



Department
for Environment
Food & Rural Affairs

Request for Quotation

For the Provision of an Inverted Fluorescence Microscope

Project Reference 34712

September 2022

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Request for Quotation

34712 - Provision of an inverted microscope

You are invited by Defra group Commercial, on behalf of Defra, to submit a quotation for the requirement described in the specification below.

Please submit your quotation via the Bravo system on or before the deadline given below:

Action	Date
Deadline for receipt of Quotation	Tuesday 27 September 2022 at 12:00 noon
Intended date of Contract Award	Monday 17 October 2022
Intended Contract Start Date	Wednesday 30 November 2022
Contract Duration (12 months from installation)	One (1) year: Start: 30 November 2022 End: 29 November 2023

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires);

Words/Expression	Meaning
“APHA”	means the Animal and Plant Health Agency.
“Authority”	means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
“Bravo”	means the e-tendering system used by the Authority for conducting this procurement which can be found at http://defra.bravosolution.co.uk .

“Contract”	means the contract to be entered into by the Authority and the successful Tenderer.
“Contractor”	means the successful Tenderer who will be party to the Contract and responsible for supplying the Equipment.
“Delivery”	means the fixed price for delivery, door to door.
“Equipment”	means one (1) Inverted Microscope
“IPC”	means Integrated Phase Contrast
“IVC”	means Inversion Contrast
“LED”	means Light Emitting Diode
“RFQ”	means the Request for Quotation and all related documents published by the Authority and made available to suppliers.
“Working Day”	means a day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.
“Working Hours”	means between 9:00 and 17:00 on a Working Day.

Conditions applying to the RFQ

Prior to submitting a quotation response to the RFQ, you should ensure that it and any related documents are complete. The quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation fully and accurately and that prices quoted are arithmetically correct for the units stated.

Acceptance of Quotations

By issuing the RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur in preparation and submission of the quotation, even if the Authority amends or terminates the procurement process.

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. In that event, the Authority will notify you in writing and may extend the deadline for receipt to give a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions attached in Bravo - Short Form (Goods) - will be included in any contract awarded. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).

Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies, are subject to control and reporting within Government. This includes reporting to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside of Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

It should also be noted that the Authority will publish the RFQ and any awarded contract on the Contracts Finder Website.

By submitting a quotation, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in the RFQ, and any supporting information referred to herein or provided to you by the Authority, has been prepared in good faith, the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy, or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising from reliance on such information or any subsequent communication.

Any supplier considering participation in the procurement following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Section 2: Specification

This section sets out the Authority's requirements.

2.1 Background

The Authority is the UK Government Department responsible for the environment, food and farming and rural affairs. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy, and secure food supply.

Further information on the Authority can be found at: [Defra](#)

APHA is responsible for safe-guarding animal and plant health for the benefit of people, the environment, and the economy. Amongst others, APHA engages with farmers, industry groups and the public and acts as an interface between industry and government. APHA has responsibility for applying and providing expert advice to decision makers and rapidly responding to emergencies in case of outbreak of diseases.

Further information on APHA can be found at: [APHA](#)

2.2 General Requirements and Standards

APHA requires the supply, delivery, and installation of one (1) item of Equipment for the Pathology Department at APHA Weybridge.

The Equipment will be used in the development of a tissue culture-based model to investigate infection of tissue slices, and the initial steps in the interaction between pathogens and the host immune response within the context of living tissue.

2.3 Specific Requirements

The Equipment must contain the following components and features:

- A manual inverted microscope frame for transmitted light and fluorescence observation. Integrated forty-five (45)°- observation / camera tube with two fixed ten (10)x eyepieces, fixed quadruple revolving nosepiece and plain stage.
- Include stage mounts to facilitate the analysing of both ninety-six (96)-well plates and microscope slides.
- Have transmitted light illumination pillar with build-in LED lamp housing; Light intensity control that is easily accessible; and Blue LED lamp indicator for microscope operation that is easily visible.
- Have LED light sources.
- Have a BS89 Power cord UK version.

- Include a dust cover for Equipment when it's not in use, to protect optics from dust accumulation.
- Have a manual condenser slider for condenser with IPC. Suitable for Brightfield, IPC and IVC. Compatible with IPC objective magnifications from a minimum of four (4)x to a maximum of forty (40)x and optical elements.
- Have a universal Plan Fluorite phase contrast objective (pre-centred) with 4x magnification and maximum field of view 5.50 mm.
- Have an achromat phase contrast objective (pre-centred) with ten (10)x magnification.
- Have a long working distance C Achromat phase contrast objective (pre-centred) with both twenty (20)x and forty (40)x magnification.
- Have a manual X/Y object guide for microscope frame with unique tilting holder portion, coaxial right-hand control
- Have a manual fluorescence illuminator with three (3) position fluorescence cube slider for microscope frame.
- Have two (2) fluorescence filter sets for blue and green excitation and height adjustable Umbra shield to optimise fluorescence condition included.
- Have a white light LED fluorescence light source
- Have single-band Fluorescence cube for cube turrets. Wide ultraviolet excitation and Longpass emission filter.

The following accessories will be available for purchase either as part of this initial procurement or at any time during the term of this Contract dependent on the budget available.

- Colour Digital Camera (minimum 20 megapixel) with Standard Imaging Software

2.4 Delivery

Delivery of the Equipment, including removal of all packaging materials, is to be completed on or before 30 November 2022. The delivery address is:

APHA Weybridge
Woodham Lane
New Haw
Addlestone
Surrey KT15 3NB

Delivery shall be made within normal Working Hours on a Working Day.

All freight and other costs associated with Delivery to be met by the Contractor, including insurance of the Equipment when in-transit.

2.5 Installation and Training

Within two (2) weeks following Delivery, the Contractor shall install the Equipment, as well as provide training in its use (including optimum use of settings) for up to three (3) APHA staff.

An operation manual will be provided with the Equipment which will include Equipment set-up instructions.

2.6 Access to APHA

When arriving on site for the first time, the Contractor's staff will be required to attend a site safety induction (before commencing their work) and they must allow time within their schedule for this to take place. Inductions usually take no more than forty-five (45) minutes and are valid for twelve (12) months.

APHA will require confirmation of company insurance and will inspect and retain a copy of the Contractor's Risk and Method Statement (RAMS).

It is the Contractor's own responsibility to assess and control hazards related to their contracted services. The Contractor will comply with generic safety standards of the APHA site in addition to their own, and the Contractor will ensure that their staff are fully aware of these prior to visits taking place. In the event of any accidents or incident occurring in the course of contracted services, the Contractor shall inform APHA immediately and comply with APHA's reporting and investigation standards. The Contractor, whilst on site, shall adhere to the Authority's health and safety policies and procedures.

2.7 Warranty

The Equipment will carry a minimum of one (1) year's warranty including all parts, labour, breakdown callouts and servicing.

The warranty period will commence on the date of delivery. In the event of any breakdowns, callouts, servicing, or other circumstance, APHA will inform the Contractor, specifying the relevant details.

2.8 Performance Management Framework (including Key Performance Indicators and Service Credits)

As part of the Authority's continuous drive to improve the performance of all Contracts, this PMF will be used to monitor, measure, and control all aspects of the Contractor's performance of contract responsibilities.

The purpose of the PMF is to set out the obligations on the Contractor, to outline how the Contractor's performance will be evaluated and to detail the sanctions for performance failure. The Contractor is responsible for the performance of any sub-contractors.

KPIs are essential to align Contractor performance with the requirements of the Authority and to do so in a fair and practical way. They will be realistic, measurable, and achievable, and failure to meet them will indicate a failure of performance. Without the use of service credits, performance failures may place a strain on the relationship between the Parties.

A proactive approach to correcting failures and addressing their cause improves the relationship and enables a partnership rather than a confrontational style of working. Its focus is on managing and improving service.

The Authority shall review performance against KPIs and, if appropriate, shall instigate meetings with the Contractor to agree action plans. The Authority expects the Contractor to agree and implement these plans. If this does not happen, only then shall service credit principles be applied.

The KPIs for this Contract are set out at Annex A.

Service Credit Principles

The use of service credits is governed by the following principles:

Service credits sit within the wide service management approach being pursued by the Contractor and the Authority. Use of service credits does not preclude any other remedy for failure of performance available to the Authority under the terms and conditions of the contract.

The service credit regime shall be instigated on each occasion where there is a service failure. Failure to meet a KPI may also give rise to a remediation plan.

- KPIs with a service credit rating of one (1) will have a service credit of three per cent (3%) of the invoice amount for the monitoring period, applied for each KPI failure.
- KPIs with a service credit rating of two (2) will have a service credit of five per cent (5%) of the invoice amount for the monitoring period, applied for each KPI failure
- The maximum annual service credit to be applied will be no more than ten per cent (10%) of the total annual contract value per Contractor.

The Authority has full and complete discretion on whether to claim all, part or none of a service credit to which it is due.

Service credits claimed shall be paid to APHA as a credit note within one (1) month following the date at which the service credits were applied.

The full, agreed service credit regime will operate from the Contract start date until the end of the contract period. The KPIs may be adjusted to ensure that they are appropriate and achievable.

Annex A – Key Performance Indicators

KPI	Description	Measure	KPI Target	Service Credit Rating
KPI 1 - Delivery & installation on time	Equipment shall be delivered to APHA on or before 30 November 2022 and installed within two (2) weeks of the delivery date.	Delivery and installation to the satisfaction of APHA and within agreed timescales.	100%	1
KPI 2 – Quality	The Equipment is accepted as suitable by APHA and performs to the manufacturer's specifications.	The Equipment meets the required standards as stated in the specification.	100%	1
KPI 3 – Warranty	Effective resolution of issues under Warranty.	Prompt and effective repairs carried out during the Warranty period. Scheduling of visits to be agreed in advance.	100%	2

Section 3: Evaluation Overview

- 3.1 Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).
- 3.2 The Tenderer is required to complete the appropriate financial questions detailed within the Bravo e-tendering portal. In addition, the Tenderer is required to complete and upload the Form of Tender (Appendix 2) document to Bravo.
- 3.3 Quotation responses will be evaluated on quality and price using the evaluation criteria set out in Bravo to determine which Tender is the most economically advantageous (after the weightings in paragraph 3.4 are applied).
- 3.4 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation.
 - The total technical/quality score (Section 4 of the RFQ) awarded, will form sixty percent (60%) of the final score.
 - The score awarded for the Commercial response (Section 5 of the RFQ) will form forty percent (40%) of the final score.
- 3.5 Evaluation of quotation responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the quotation responses, applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

Section 4: Technical Response and Evaluation

4.1 Submission Overview

The Technical response will form sixty percent (60%) of the final score.

Tenderers must answer Questions E01 - E03 which are Pass/Fail, and Question E04 which comprises the scored response within the 'Technical Envelope' on Bravo.

If a Tenderer scores a Fail in E01 - E03, they will be eliminated from the procurement.

If a score of less than fifty (50) is awarded to a Tenderer's response to Question E04, the Authority will reject the Tender.

4.2 Technical Evaluation Criteria

E01 – Delivery Timescale

Weighting: Pass/Fail

Is your organisation able to deliver the Equipment as detailed in Section 2 (Specification), paragraph 2.4.

Pass – The Tenderer answers 'Yes' to this question.

Fail – The Tenderer answers 'No' to this question.

E02 - Installation

Weighting: Pass/Fail

Is your organisation able to install the Equipment as specified in Section 2 (Specification), paragraph 2.5.

Pass – The Tenderer answers 'Yes' to this question.

Fail – The Tenderer answers 'No' to this question.

E03 – Training

Weighting: Pass/Fail

Is your organisation able to provide the training as specified in Section 2 (Specification), paragraph 2.5.

Pass – The Tenderer answers 'Yes' to this question.

Fail – The Tenderer answers 'No' to this question

E04 - Technical Capacity

Weighting: 100% of the Technical Score

Please upload a technical document that clearly addresses each of the requirements stated in Section 2 of the RFQ.

Your response should include:

- A full description of the proposed Equipment and an explanation as to how it meets the Authority's requirements, referring specifically to each of the requirements outlined within paragraph 2.3.
- Confirmation of warranty provision as detailed in paragraph 2.7.

The document must be in Word with the filename 'E04_Your Company Name'. It must be no more than ten (10) sides of A4 in length and have a minimum font size 10. Publicity or promotional material will not be accepted and must not be included.

4.3 Scoring

Evaluation of question E04 will be based on the following definitions:

Descriptor	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the Bidder Pack. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Section 5: Commercial Response

5.1 Price

The Commercial response will form forty per cent (40%) of the final score.

One total price for this requirement must be submitted (within the 'Commercial Envelope' on Bravo) in £ sterling and exclusive of VAT.

Equipment

Quantity	Description	Total Price (£)
1	Total cost of Equipment (ex VAT)	

Price and breakdown:

Please note the total price submitted for evaluation is to include the following:

- All costs associated with delivery of the Equipment including installation and training costs (as detailed in sections 2.3, 2.4 and 2.5 of the Specification).
- All pricing submitted must be exclusive of VAT.
- Pricing submitted must be in £ sterling.
- Any other additional costs.

Please provide an attachment within the Commercial Envelope on Bravo detailing how your pricing is comprised.

Accessories

	Quantity	£ (ex VAT)
20.7 Mpx Cooled Colour Digital Camera with Standard Imaging Software	1	

Price and Breakdown

The total price for the accessories submitted will not be evaluated, and dependant on budget availability may be purchased at any time during the term of this Contract at the pricing submitted.

- Pricing submitted must be exclusive of VAT.

- Pricing submitted must be in £ Sterling.
- Any other additional costs.

Please provide an attachment within the Commercial Envelope on Bravo detailing how your pricing is comprised.

5.2 Scoring

The Total Price submitted in response to the RFQ will be scored according to the following mechanism:

The weighting and maximum marks available for this part of the RFQ will be one forty per cent (40%) and will be awarded to the Tenderer with the lowest compliant Tender Price. The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price.

The Tenderer with the lowest overall price will receive the maximum score for the commercial element.

The calculation used will be as follows:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 40 \text{ (Maximum available marks)}$$

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000, and Tenderer C has quoted £6,000, then the calculation will be as follows:

$$\text{Tenderer A Score} = £3000 / £3000 \times 40 \text{ (Maximum available marks)} = 40$$

$$\text{Tenderer B Score} = £3000 / £5000 \times 40 \text{ (Maximum available marks)} = 24$$

$$\text{Tenderer C Score} = £3000 / £6000 \times 40 \text{ (Maximum available marks)} = 20$$

Appendix One (1) – Authority's Conditions of Contract

Located as an attachment on Bravo entitled
'Appendix One (1) - Conditions of Contract'

Appendix Two (2) - Form of Tender

Located as an attachment on Bravo entitled

‘Appendix Two (2) – Form of Tender’