Your quotation, incorporating the requirements specified below, must be submitted by email by **17:30 on Wednesday 10th February 2021**

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 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

Shelagh McCartan

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 an itemised breakdown of your quoted price.
* 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

|  |  |  |
| --- | --- | --- |
| **Combination of Price and Other Criteria** | | |
| **4-DP Analytical Balances** | | |
| **Criteria** | **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 the standards and requirements described. | 30% | 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 |
| 3. What is the length and scope of the ‘standard’ product warranty or guarantee included in the quoted price? | 5% | Score between 0 (low/min) and 4 (high/max) depending on nature of warranty/guarantee each supplier has included in the price and approximating to**:-**   * 0 – No response or no warranty/guarantee offered in the quoted price; * 1 – up to 12 month ‘basic’ warranty (defects only, low cost parts only, no repair or replacement included); * 2 – up to 12 month warranty but more comprehensive cover, all parts and labour for repairs * 3 – as per 2 but longer period (12 – 24 month) of warranty (with all parts and labour covered for breakdown repairs/defects) plus replacement * 4 – extensive & lengthy warranty (2+ years) with comprehensive cover including accidental damage, all parts and labour, and repair or replacement with new, included in ‘standard’ price |
| 4. Is extended warranty available and what is the price for this? | 5% | Score between 0 (low/min) and 4 (high/max) depending on the nature of the extended warranty/guarantee and how costly (this will be considered in conjunction with the nature of the standard warranty offered). Score 0 if no response or no extended warranty offered.  Score 4 if an extended warranty is offered in addition to a good standard warranty and at a comparatively low price |
| 5. Are any options or extras offered e.g. antistatic solutions, interfaces, data readers, covers, automatic opening doors? | 5% | Score between 0 (low/min) and 4 (high/max) depending on the number, nature and cost of the options/extras, where 0 = no options or extras offered and 4 = a number of affordable options or extras offered that have real added value |
| 6. What after-sales services and support are available? | 5% | Score between 0 (low/min) and 4 (high/max) depending on the nature (type, range, cost) of any after-sales offered. Score 0 if no response or no after-sales offered, score 4 for a well-defined (scope, service levels etc), extensive and reasonably-priced after sales service/support |
| **Micro Balance(6-DP)** | | |
| **Criteria** | **Weighting** | **Scoring System** |
| 1. Price | 75 % | As above |
| 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 the standards and requirements described. | 5% | As above |
| 3. What is the length and scope of the product warranty/guarantee? | 5% | As above |
| 4. Is extended warranty available and what is the price for this? | 5% | As above |
| 5. Are any options or extras offered? | 5% | As above |
| 6. What after-sales services and support are available? | 5% | As above |

1. The Forestry Commission’s Purchase Order Terms and Conditions (Rev 4th October 2019), which are embedded here (double click to open and view or print)

    [↑](#endnote-ref-1)