



Part 1: Guidance Document

Contract Reference: RBGKEW1100

Wakehurst All Terrain Vehicle 2022

This document is for information

# **Request for Quotation – Wakehurst ATV 2022**

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## Request for Quotation – Wakehurst ATV 2022

### Section One: Instructions

#### 1. Introduction

The Board of Trustees of the Royal Botanic Gardens, Kew (“Customer”) invites you to submit a quotation for an All-Terrain Vehicle.

This request for Quotation (RfQ) has been advertised publicly for all interested Suppliers to respond.

This Request for Quotation comprises of the following documents:

Part 1 – Guidance Document (this document)	For Information
Part 2 – Response Document	<b>For Completion</b>

#### 2. Communications and Clarifications

The contact person for this RfQ is Sarah Jandu, Procurement Manager.

All communications with the Customer, including the submission of Tenders, must be conducted via the tendering portal <https://defra.bravosolution.co.uk/web/login.html>. No hard copy documents will be issued to Suppliers.

If you are experiencing technical difficulties whilst using the tendering portal, please contact the helpline via phone 0800 069 8630 or email [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

Please contact [procurement@kew.org](mailto:procurement@kew.org) if you have not been able to resolve the issues via helpline and cannot access the tendering portal.

Please note suppliers should monitor the tendering portal regularly throughout the tender process for messages/clarifications from the customer. Customer questions should be answered promptly.

#### 3. Confidentiality

The contents of this RfQ are being made available to the Suppliers for the purpose of providing a quotation for the requirements detailed in the Specification. Suppliers are not authorised to use this information for any other purpose without the permission of the Customer.

#### 4. Freedom of Information and Environmental Information

The Customer is subject to both the Freedom of Information Act and the Environmental Information Act and may be required to disclose information submitted by the Supplier to the Customer.

In respect of any information submitted by a Supplier that it considers to be commercially sensitive the Supplier should:

- Clearly identify such information as commercially sensitive.
- Explain the potential implications of disclosure of such information; and
- provide an estimate of the period during which the Supplier believes that such information will remain commercially sensitive.

Where a Supplier identifies material as commercially sensitive, the Customer will endeavour to maintain confidentiality. Suppliers should note, however, that, even where information is identified as commercially sensitive, the Customer may be required to disclose such information, under its responsibilities as a non-departmental public body and/or in accordance with the FoIA or the EIR. The Customer is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Customer cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.

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In addition to the FOIA and the EIR, we are also subject to the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy & Electronic Communication Regulations 2003. We will process any personal data pursuant to these, and any subsequent and/or superseding, laws. If you are awarded the contract, we will take steps to implement all relevant safeguards under data protection law to ensure the lawful transfer and processing personal data. This includes, but is not limited to, data protection contractual clauses, data protection impact assessments and further data protection due diligence. It is preferred that Suppliers be established in the UK and that personal data be hosted in the UK. If the provider is established overseas or data will be hosted overseas, the provider must specify the data transfer mechanism and how personal data will be safeguarded when transferred.

Suppliers should familiarise themselves with the 'Privacy notice for suppliers', which details the personal data we collect and the purposes for which we use it: <https://www.kew.org/about-us/reports-and-policies/procurement>.

### 5. Contract & Budget

This RfQ is subject to the Customer's standard terms and conditions as detailed here <https://www.kew.org/about-us/reports-and-policies/procurement>

The allocated budget for this requirement is £20,000 (excluding VAT) for the vehicle only. We require Suppliers to provide a vehicle solution that will cost this amount.

### 6. Timetable

The timescales for this RfQ are as follows:

Date	Stage
05/10/2022	RfQ issued
18/10/2022 – 09:30am	Deadline to submit Quotation
20/10/2022	Notify Suppliers of decision
ASAP	Purchase Order Raised

### 7. Quotation Submission

Quotations must be submitted via the tendering portal no later than the date and time specified within the timetable above.

Your Quotation should remain open for acceptance for a period of 15 calendar days from the submission deadline date.

### 8. Evaluation

The Quotations received will be evaluated in accordance with the following model.

#### Stage 1 – Eligibility Questionnaire and Declarations

Questionnaire to establish the Supplier is legally compliant. Only Suppliers that pass this stage will continue to Stage 2.

#### Stage 2 – Written Response to Specification

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Specification reference	Question	Weighting
N/A	Please provide details of your proposed solution. Make and model of the machine	For Info
3.1	Demonstrate how your proposed solution meets the essential requirements	Pass/Fail
3.1	What are the added features of the proposed vehicle that demonstrate Value for money for the £20k budget?	40
3.2	Demonstrate how your proposed solution meets the requirements for daily maintenance checks	Pass/Fail
3.3	Is the first service included in the cost of the machine or is it additional?	5
3.4	Demonstrate how your proposed solution meets the warranty requirements	5
3.5	What is your earliest guaranteed delivery Date? Please provide deadline date for placing a purchase order to meet this delivery date.	50
3.5	What is the latest date you require a purchase order in order to meet the delivery deadline of 31/03/2023	For info
Commercial	The set budget for this procurement is £20,000 (vehicle only). Please provide a full quotation for the proposed vehicle, including servicing charges for the first 2 years.	For Info
<b>Total</b>		<b>100</b>

### Scoring Scale for technical Criteria

5	Very Good	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
4	Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
3	Satisfactory	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
2	Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
1	Very poor	Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
0	Unsatisfactory	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

Commercial criteria will be evaluated on a Total Cost basis to ensure that solutions can be compared equally. A Total Cost for each commercial element of the tender will be calculated as follows:

- The lowest price will receive the maximum marks available
- The financial scores of the other Suppliers will be calculated using the following formula:

$$\text{Supplier's Score} = (\text{Lowest Price} / \text{Supplier's Price}) \times \text{available marks}$$

## **Request for Quotation – Wakehurst ATV 2022**

### **Section two: Specification**

#### **1. Summary**

RBG Kew is looking to purchase an all-terrain vehicle for use at our Wakehurst Site.

#### **2. Background**

Royal Botanic Gardens, Kew ('RBG Kew') is a world-famous centre for botanical and mycological knowledge. With our two inspiring gardens at Kew in west London and Wakehurst in Sussex, we enchant our visitors with the wonder of plant diversity. This requirement is for Wakehurst only.

#### **3. Specification**

##### **3.1 Machine Specification – essential**

This is a unit that will primarily be for driving staff and equipment around site. The site is a combination of steep banks, narrow paths and a large number of trees. Ability to manoeuvre around the site and cope with the varied terrain is essential.

The following requirements are essential:

2/4 wheel drive (ability to change between)

Roof & windscreen

Cargo bed

Width no greater than 56 inches (1400 mm)

2 - 4 seats (whatever can be delivered earlier)

Diff lock

Front guard kit

High-performance, all-purpose tyres (suitable for driving through woodland)

##### **3.2 Daily Maintenance**

The following features are desirable to aid regular maintenance routines:

- Easy access hood providing good, easy access for daily checks and access for regular servicing.

##### **3.3 Servicing**

Dealership for servicing requirements within a reasonable distance (e.g. 50 miles) from RBG Kew, Wakehurst, RH17 6TN.

Optional services – 50 hours and 250 hours

##### **3.4 Warranty**

All machinery must be provided with a minimum 2 years manufacturer's warranty

##### **3.5 Delivery**

The vehicle is required as soon as possible to RBG Kew, Wakehurst, Selsfield Road, Ardingly, RH17 6TN. Latest date for delivery is 31/03/2023.