To: POTENTIAL SUPPLIERS

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14 October 2021

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF PLANT GROWTH CABINETS AND INCUBATORS**

**RFQ REF:** **CR2021/22/049**

You are invited to submit a quotation for the supply and delivery of the laboratory-use plant growth cabinets and incubators detailed on the attached listing (21 items in total).

The replacement items offered must have

* Lower global warming potential refrigerant gas
* An energy efficiency rating of a minimum equivalent of A+ under the previous rating system.

In addition to the above, the characteristics, dimensions/size, and other features of the products required is defined on the attached listing.

Delivery is required as soon as possible but any item supplied must be delivered to the specified location no later than 31 March 2022 (\* please refer to ‘conditions’ listed below).

Quotations may be submitted for the supply and delivery of one, some or all of the listed items.

We have a preference for the suppliers of new, replacement equipment to take back and dispose of the item being replaced; if this is something you are able to do (as part of the new equipment supply), the cost of recovery and disposal of the redundant item should be included in the quotation.

Please send any enquires about this RFQ by email to Geoff McCatty at geoffrey.mccatty@forestryengland.uk

Your quotation, incorporating the requirements specified below, must be submitted by **10.00hrs** on **Friday 22 October 2021** by uploading it to Dropbox using this [**link**](https://www.dropbox.com/request/xIbdvCXtZaiaHfrtW4z7) .

Compliant quotations, i.e. those that meet the specified technical characteristics and provide delivery by 31/3/22, will be evaluated against the criteria set out below, and the selected quote(s)/supplier(s) 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 will apply[[1]](#endnote-1). Your terms will not apply.
* \*Delivery: It will be a condition of any purchase order or contract issued in relation to this RFQ that in the event of delivery of Goods after 31 March 2022, Forest Research shall have the right to refuse the Goods and will have no obligation to pay for them and in such event the Goods will be collected by the Supplier or returned at the Supplier’s expense, and Forest Research will have no liability to pay any costs, losses, expenses or charges, including loss of profit or opportunity, incurred or suffered by the supplier or any third party resulting directly or indirectly from such refusal of the Goods.
* 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
* Forest Research may issue multiple Purchase Orders in response to the quotations received
* 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

Quotation Requirements

* All details of your quotation, including prices, must remain valid and open for acceptance for a period of 30 days from the date of submission.
* Quoted prices must be fixed, quoted in GBP and exclusive of VAT.
* Prices must be supplied on a delivered and unloaded basis, and clearly stated in your quotation to be so.
* Quoted prices are to be based on the following payment terms:

The Price shall become payable on delivery of the Goods and payment of invoice will be made within 15 days of receipt of invoice (the invoice to be submitted no later than the day of delivery of the Goods).

* You are required to complete and return a pricing schedule in the format shown below.
* You may quote for one, some or all of the listed items: Where quoting for more than one item, you should provide prices for supply of each item, separately, as well as prices (discounted) for supply of some/all items.
* 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 standard 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****(£)** |
| 1.0 | Supply of [Item] |  |
| 2.0 | Warranty for the above |  |
| 3.0 | Recovery and disposal of replaced item |  |
| 4.0 | Delivery of item 1.0 above to [the specified location] |  |
|  |  |  |
|  | **TOTAL** |  |
| 5.0 | Extended Warranty |  |

Evaluation Matrix

|  |
| --- |
| **Combination of Price and Other Criteria** |
| **Criteria** | **Weighting** | **Scoring System** |
| 1. Price | 65 % | 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. How well the proposed equipment meets the technical requirements specified in this RFQ and the extent to which it exceeds them in ways that provide value to Forest Research.The quotation will need to include sufficient information about the equipment to enable it to be assessed against/compared to the capabilities and characteristics described. | 16 % | Score 0 to 4 |
| 3. Delivery | 7 % | Earlier is better. Score 0 to 4. ‘0’ is “by 31/3/22” and a stated earlier delivery achieves a score, with earlier date scoring more |
| 4. Take back of old equipment | 7 % | Score ‘0’ if recovery and disposal of redundant equipment is not offered, score ‘4’ if it is offered as part of the supply |
| 5. Length and scope of the ‘standard’ product warranty included in the quoted price | 5 % | Score 0 to 4 |
| TOTAL | 100 % |  |

1. The Forestry Commission’s Purchase Order Terms and Conditions (Rev 4th October 2019), which are attached. [↑](#endnote-ref-1)