TO: Suppliers

**Tree Health Laboratories**

**Alice Holt Lodge**

**Wrecclesham**

**Farnham**

**Surrey**

**GU10 4LH**

Tel 300 067 5764

Laboratory Manager

James Snowden

26 November 2024

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY OF 2 (TWO) PORTABLE/RELOCATABLE, EXTERNAL, WEATHER-RESISTANT GROWTH CHAMBERS FOR PLANTS/SAPLINGS**

**REF NO: CR2024/25/061**

You are invited to submit a quotation for design, supply and delivery of two self-contained relocatable growth chambers, as detailed in the specification below.

Delivery of both growth chambers 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 **14.00 hrs on 9th December 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 ensure your quote submission includes

* the ‘*Summary of requirements’* table in the Specification section below, duly completed with the information requested, and
* the ‘*Product-specific information*’ listed in the Specification section below.

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.
* 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.

Yours faithfully

James Snowden

Laboratory Manager

Forest Research

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 and payment will be made within 7 days of receipt of invoice.

* You are required to provide an itemised pricing schedule, covering all elements of the requirement, from design through to commissioning.
* 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). **Note:** This includes providing a response to each item in the ‘*Summary of requirements’* table in the Specification section below (preferably by completing and returning the table) and providing the Product-specific information also requested in the Specification section.
* State clearly the lead time (the time to deliver the Goods from receipt of order).
* 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.

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** |
| Non-Price/Technical | 60% |
| Price | 40% |

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.

Specification

Two (2) portable/relocatable, self-contained, weather-resistant (units will be sited outdoors) growth chambers for plants/saplings, that each have external dimensions of 4m x 12m x 2.35m (L x W x H).

1 x growth chamber will be a single bay unit, and 1 x growth chamber will be a double bay unit.

The scope of supply includes all design, fabrication, supply, pre-assembly, fitting out, transport to site, off-loading, siting, post-assembly, connection and commissioning.

The groundworks and/or any foundations required for siting of the units will be provided by Forest Research (to the specification of the supplier). But scope of supply includes any fabricated items, equipment or structures (such as pads, legs, frame) required for siting the unit on the pre-prepared base.

**Summary of requirements**

|  | **Forest Research Requirement** | **Supplier Response**  Supplier to provide  (i) confirmation that the Requirement can be met and  (ii) details on how this will be achieved |
| --- | --- | --- |
| **Size** | External dimensions of 4m x 12m x 2.35m (L x W x H) each unit |  |
| **Configuration** | 1 single bay unit, 1 double bay unit |  |
| **Delivery Date** | 21 March 2025 latest |  |
| **Temperature range** | -5C to 40C (controlled) |  |
| **Irrigation** | Required |  |
| **CO2 control** | Required |  |
| **Lighting** | Dimmable plant growth & maintenance lighting |  |
|  | Need to be able to program differing light levels and temperatures for day and night. |  |
|  | 200-500 lux,  - full spectrum - Fixed high-level lights - Lights on flexible connections to raise / lower - Dimmable  - programmable - Daylight cycle & ramped |  |
|  | Candescent, fluorescent, and the option to swap out for other lighting needs that might take place in the future |  |
| **Dedicated RO supply** | Required |  |
| **Dew point conditions** | Required |  |
| **Humidity** | 0-100% |  |
| **Foggers** | Required |  |
| **Drainage** | Required |  |
| **Waterproof** | Fully waterproof chamber |  |
| **Insulated floor** | Required |  |
| **Power outlets** | Required |  |
| **Growing samples**  The growth chambers  will need to be able to  accommodate the  following samples | Live trees in pots and billets in trays of water which may be up to 2 metres high. |  |
|  | Array of broadleaf or conifers |  |
|  | Saplings (conifer or broadleaved species), mostly shorter that 50 cm but occasionally slightly bigger (up to 150 cm). |  |
|  | Logs and seedlings |  |
|  | 80-100 of 30cm tall seedlings |  |
| **Plumbing** | For drip irrigation, humidity and waste. |  |
| **Anteroom** | Required |  |
| **Treatment\*** | Effluent treatment |  |
| **Air pressure** | Negative |  |

**Product-specific information required**

The following information is also to be provided by the supplier (included in the quote response) for the equipment it has offered:

* Weight of each unit.
* Footprint.
* Power supply input.
* Water volume capacity/usage.
* An interlink building management system
* \* If you are unable to provide the installation of an Effluent Treatment Plant (ETP) for the growth rooms, are you able to provide names of suitable suppliers who can?
* Service costs of maintaining the Growth chambers.

1. 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)