To: SUPPLIER

**Northern Research Station**

Bush Estate

Roslin

Midlothian

EH25 9SY

Tel 0300 067 5896

Sandy.kerr@forestresearch.gov.uk

26 February 2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR THE PROVISION OF A COMPLETE AUDIO/VISUAL (A/V) SYSTEM SOLUTION**

**RFQ REF NO: CR2020/21/065**

You are invited to submit a detailed proposal and price quotation for the design, supply, installation, configuration and commissioning of a new, complete A/V system at Forest Research’s Northern Research Station in Roslin, Midlothian, in accordance with the attached procurement specification document (ref ‘NRS Audio Visual Procurement Specification, Version 2.0; 25th February 2021’).

Please send any enquires about this invitation by email to Sandy Kerr, Head of Information Technology.

Email: sandy.kerr@forestresearch.gov.uk

Phone: 0300 067 5896.

Your proposal, incorporating the requirements specified in the attached and below, must be submitted by **14.00hrs on Friday 12th March 2021** by uploading to this [Dropbox](https://www.dropbox.com/request/9SIk2qJQUkrHB5iPlKaF). Late submissions will not be considered.

Proposals will be evaluated as detailed in the Evaluation Matrix below, and the selected proposal/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.
* 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

S Kerr

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.
* Quoted prices are to be based on the following payment terms:

The Price shall become payable on delivery of the Goods and payment 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).

* 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).
* In your quotation please identify the length and scope of the system/product warranty offered (and included for in your quoted price).
* In your submission you should describe what 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.

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| **Evaluation Matrix** | | |
| **Criteria** | **Weighting** | **Scoring Method** |
| 1. Price | 5% | Comparison of bid prices received.  Price will be evaluated using the ‘standard differential method’ – each bidder submitting a quote receives 100% of the available mark less the percentage by which their bid price is more expensive than the lowest bid price; with 5 being the maximum score achievable (i.e. awarded to the lowest bid price).  NB Bids priced in excess of the maximum budget of £100,000 ex VAT will be discounted from evaluation |
| 2. Extent to which the proposed system meets the standards and requirements described or specified in FR’s procurement specification document.  In the proposals, bidders will need to explain, in detail, how the solution they have proposed will meet FR’s requirements. Bidders should include detailed reasoning as to why they have selected specific technologies, and how these choices relate to FR’s requirements. Expected benefits of the proposed solution should be made clear. | 55% | **0 No response (complete non-compliance)** No response or insufficient information provided. The solution is totally un-assessable and/or incomprehensible.  **1 Unsatisfactory response (potential for some compliance but very major areas of weakness)** Bid which fails in several significant areas to set out a solution that meets the requirements. Little or no detail provided to demonstrate that the bidder will be able to deliver and/or considerable reservations about the proposals in respect of ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a very high-risk solution.  **2 Partially acceptable response (one or more areas of major weakness)** Weak bid which does not set out a solution that fully meets the requirements. Response may be basic with minimal detail provided to support the solution and/or some reservations as to the tenderer's solution in respect of ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high-risk solution.  **3 Satisfactory and acceptable response (substantial compliance with no major concerns)** Bid sets out a solution that largely meets the requirements, with some detail provided to support the solution; minor reservations or weakness in a few areas. Medium, acceptable risk solution.  **4 Fully satisfactory /very good response (fully compliant with requirements).** Bidsets out a robust solution that fully meets the requirements, with full details provided to support the solution. Full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/no risk solution.  **5 Outstanding response (fully compliant, with some areas exceeding requirements)** Bidsets out a robust solution and, in addition, provides additional value and/or elements of the solution which exceed the requirements in substance and outcomes in an acceptable manner. Provides full confidence as to the relevant ability, understanding, and necessary expertise, skills and/or resources not only to deliver the requirements, but also exceed it them as described. Low/no risk solution. |
| 3. ‘Ease of use’.  Bidders should provide detail on how their proposed solution meets the requirement of being ‘easy to use’ and operate, in relation to FR’s specific use cases. | 12% |
| 4. ‘Nice to Haves’. Extent to which the specified ‘nice to haves’ have been included in the proposal/price | 8% | Score 0 = no ‘Nice to Haves’ included  Score 1 = 1 x ‘Nice to Haves’ included  Score 3 = 2 x ‘Nice to Haves’ included  Score 5 = All 3 ‘Nice to Haves’ included |
| 5. Delivery. Proportion of equipment delivered to site by 31/3/21 | 10% | Comparison of proposals received.  Proportion of equipment in £ value delivered by 31/3/21, with bidder delivering the largest % proportion of its total price scoring the maximum mark of 5, and other suppliers scoring relative to the highest scorer. |
| 6. Warranty and after-sales services and support. | 10% | The best (length, coverage and response) combination of warranty and after-sales/support offering included in the bid receives the maximum score of 5, with others scoring relative to that (the lowest score being 0) |
| TOTAL | 100% |  |

1. Conditions of Contract for the Purchase of Goods (and any related Services) As amended (January 2016), which are available [here](https://www.forestresearch.gov.uk/documents/7835/Goods_and_Services_ContractSchedule1Jan2016_FR_version.pdf) to view or download [↑](#endnote-ref-1)