TO: Suppliers

**Forest Research**

Bristol Hub

620 Bristol Business Park

Coldharbour Lane

Bristol

BS16 1EJ, UK

Tel +44 (0)300 067 4419

procurement@forestresearch.gov.uk

Geoff McCatty

Senior Procurement Manager

31 October 2024

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF 2 x 30 METRE PORTABLE, RELOCATABLE MASTS**

**REF NO: CR2024/25/054**

You are invited to submit a quotation for the supply and delivery of two 30m tall portable and relocatable masts suitable for use to mount anemometer instruments or other similar measuring equipment in a forest environment as detailed below.

Forest Research requires two 30m height sectional masts, one of which it intends to erect at the windward edge of forest stands and the other in the middle of the stands, each mast supporting two anemometers for measurement of wind speed and direction (the anemometers are not included in the scope of supply).

Requirements and characteristics of the mast include:

* to be both portable and relocatable (not for permanent installation)
* supplied in heavy duty bags, carriable by hand and repackable in the bags
* supplied with all the parts/equipment needed to erect (and dismantle) the mast
* very robust (military grade), able to sustain the stress put on it by the elements and can be safely left in place for at least 3 months without loss of performance
* able to safely and effectively withstand headloads up to 50kg\*
* operational life of 10+ years

as provided by the Clarke Masts model ‘[Type 73 Mast System’](https://www.clarkmasts.com/media/dyn-docs/products/type-73-sales-leaflet-73sl-e-cms-422016.pdf), or equivalent.

Included in the scope of supply is training of Forest Research staff in the use (safe erection, lowering, dismantling, handling and packing, of the masts). A minimum of 2 training days is to be included in the quoted price.

Additionally, in their quote, suppliers are asked to provide prices for supply of mounting pieces/adaptors for attaching the anemometers to the masts. Two 2D sonic anemometers will be mounted on each mast, one at the top, the other one at approximately 15 – 20m height.

\* in terms of (the weight of) the equipment Forest Research will install on each mast, the maximum safe headload should exceed 40kg (at the top) and at 15-20m height, maximum safe load should exceed 20kg. Masts and mounting pieces/adaptors must provide for this.

Delivery of both units to: Forest Research, Northern Research Station, Roslin, Midlothian EH25 9SY, UK.

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

 procurement@forestresearch.gov.uk

Your quotation, incorporating the requirements specified below, must be submitted by email by **10.00 hrs on Thursday 7 November 2024**. 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

Geoff McCatty

Senior Procurement Manager

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/detailed product brochure 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). Your quoted price should be based on standard delivery, but note that delivery **must** be before 1 April 2025.
* In your response, please state what the minimum operational life of the masts offered is, and what, if any, guarantees you can offer in this respect.
* 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 additional price for this.
* In your submission you should provide details of the content and nature of delivery of the training allowed for in the quoted price.
* You are to provide the name and contact details of at least one recent customer who we may contact for a reference.

Pricing Schedule

Format/template to be used by suppliers.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Price****(£)** |
| 1.0 | Supply of 2 x masts, including all parts needed to erect and lower each mast, storage/carrying bags and O&M manuals |  |
| 2.0 | Instrument mounting pieces/adaptors for two masts |  |
| 3.0 | Warranty for the above (specify offer) |  |
| 4.0 | Delivery of the above to Forest Research’s Northern Research Station |  |
| 5.0 | Training (minimum 2 days) |  |
|  | **TOTAL** |  |
| 6.0 | Extended Warranty (specify offer) |  |
| 7.0 | Special (quicker) Delivery (specify offer) |  |
| 8.0 | Additional training (specify offer) |  |
| 9.0 | Optional extra 1 |  |
| 10.0 | Optional extra 2 |  |
|  | Etc. |  |

Evaluation Matrix

|  |
| --- |
| **Combination of Price and Other Criteria** |
| **Criteria** | **Weighting** | **Scoring** |
| 1. Price | 42% | 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 equipment offered meets all of the requirements, characteristics and standards specified or referred to in this RFQ.(The quotation will need to include sufficient information about the equipment to enable it to be compared to the requirements, characteristics and standards described) | 42% | 0 – No response or totally inadequate responseNo response or an inadequate response1 – Major Reservations/ConstraintsThe 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 this2 – Some Reservations/ConstraintsThe 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 requirements3 – Fully CompliantThe 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 requirements4 – Exceeds RequirementsThe 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. Extent to which the quotation received covers the full scope of supply as described in this RFQ. | 10% |
| 4. Length and scope of the ‘standard’ product warranty or guarantee included in the quoted price | 4% | Score between 0 (low/min) and 4 (high/max) depending on nature of warranty/guarantee each supplier has included in the price. Score 0 if no response or no warranty/guarantee offered in the quoted price; score 4 for an extensive & lengthy warranty (note min. 10 yr life and any guarantees offered in this respect) with comprehensive cover including accidental damage and repair or replacement with new, included in ‘standard’ price |
| 5. Delivery lead time | 2% | Score between 0 (low/min) and 4 (high/max) depending on the length of standard lead time offered, where ‘0’ is the longest lead time offered by any supplier and ‘4’ is the shortest. |
| TOTAL | 100% |  |

1. The Forestry Commission’s Purchase Order Terms and Conditions, FR Version 03102024, which are attached. [↑](#endnote-ref-1)