To: SUPPLIERS

**Forest Research**

**Alice Holt Lodge**

**Wrecclesham**

**Farnham**

**Surrey**

**GU10 4LH**

Tel 0300 067 5247

Caroline.gorton@forestresearch.gov.uk

30/1/2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF INCUBATORS and PHARMACEUTICAL REFRIGERATORS**

You are invited to submit a quotation for the supply and delivery of Panasonic (PHC), or equivalent, incubators and pharmaceutical refrigerators as detailed below.

Panasonic (PHC) is the preferred make and model as the equipment will join an existing bank of Panasonic appliances and their footprints and volumes are appropriate for the allocated spaces. The requirement is for

* 15 x PHC model MIR554 cooled incubators (or equivalent), external dimensions 800mm w x 832mm d x 1810mm h
* 8 x PHC model MIR254 cooled incubators (or equivalent), external dimensions 700mm w x 580mm d x 1618mm h
* 3 x PHC model MPR S300 sliding door pharmaceutical refrigerators (or equivalent), external dimensions 800mm w x 500mm d x 1820mm h
* Delivery of all the above to Forest Research, Alice Holt Lodge, Wrecclesham, Farnham, Surrey, GU10 4LH.

Please send your quotation and any enquires about this RFQ by email to Caroline Gorton, email: [caroline.gorton@forestresearch.gov.uk](mailto:caroline.gorton@forestresearch.gov.uk)

Your quotation, incorporating the requirements specified below, must be submitted by email by **midday** on **Friday** **5 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 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 purchase order has been issued/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.
* 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 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). 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.

Pricing Schedule

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Price**  **(£)** |
| 1.0a | 15 x MIR554 cooled incubators (or equivalent) |  |
| 1.0b | 8 x MIR254 cooled incubators (or equivalent) |  |
| 1.0c | 3 x MPR S300 Sliding door pharmaceutical refrigerators (or equivalent) |  |
| 2.0 | Warranty for the above |  |
| 3.0 | Delivery of the above to Alice Holt, Wrecclesham, GU10 4LH |  |
|  | **TOTAL** |  |
| 4.0 | Extended Warranty |  |

## Award Questions/Evaluation Criteria

As part of your quotation, you are required to provide clear and full responses to each of the following questions.

Q1. Can the appliances be delivered as soon as possible but no later than 20 March 2021?

Q2. Do all the appliances have high and low temperature, power failure alarms that operate remotely?

Q3. Does the smaller incubator use 0.255kW or less electricity?

Q4. Does the larger incubator use 0.42kW or less electricity?

Q5. Does the pharmaceutical refrigerator use 0.165kW or less electricity?

Q6. Do all appliances contain F-Gas compliant refrigerants?

Evaluation Matrix

|  |  |  |
| --- | --- | --- |
| Price | 75% | 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. Is the delivery timescale able to be met? | 10% | 0 – no response provided  1 – no  4 - yes |
| Q2. Do all the appliances have high and low temperature, power failure alarms that operate remotely? | 5% | 0 – no response provided  1 – no  4 - yes |
| Q3. Does the smaller incubator use 0.255kW or less electricity? | 2.5% | 0 – no response provided  1 – no  4 - yes |
| Q4. Does the larger incubator use 0.42kW or less electricity? | 2.5% | 0 – no response provided  1 – no  4 - yes |
| Q5. Does the pharmaceutical refrigerator use 0.165kW or less electricity? | 2.5% | 0 – no response provided  1 – no  4 - yes |
| Q6. Do all appliances contain F-Gas compliant refrigerants? | 2.5% | 0 – no response provided  1 – no  4 - yes |

1. 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). [↑](#endnote-ref-1)