To: SUPPLIER

**Dr. Juan Suarez**

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Project Leader Remote Sensing Applications

5th February 2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF 1 X** **PORTABLE FIELD SPECTRORADIOMETER (350-2500nm)**

**RFQ REF NO: CR2020/21/056**

You are invited to submit a quotation for the supply and delivery of a portable field spectroradiometer covering the 350-2500 nm range c/w accessories and product support, as detailed below.

Visible Near Infra-Red (Vis/NIR) spectroradiometer equipment for contact measurement in the laboratory and stand-off measurements in the field. Essential capabilities and characteristics of the equipment required are:

* spectral resolution: 3nm in the VNIR region (350-1000nm) and 10nm in the SWIR regions (1000-2500nm) and 2,150 discrete wavelengths
* the SWIR detectors covering 1000-2500nm must be thermo electric (TE) cooled single InGaAs detectors (not photo diode array detectors)
* permanent, fixed (i.e. not detachable) fibre optic cable that feeds directly into the spectrometer detectors
* length of the permanent fibre optic cable to be a minimum of 1.5m
* battery and mains operated
* portable, rugged and robust.

Supply of the following accessories is required, as a minimum:

* high intensity contact probe
* leaf clip
* spare battery
* GPS receiver
* white reference cap.

The scope of supply also includes:

* operating software
* on-site installation and training.
* two-year maintenance contract.

Delivery to: Northern Research Station, Roslin, EH259SY.

Delivery is required no later than 31 March 2021 (\* please refer to ‘conditions’ listed below).

Please send your quotation and any enquires about this invitation by email to: Dr. Juan Suarez

Email: juan.suarez@forestresearch.gov.uk

Phone: +44(0)7585680296

Your quotation, incorporating the requirements specified below, must be submitted by email by **10.00hrs** on **Friday 12 February 2021**.

Quotations will be evaluated as detailed in the Evaluation Matrix below, and the selected quote/supplier 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 2021, 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.
* 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/purchase order has been issued, 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 DDP (Incoterms) 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 include an itemised breakdown of your quoted price, including for the specified accessories, software and support and separate prices for any other options and accessories.
* 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) and also the date by which you would require to receive a purchase order in order to achieve delivery by 31 March 2021. Your quoted price should be based on your best (quickest) delivery.
* 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.

Evaluation Matrix

|  |  |  |
| --- | --- | --- |
| **Combination of Price and Other Criteria** | | |
| **Criteria** | **Weighting** | **Scoring System** |
| 1. Price | 50 % | Price will be 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. Extent to which the proposed equipment meets the requirements specified in this RFQ. 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.  a) Spectroradiometer equipment for contact measurement in the laboratory and stand-off measurements in the field  b) SWIR detectors covering 1000-2500nm (thermo electric (TE) cooled single InGaAs detectors)  c) permanent/fixed fibre optic cable that feeds directly into the spectrometer detectors  d) high intensity contact probe, leaf clip, spare battery, GPS receiver and a white reference cap  e) portable, rugged and robust (weight, dimensions, handling and build quality)  f) Training and maintenance/after sales support | 5 %  20%  10%  5%  5%    5% | **Scoring system**  Quotation assessed against each criteria and scored in the range 0 – 4 as follows:  0 – No response or totally inadequate response  No response or an inadequate response  1 – Major Reservations/Constraints  The response simply states that the party submitting a quote can meet some of the requirements set out in the question or statement of requirements, but have not given information or detail on how they will do this  2 – Some Reservations/Constraints  The party submitting a quote has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements  3 – Fully Compliant  The party submitting a quote has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements  4 – Exceeds Requirements  The party submitting a quote meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract |
| TOTAL | 100% |  |

1. The Forestry Commission’s Purchase Order Terms and Conditions (Rev 4th October 2019), which are embedded here (double click to open and view or print)

    [↑](#endnote-ref-1)