

Part 1: Guidance Document

Contract Reference: RBGKEW1108

Children’s Capes

This document is for information

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**Section One: Instructions**

1. Introduction

The Board of Trustees of the Royal Botanic Gardens, Kew (“Customer”) invites you to submit a quotation for Children’s Capes.

This request for Quotation (RfQ) has been advertised on <https://www.contractsfinder.service.gov.uk/Search>

This Request for Quotation comprises of the following documents:

|  |  |
| --- | --- |
| Part 1 – Guidance Document (this document) | For Information |
| Part 2 – Response Document | **For Completion** |

1. Communications and Clarifications

The contact for this RfQ is Sarah Jandu, Procurement Manager.

All communications with Kew, including the submission of Tenders, must be conducted via the tendering portal <https://defra.bravosolution.co.uk/web/login.html>. No hard copy documents will be issued to Suppliers.

If you are experiencing technical difficulties whilst using the tendering portal, please contact the helpline via phone 0800 069 8630 or email [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

Please contact procurement@kew.org if you have not been able to resolve the issues via helpline and cannot access the tendering portal.

Please note suppliers should monitor the tendering portal regularly throughout the tender process for messages/clarifications from the customer. Customer questions should be answered promptly.

1. Confidentiality

The contents of this RfQ are being made available to the Suppliers for the purpose of providing a quotation for the requirements detailed in the Specification. Suppliers are not authorised to use this information for any other purpose without the permission of the Customer.

1. Freedom of Information and Environmental Information

The Customer is subject to both the Freedom of Information Act and the Environmental Information Act and may be required to disclose information submitted by the Supplier to the to the Customer.

In respect of any information submitted by a Supplier that it considers to be commercially sensitive the Supplier should:

* Clearly identify such information as commercially sensitive;
* Explain the potential implications of disclosure of such information; and
* provide an estimate of the period during which the Supplier believes that such information will remain commercially sensitive.

Where a Supplier identifies material as commercially sensitive, the Customer will endeavour to maintain confidentiality. Suppliers should note, however, that, even where information is identified as commercially sensitive, the Customer may be required to disclose such information, under its responsibilities as a non-departmental public body and/or in accordance with the FoIA or the EIR. The Customer is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Customer cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.

In addition to the FOIA and the EIR, we are also subject to the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy & Electronic Communication Regulations 2003. We will process any personal data pursuant to these, and any subsequent and/or superseding, laws. If you are awarded the contract, we will take steps to implement all relevant safeguards under data protection law to ensure the lawful transfer and processing personal data. This includes, but is not limited to, data protection contractual clauses, data protection impact assessments and further data protection due diligence. It is preferred that Suppliers be established in the UK and that personal data be hosted in the UK. If the provider is established overseas or data will be hosted overseas, the provider must specify the data transfer mechanism and how personal data will be safeguarded when transferred.

Suppliers should familiarise themselves with the ‘Privacy notice for suppliers’, which details the personal data we collect and the purposes for which we use it: <https://www.kew.org/about-us/reports-and-policies/procurement>.

1. Contract

This RfQ is subject to the terms and conditions detailed in Section 3 of this RfQ.

The period of the initial contract is intended to be 1 year and may be extended by up to 1 year if the maximum spend limit has not been reached in the initial contract term.

The maximum contract spend for this contract is £130k including VAT.

1. Timetable

The timescales for this RfQ are as follows:

|  |  |
| --- | --- |
| **Date** | **Stage** |
| 27/09/2022 | RfQ issued |
| 11/10/2022 – 2:00pm | Deadline to submit Quotation |
| 19/10/2022 | Notify Suppliers of decision |
| ASAP | Purchase Order Raised and Contract Signed |

1. Quotation Submission

Quotations must be submitted via the tendering portal no later than the date and time specified within the timetable above.

The quotation must comprise of:

|  |  |
| --- | --- |
| **Tendering Portal Area** | **Required Documents** |
| Response Envelope | Part 2 - response document |
| General Attachments | Relevant Supporting Documentation where relevant |

Your Quotation should remain open for acceptance for a period of 14 days from the submission deadline date.

1. Evaluation

The Quotations received will be evaluated in accordance with the following model.

**Stage 1 – Eligibility Questionnaire and Declarations**

Questionnaire to establish the Supplier is legally compliant. Only Suppliers that pass this stage will continue to Stage 2.

**Stage 2 – Written Response to Specification**

|  |  |
| --- | --- |
| **Quality Requirements** | **Scoring method** |
| Provide details of how your product will meet the required specification for size and material | Pass/Fail |
| Provide details of how your product will meet the artwork requirements | Pass/Fail |
| Provide details of lead times and delivery to Wakehurst (RH17 6TN) | Pass/Fail |
| To guarantee delivery by 01/03/2023 what is the cut-off date for placing an order | For information |
| Provide details of how your product and manufacturing process meets the sustainability requirements | 60 |
| Please provide a breakdown and total cost to supply 4000 capes to the required specification including delivery. | 40 |
| **Total** | **100** |

**Scoring Scale for technical Criteria**

|  |  |  |
| --- | --- | --- |
| **5** | **Very Good** | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| **4** | **Good** | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| **3** | **Satisfactory** | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas. |
| **2** | **Poor** | Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| **1** | **Very poor** | Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| **0** | **Unsatisfactory** | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |

Commercial criteria will be evaluated on a Total Cost basis to ensure that solutions can be compared equally. A Total Cost for each commercial element of the tender will be calculated as follows:

* The lowest price will receive the maximum marks available
* The financial scores of the other Suppliers will be calculated using the following formula:

**Supplier’s Score = (Lowest Price/Supplier’s Price) x available marks**

**Section two: Specification**

We are looking to purchase children’s capes (see design below). We will be using the capes to house iron on badges.

The idea is that people buy the cape, then earn the different badges when they come to site and can add these to their cape (like guides / scouts).

**Measurements:** Graphical user interface, application, table, Excel

Description automatically generated

* Total length including collar 80cm
* Length without collar 75cm
* Width 75 cm at the widest point going to a triangular shape
* neck piece, 65cm round the neck, 5cm collar
* Velcro fastening round the neck

**Material:**

200gsm pantone 376 dyed accredited organic cotton

**Artworks:**

* 2 x heat sealed logos required for each cape
* Leaf/bolt emblem:

24cm W x 24.3cm H

Colours = Pantone 109 Pantone 2273

Application

Description automatically generated

* Wakehurst logo

13.6cm W x 7cm H

White

Graphical user interface

Description automatically generated with medium confidence

**Sustainability:**

Product must be sustainably and ethically manufactured

* maximum use of recycled materials
* minimum use of high carbon materials (natural materials tend to have a lower lifecycle carbon footprint but not always)
* maximum repairability, durability, reusability
* following reuse, maximum recyclability
* ethical sourcing

Suppliers must demonstrate that they minimise pollution and environmental risk. The waste regulations require all organisations to follow the waste hierarchy.

It is desirable that suppliers have the following:

* own science based net zero targets
* whole life carbon footprint assessments for products

**Quantities**

* Initial order of 4000 required by 1st March 2023,
* Possible further orders required throughout the year; details will be provided closer to the time

**Contract duration will be for one year up to a maximum spend £130K inc VAT. If maximum spend not reached during the contract term the contract may be extended by up to a further 12 months.**

**Section three: Contract Terms and Conditions**

