To Suppliers

**Forest Research**

**Alice Holt Lodge**

**Wrecclesham**

**Farnham**

**Surrey**

**GU10 4LH**

Tel 0300 067 5676

Caroline.gorton@forestresearch.gov.uk

Dr Caroline Gorton

Project manager

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF 1 x CLASS III BIOLOGICAL SAFETY CABINET AND 3 x CLASS II BIOLOGICAL SAFETY CABINETS**

**RFQ REF NO: CR2020/21/034**

You are invited to submit a quotation for the supply and delivery of one (1) Class III Biological Safety Cabinet and three (3) Class II Biological Safety Cabinets, as detailed below.

Our requirements for the Class III Biological Safety Cabinet are:

* 4ft/1.2m Class III Biological Safety Cabinet with the transfer box on the left-hand side of the unit. The maximum external dimensions that can be accommodated for the unit are: 1675mm width x 860mm depth x 2260 mm height
* UV lamp
* Single British electric socket per Cabinet
* Telescopic stand with caster wheels
* With standard size gloves

Our requirements for the Class II Biological Safety Cabinets are:

* 6ft/1.8m Class II Biological Safety Cabinet with glass sides. The maximum external dimensions that can be accommodated for these units are: 1950mm width x 810mm depth x 1400 mm height
* UV lamp
* Single British electric socket per Cabinet
* Two of the cabinets will require stands which should have a height of 863mm.

The equipment will be used for work on tree pathogens and pests in a level 2 quarantine laboratory and must be compliant to British and European standards.

We require to have the equipment delivered, installed and commissioned no later than 24th March 2021.

Delivery to: Forest Research

Alice Holt Lodge

Wrecclesham

Farnham

GU10 4LH

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

Dr Caroline Gorton

Email: caroline.gorton@forestresearch.gov.uk

Phone: 0300 067 5651 (currently not regularly manned but reachable by Teams or Zoom)

Your quotation, incorporating the requirements specified below, must be submitted by email by **12:00 hrs** on **Monday 23 November 2020**.

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 an itemised pricing schedule based on 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.
* Your quotation must provide the information needed for us to evaluate your proposal against the criteria numbered Q1. to Q4. in the Evaluation Matrix below.
* 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 | 1 x Class III Biological Safety Cabinet (4ft/1.2m) with the transfer box on the left-hand side of the unit. |  |
| 1.1 | UV lamp |  |
| 1.2 | Single electric socket |  |
| 1.3 | Telescopic stand with castors |  |
| 1.4 | Additional pair of gloves (size to be determined) |  |
| 1.5 | Delivery to Alice Holt, GU10 4LH |  |
| 1.6 | Installation, commissioning and certification  |  |
|  | **TOTAL** |  |
| 1.7 | Extended Warranty for above (Option) |  |
|  |  |  |
| 2.0 | 3 x Class II Biological Safety Cabinets (6ft) with glass side walls |  |
| 2.1 | 3 x UV lamps |  |
| 2.2 | 3 x Single electric socket (1 per cabinet) |  |
| 2.3 | 2 x 34 inch stands without castors |  |
| 2.4 | Delivery to Alice Holt, GU10 4LH |  |
| 2.5 | Installation, commissioning and certification  |  |
|  | **TOTAL** |  |
| 2.6 | Extended Warranty for above (Option) |  |
|  |  |  |
|  | **GRAND TOTAL (Items 1.0 – 1.6 and 2.0 – 2.5)** |  |

Evaluation Matrix

|  |
| --- |
| **Combination of Price and Other Criteria** |
| **Criteria** | **Weighting** | **Scoring System** |
| 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**. Can the items be delivered and commissioned within the time frame stated? | 25% | 0 – no response provided 1 – no4 - yes  |
| **Q2a**. Is the Class III Cabinet energy efficient? Please indicate nominal power consumption | 2.5% | 0 – no response provided 1 – no4 - yes |
| **Q2b**. Are the Class II Cabinets (6ft) energy efficient? Please indicate nominal power consumption | 2.5% | 0 – no response provided 1 – no4 - yes |
| **Q3a**. Does the Class III Cabinet emit less than 53dBA? Please indicate noise emission | 2.5% | 0 – no response provided 1 – no4 - yes |
| **Q3b**. Do the Class II Cabinets (6ft) emit less than 55dBA? Please indicate noise emission | 2.5% | 0 – no response provided 1 – no4 - yes |
| **Q4**. Do the Class II and Class III Cabinets meet British/ European standards? | 5% | 0 – no response provided 1 – no4 - yes |
| **TOTAL** | 100% |  |

1. Conditions of Contract for the Purchase of Goods (and any related Services) As amended (January 2016) which are available to download [here](https://www.forestresearch.gov.uk/documents/7835/Goods_and_Services_ContractSchedule1Jan2016_FR_version.pdf). [↑](#endnote-ref-1)