TO: Suppliers

**Field Data Services**

**Alice Holt Lodge**

**Wrecclesham**

**Farnham**

**Surrey**

**GU10 4LH**

Tel 0300 067 5600

Operations Lead

Alan Ockenden

11 November 2024

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY OF 2 (TWO) SPRAYING UAVs and CONSULTANCY SERVICES FOR ASSOCIATED ‘OPERATING SAFETY CASE’**

**REF NO: CR2024/25/057**

You are invited to submit a quotation for (i) supply and delivery of two Unmanned Aircraft Systems (UAS) spraying equipment and (ii) consultancy services support for associated Operating Safety Case development and submission to the UK CAA, as described in the attached Requirements specification.

**Note the Requirement is divided into 3 (three) Lots and suppliers may quote for one or more Lots.**

Delivery of both UASs to: Alice Holt Research Station, Farnham, Surrey GU10 4LH.

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

[procurement@forestresearch.gov.uk](mailto:procurement@forestresearch.gov.uk)

Your quotation, incorporating the requirements specified below, must be submitted by email by **10.00 hrs on Thursday 21 November 2024**. Late submissions will not be considered.

Quotations will be evaluated as described in the Evaluation section 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 of Contract will apply[[1]](#endnote-2). Your terms will not apply.
* Forest Research may award one or more contracts as a result of this RFQ and may accept the whole or part of any quotation received.
* 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.

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Description automatically generated

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/completion of the Services and payment will be made within 30 days of receipt of invoice.

* You are required to provide an itemised breakdown of your quoted price/s by returning a pricing schedule in the format shown below for each Lot for which you have quoted.
* For Lot 1 and Lot 2, 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). A priced, full list of accessories and spares should be included.
* For Lot 3, provide an outline activity and delivery plan, to include a timeline, for readiness for submission to the CAA.
* For Lot 1 and Lot 2, 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.
* For Lot 1 and Lot 2, 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

Format/template to be used by suppliers. [Illustration Only]

**If quoting for Lot 1 and Lot 2, please provide separate, stand-alone prices for each Lot, and state the discount/reduction that would apply if you were to supply both Lots**

**Prices quoted for Lots 1 and 2 are to be fixed prices.**

|  |  |  |
| --- | --- | --- |
| **LOT 1 / LOT 2** | | |
| **Ref** | **Description** | **Price**  **(£)** |
| 1.0 | Supply of 1 (one) agricultural spraying UAS, including operator controls, software, batteries, charger, storage and O&M manuals |  |
| 2.0 | Additional batteries (sufficient to allow continuous operation) |  |
| 3.0 | Ancillary items/equipment necessary for operation |  |
| 4.0 | Warranty for the above |  |
| 5.0 | Delivery of the above to Alice Holt Research Station |  |
|  | **TOTAL** |  |
| 6.0 | Extended Warranty (option) |  |
| 6.0 | Optional extra 1 (item/equipment) |  |
| 7.0 | Optional extra 2 (item/equipment) |  |
|  | Etc. |  |

Format/template to be used by suppliers. [Illustration Only]

**Price for Lot 3 should preferably be a fixed price but if this is not possible/feasible, provide an estimated price, plus a schedule of time charge rates for all chargeable personnel**

|  |  |  |
| --- | --- | --- |
| **LOT 3** | | |
| **Ref** | **Description** | **Price**  **(£)** |
| 1.0 | Initiation meeting / start up |  |
| 2.0 | Planning |  |
| 3.0 | Data capture / fact-finding |  |
| 4.0 | Progress review / client reporting |  |
| 5.0 | CAA consultation |  |
| 6.0 | Client meetings / contact time |  |
| 7.0 | Develop first draft OSC Volume 1 / Volume 2 / Volume 3 |  |
| 8.0 | Produce revised draft OSC Volume 1 / Volume 2 / Volume 3 |  |
| 9.0 | Finalise OSC Volume 1 / Volume 2 / Volume 3 |  |
| 10.0 | Finalise OSC |  |
| 11.0 | Complete compliance checklist |  |
| 12.0 | Submission to CAA to obtain OA |  |
|  | Etc. |  |
|  | **TOTAL** (fixed or estimate) |  |

Evaluation

The lowest priced compliant quotation that best meets the requirements specified in this RFQ will be selected for award of any contract/purchase order, based on:

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weighting** |
| Lot 1 | Non-Price/Technical | 5% |
| Price | 95% |
| Lot 2 | Non-Price/Technical | 80% |
| Price | 20% |
| Lot 3 | Non-Price/Technical | 75% |
| Price | 25% |

For Lot 1 and Lot 2, the Non-Price/Technical assessment will principally be the 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.

For Lot 3, the Non-Price/Technical assessment will include consideration of the supplier’s experience and success in providing services of the type and the plan and schedule for delivering the services required by Forest Research. The quotation will need to include sufficient information to enable this assessment, including details of previous experience of OSC development and of secured Operational Authorisations (in house or on consultancy), and an outline plan, to include a timeline, for readiness for submission to the CAA.

1. **Contract for Lot 1 and/or Lot 2 only** The Forestry Commission’s Purchase Order Terms and Conditions, FR Version 03102024, which are attached: **Contract for Lot 3 only** Conditions of Contract for the Purchase of Consultancy Services, As amended (January 2016) available for viewing or to download [here](https://cdn.forestresearch.gov.uk/2022/03/Consultancy_Contract_Schedule_1Jan2016_FR_version.pdf): **Contract for all three Lots** Conditions of Contract for the Purchase of Goods (and any related Services), As amended (January 2016) which are available for viewing or to download [here](https://cdn.forestresearch.gov.uk/2022/03/Goods_and_Services_ContractSchedule1Jan2016_FR_version.pdf) [↑](#endnote-ref-2)