

TO: SUPPLIER

Tel +44 (0)300 067 5600

**Chief Executive**  
Professor James Pendlebury25<sup>th</sup> January 2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF IRRIGATION EQUIPMENT FOR  
FOREST RESEARCH HEADLEY ENCLOSURE SITE****REF NO: CR2020/21/050**

You are invited to submit a quotation for the supply of overhead irrigation equipment for the Forest Research Headley Enclosure site as detailed below.

The Headley Enclosure is an old plant production nursery which is now used for a range of short term (< 5 years) experimental trials involving the planting and maintenance of a wide range of tree species. The site has a series of irrigation risers and to ensure that trees growing in experimental trials are not adversely affected by moisture deficit, there is a requirement to provide irrigation from these risers to a number of areas (sections) within the enclosure.

**Outline requirement:**

1. Provide irrigation across the following areas (sections) within the enclosure (ref. site plan below):

| Section Number | Area (ha) |
|----------------|-----------|
| 4a             | 0.43      |
| 5a             | 0.32      |
| 5c             | 0.32      |
| 6a             | 0.47      |
| 6d             | 0.23      |
| 7              | 0.40      |

2. Mains water supply to these sections (at approx. 1 to 2 bar pressure) is available through a total of 9 existing irrigation risers (ref. site plan & figs 1 to 9; Photos of Irrigation Risers):

| <b>Irrigation Riser Number</b> | <b>Current Output Diameters</b> | <b>Solenoid Control (to 1" output)</b> |
|--------------------------------|---------------------------------|----------------------------------------|
| 1                              | 1" & 1 ½ "                      | Yes                                    |
| 2                              | 1" & 1 ½ "                      | Yes                                    |
| 3                              | 1" & 1 ½ "                      |                                        |
| 4                              | 1" & 1 ½ "                      |                                        |
| 5                              | 1" & 1 ½ "                      |                                        |
| 6                              | 1" & 1 ½ "                      | Yes                                    |
| 7                              | 1" & 1 ½ "                      | Yes                                    |
| 8                              | 1" & 1 ½ "                      |                                        |
| 9                              | 1" & 1 ½ "                      |                                        |

3. Irrigation equipment to be supplied & delivered under this contract to be able to be sufficient to provide irrigation coverage from the specified irrigation risers to cover trees planted across the specified areas. Experimental trials at Headley are typically short duration (< 5 yrs) and it is not anticipated that trees will grow to more than 1.5m in height.
4. Irrigation equipment supplied must be suitable for commercial applications and comply with all relevant UK regulations and standards for commercial irrigation systems (eg. Water Supply (Water Fittings) Regulations 1999, BS ISO 16438, etc.).
5. If required existing output valves from the irrigation risers can be replaced; If this is required to enable the use of particular irrigation equipment the costs for supply and delivery (and if possible installation) of these outlet valves must be included in any quotation.
6. A number of irrigation risers are equipped with solenoid controlled valves (currently with 1" outputs) as indicated in the table above; Solenoid control of water flow from these risers must be maintained, although as per point 4 above, these valves can be replaced with alternative solenoid controlled valves if required; the costs for supply and delivery (and if possible installation) of any such solenoid controlled outlet valves must be included in any quotation.
7. Where irrigation risers currently have no solenoid controlled outlet valves (as indicated in table above), the flexibility to fit alternative devices to control timing / duration of irrigation (eg. battery controlled timers) must be maintained.
8. The irrigation equipment must allow for easy dismantling and re-positioning / reconfiguration to allow for the clearance of experimental trials and layout of new trials. It may also be necessary to temporarily remove sections of pipe, etc to allow access for maintenance operations (eg. mowing) within trial areas.

9. The irrigation equipment should be low maintenance and not require expensive specialist tools / equipment to install or maintain. Spare parts for all items must be readily available (& expected to remain available for >10 years).
10. As part of the supply / delivery contract, the supplier will be expected to provide full instructions for the installation and maintenance of the equipment provided, together with spare parts lists.
11. Irrigation equipment must either be able to be easily drained down to protect against frost damage over winter months & / or easily dismantled for storage over winter.
12. Headley Enclosure is not permanently staffed; The site is locked when no Forest Research staff are on site; Therefore at least 24 hours advance notice must be given prior to any deliveries to the site in order that staff can be on site to receive deliveries. Deliveries should also be made using vehicles which are capable of self-unloading (ie. forklifts, etc are not available on site).
13. All equipment must be supplied, delivered (and any installation completed if included in the quotation) and invoiced by the 31<sup>st</sup> March 2021

Delivery to: Forest Research, Headley Enclosure, Picketts Hill, Bordon, GU35 8TE

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

Mark Oram

Email: [mark.oram@forestresearch.gov.uk](mailto:mark.oram@forestresearch.gov.uk)

Phone: 0300 067 5701 / 07771 810270

Your quotation, incorporating the requirements specified below, must be submitted by email by **15.00 on Thursday 4th February**. 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<sup>i</sup>. 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



Mark Oram  
Field Station Manager

---

<sup>i</sup> Conditions of Contract for the Purchase of Goods (and any related Services) As amended (January 2016) which are available to view and download [here](https://www.forestresearch.gov.uk/documents/7835/Goods_and_Services_ContractSchedule1Jan2016_FR_version.pdf) [https://www.forestresearch.gov.uk/documents/7835/Goods\\_and\\_Services\\_ContractSchedule1Jan2016\\_FR\\_version.pdf](https://www.forestresearch.gov.uk/documents/7835/Goods_and_Services_ContractSchedule1Jan2016_FR_version.pdf)

# 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 any product warranty/guarantee offered (and included for in your quoted price)
- 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 | Supply of irrigation equipment as detailed in project proposal                                                                           |           |
| 2.0 | Any installation costs associated with the works detailed in the project proposal                                                        |           |
| 3.0 | Delivery irrigation equipment as detailed in the project proposal to Forest Research, Headley Enclosure, Picketts Hill, Bordon, GU35 8TE |           |
|     | <b>TOTAL</b>                                                                                                                             |           |

## Evaluation Matrix

| Price Only       |           |                                                                                                                                                                                                                                                               |
|------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criteria         | Weighting | Scoring System                                                                                                                                                                                                                                                |
| Project Proposal | 40%       | Scored according to evaluation system described below.                                                                                                                                                                                                        |
| 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. |

| Combination of Price and Other Criteria                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                          | Weighting | Scoring System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <a href="#">Project Proposal</a><br>Provide details of your proposed design for an irrigation system which meets the requirements specified in this request for quotation and confirm your ability to supply, deliver and install (if relevant) the equipment required for this system by the 31 <sup>st</sup> March 2021. Also include details of any product warranty/guarantee and what, if any, after-sales services and support you provide. | 40%       | <p>The following evaluation system will be applied:</p> <p><b>0 – No response or totally inadequate response</b></p> <p>No response or an inadequate response</p> <p><b>1 – Major Reservations/Constraints</b></p> <p>The response simply states that the party submitting a quote can meet some of the requirements set out in the contract specification, but have not given information or detail on how they will do this.</p> <p><b>2 – Some Reservations/Constraints</b></p> <p>The party submitting a quote has provided some information about how they propose to meet most of the requirements as set out in the in the contract specification. There is some doubt in their ability to consistently meet the full range of requirements.</p> <p><b>3 – Fully Compliant</b></p> <p>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 in the contract specification. This gives full confidence in their ability to consistently meet the full range of our</p> |

|                                                                                                                       |      |                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                       |      | <p>requirements.</p> <p><b>4 – Exceeds Requirements</b></p> <p>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</p>                |
| <p><u>Price</u></p> <p>Provide details of your pricing for the supply, delivery and if relevant any installation.</p> | 60%  | <p>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.</p> |
| TOTAL                                                                                                                 | 100% |                                                                                                                                                                                                                                                                      |

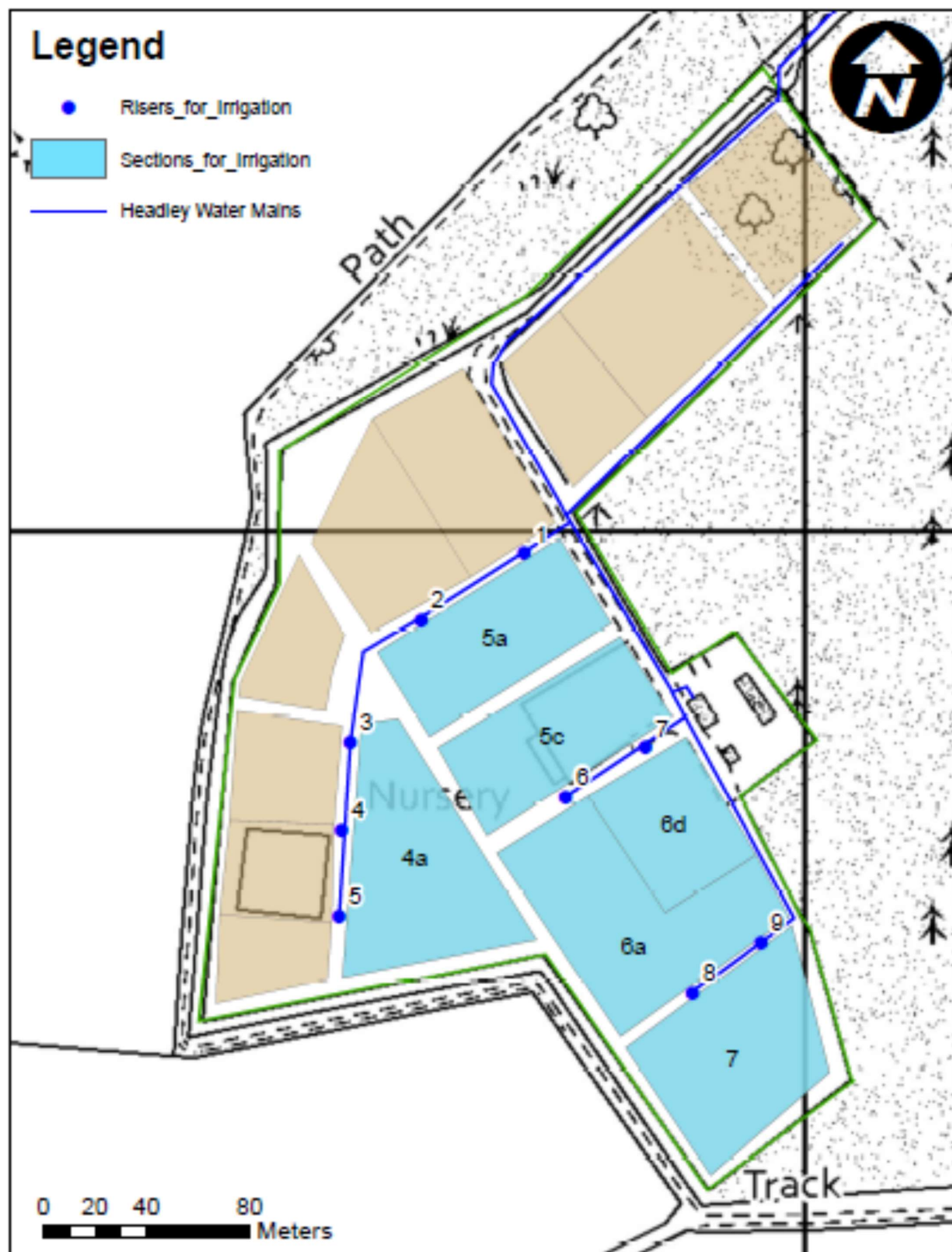


# Legend

● Risers\_for\_Irrigation

Sections\_for\_Irrigation

Headley Water Mains



0 20 40 80  
Meters

1:1,823 21/01/21

Headley Inclosure  
(Grid Ref. SU809379)  
Sections for Irrigation

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Crown copyright. Unauthorised reproduction infringes crown copyright and may lead to prosecution or civil proceedings. Forestry Commission P66 100026488 - 2017



**Forest Research**  
The Research agency of the Forestry Commission



**Figures 1 to 9: Photos of Irrigation Risers** (numbers correspond to site map above)

Fig 1) Irrigation Riser No. 1:



Fig 2) Irrigation Riser No. 2:





Fig 3) Irrigation Riser No. 3:



Fig 4) Irrigation Riser No. 4:





Fig 5) Irrigation Riser No. 5:



Fig 6) Irrigation Riser No. 6:





Fig 7) Irrigation Riser No. 7:



Fig 8) Irrigation Riser No. 8:





Fig 9) Irrigation Riser No. 9:

