

Company Number: 11333643

REFEYN LTD (“Refeyn”)



Request for Quotation

Greener Surfaces for Science

*Procurement of Silane Vapor Deposition System with
Plasma Cleaning*

Closing Date: 13th September 2021, 5:00pm BST

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Part A – General Information

1. Definition of Terms

1.1. For the purposes of this RFQ:

Bid means a Bidder's response to this RFQ

Bidder means the entity responding to this Request for Quotation.

Bidder's Representative means the Bidder's representative who will coordinate all communications with Refeyn's Representative in relation to this Request for Quotation.

Company Representative means the Procurement Manager of Refeyn, who will coordinate all communications with the Bidder in relation to this Request for Quotation.

Incoterms refers to Incoterms 2020.

Request for Quotation (RFQ) means this document and all its appendices which have been sent to all Bidders

Service means the goods, works and/or services sought by Refeyn in accordance with the provisions of this Request for Quotation

Specification means the description of the Service contained in Appendix 1 to this Request for Quotation

2. Background to the Procurement

- 2.1. Refeyn is an Oxford company that has pioneered mass photometry, a technology that makes it possible to study important biomolecules, such as those used in therapeutics, in a completely new way. Refeyn instruments measure the mass of individual molecules directly in solution, so researchers can see, in detail, how molecules behave in an environment that is very close to the environment in cells. Though it seems simple, this information can be transformative for research and development in the life sciences and is almost impossible to obtain with other approaches. However, mass photometry makes such measurements quick and straightforward.
- 2.2. Mass photometry's many applications include analysing sample purity, monitoring the assembly of biomolecular complexes, and measuring the strength and kinetics of molecular interactions. It is useful in many areas, from research in basic biology to the development and manufacture of new therapies, such as immunotherapies and gene therapies.
- 2.3. In June 2021, Refeyn received a Business Investment Fund Grant from the Oxfordshire Local Enterprise Partnership to invest in capital equipment to make the everyday use of our innovative life sciences technology greener. This will enable Refeyn to introduce a new line of eco-friendly consumables to complement the mass photometry equipment it produces.

- 2.4. Specifically, the purpose of this procurement is to purchase a suitable Chemical Vapour Disposition System to allow us to prepare surfaces to the standards required for mass photometry. Refeyn has carried extensive proof-of-concept work to establish the viability and effectiveness of our approach – ensuring feasibility and minimising risks.
- 2.5. Bidders are invited to quote for the provision of the Equipment described at Appendix 1 Specification.

3. Instructions for Completion and Return of RFQ

- 3.1. Please e-mail any question(s) regarding this document and/or the RFQ process to andrew.justo@refeyn.com. All questions must be received by 3rd September 2021, which will be answered no later than 8th September 2021. No questions will be answered after that date. Questions and answers will be added to the Company website.
- 3.2. The documentation to be returned is listed in Part B of this RFQ. Failure to submit all documentation may result in your Bid being discounted.
- 3.3. Additional attachments should be clearly labelled in relation to the Section and question. In addition, please indicate under the relevant question that this has been done.
- 3.4. Bids must be in English.
- 3.5. If you reproduce the RFQ, the paragraph numbering, content or wording of the award criteria must not be changed in any way.
- 3.6. Where a question is not relevant to your organisation, you should respond "Not Applicable".
- 3.7. Please do not supply general marketing, promotional or similar material in response to a question, unless such material is specifically requested or the material supplied is particularly relevant to the award criteria. In either event, the material should be marked clearly to show your name and, if appropriate, the page number or the section of the material which is relevant.
- 3.8. Refeyn may require you to clarify any part of your Bid or to supply additional information if it considers this appropriate.
- 3.9. Where this RFQ refers to UK legislation, qualifications, codes or similar matters you should, if you are established outside the UK, base your response on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.
- 3.10. If you are a member of a group of companies (e.g. sister organisation, subsidiary etc.), the Bid should be completed on behalf of your organisation only and not on behalf of the group as a whole (except where group information is specifically requested).
- 3.11. Refeyn reserves the right in its sole discretion to require commercially reasonable amendments to Bidder's terms and conditions prior to accepting a Bid. If required, such amendments will be negotiated with the successful Bidder following conclusion of the RFQ process.

- 3.12. Please return an electronic copy of your Bid including any supporting material by e-mail to andrew.justo@refeyn.com **no later than 5:00pm BST on 13th September 2021.**
- 3.13. Please use a delivery and read receipt on your email to confirm it has been delivered.
- 3.14. Failure to submit your Bid by the closing time and date may result in your Bid not being evaluated.
- 3.15. Bids must remain valid and open for acceptance for three months from the closing date for return of the RFQ.

4. Award Criteria

- 4.1. Each Bid received will be evaluated against a range of scored and mandatory criteria comprising the following:
- The scored criteria using the mechanism for scoring set out in Table 1
 - The scored criteria for Conformity to Specification using the mechanisms for scoring set out in Tables 2 & 3 respectively
 - The mechanism for scoring Delivery Lead Time set out in Table 4
 - The mechanism for scoring Price set out in Table 5

Table 1: Scored criteria for this RFQ and respective weightings

Criteria	Weighting (%)
Conformity to Specification	80%
Delivery Lead Time	10%
Price	10%

Table 2: Weightings within Conformity to Specification

Criteria	Weighting (Out of 80)
1. Performance	40
2. Capacity	10
3. Hardware Detail	30

Table 3: Scoring mechanism for Conformity to Specification

Score	Definition
10	<p data-bbox="505 436 954 468">Very Good (fulfils the requirement)</p> <p data-bbox="505 510 1430 606">The response meets all that is expected for the criteria. It leaves Refeyn in no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul data-bbox="505 632 1279 758" style="list-style-type: none"> <li data-bbox="505 632 1045 663">▪ Very good understanding of the requirements <li data-bbox="505 680 1279 711">▪ Considerable competence demonstrated through relevant evidence <li data-bbox="505 728 1027 758">▪ Considerable insight into the relevant issues <p data-bbox="505 804 1430 867">Where the response relates to the development of a product or service, it is considered to be viable and that it will meet expectations in full.</p>
8	<p data-bbox="505 911 1252 942">Good (provides the requirement with limited minor issues)</p> <p data-bbox="505 984 1430 1119">The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul data-bbox="505 1140 1235 1266" style="list-style-type: none"> <li data-bbox="505 1140 997 1171">▪ Good understanding of the requirements <li data-bbox="505 1188 1235 1220">▪ Sufficient competence demonstrated through relevant evidence <li data-bbox="505 1236 1109 1266">▪ Some insight demonstrated into the relevant issues. <p data-bbox="505 1312 1430 1409">Where the response relates to the development of a product or service, it has demonstrated a good and sound proposal which is likely to meet expectations, with limited minor issues.</p>
6	<p data-bbox="505 1457 1149 1488">Fair (provides a basic measure of the requirement)</p> <p data-bbox="505 1530 1430 1665">The response meets most of the requirement but there is at least one significant issue of concern, or several smaller issues. These would require some further clarification or attention later in the procurement process and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows:</p> <ul data-bbox="505 1686 1192 1812" style="list-style-type: none"> <li data-bbox="505 1686 987 1717">▪ Basic understanding of the requirements <li data-bbox="505 1734 1192 1766">▪ Basic competence demonstrated through relevant evidence <li data-bbox="505 1782 1045 1812">▪ Some areas of concern that require attention.

Score	Definition
	Where the response relates to the development of a product or service, it is likely to meet most of the requirement, although there are areas of concern or shortfalls that require attention.
4	<p>Poor (provides some of the requirement with significant issues)</p> <p>The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul style="list-style-type: none"> ▪ There are significant issues needing considerable attention ▪ There is insufficient evidence to demonstrate competence or understanding ▪ The response is light and unconvincing. <p>Where the response relates to the development of a product or service, it has met a limited amount of the requirement, but is light and unconvincing and has fallen short of expectations.</p>
2	<p>Very Poor (provides very little of the requirement)</p> <p>The response meets very little of what would be expected.</p> <p>Where the response relates to the development of a product or service, it has met very little of the requirement.</p>
0	No Answer given or Non-Compliant

Table 4: Scoring mechanism for Delivery Lead Time

Bidders' delivery lead time scores will be calculated based upon how early the vendor proposes to deliver the Service relative to the earliest possible delivery date of September 27th, 2021 (the "**First Delivery Date**").

A requirement of the OxLEP Grant is that all costs are claimed and defrayed by 31st December. Therefore, any delivery date after 17th December 2021 (the "Cut-Off Date") shall be scored a zero and the bidder disqualified from the process.

The points awarded to the bidder shall be calculated based on the earliest delivery date submitted by the Bidders relative to the First Delivery Date (the "**Lowest Delivery Time**"). The Bidder with the earliest delivery date will be awarded the full score of 10, with the remaining Bidders

gaining a pro-rata score in relation to how much later their proposed delivery date from the First Delivery Date is when compared with the Lowest Delivery Time.

In the example below Delivery Lead Time is scored out of 10:

Tenderer	Date	(days after First Delivery Date – Lowest Delivery Time) / Lowest Delivery Time = % awarded to bidder	Score <i>Maximum points x (100% - % of price which is above lowest price)</i>
1	6 th November 2021 <i>40 days after First Available Delivery Date</i>	$(40 - 40) / 40 = 0.00\%$	$10 \times (100\% - 0\%) = 10.0$
2	16 th November 2021 <i>50 days after First Available Delivery Date</i>	$(50 - 40) / 40 = 25.00\%$	$10 \times (100\% - 25.00\%) = 7.5$
3	26 th November 2021 <i>60 days after First Available Delivery Date</i>	$(60 - 40) / 40 = 50.00\%$	$10 \times (100\% - 50.00\%) = 5.0$
4	6 th December 2021 <i>70 days after First Available Delivery Date</i>	$(70 - 40) / 40 = 75.00\%$	$10 \times (100\% - 75.00\%) = 2.5$
5	16 th December 2021 <i>80 days after First Available Delivery Date</i>	$(80 - 40) / 40 = 100.00\%$	$10 \times (100\% - 100.00\%) = 0.0$
6	18 th December 2021 <i>1 day after Deadline</i>	Disqualified from Process	Disqualified from Process

Table 5: Scoring mechanism for Price

Bidders' price scores will be calculated based upon the lowest price submitted by Bidders. Foreign exchange rates will be calculated in accordance with the Official EU Exchange Rates on the date of the RFQ closing time.

The Bidder with the lowest price will be awarded the full score of 10, with the remaining Bidders gaining a pro-rata score in relation to how much higher their prices are when compared to the lowest price.

In the example below price is scored out of 10:

Tenderer	Price	(price - lowest price) / price = % of price which is above lowest price	Score <i>Maximum points x (100% - % of price which is above lowest price)</i>
1	£100	$(£100 - £100) / £100 = 0.00\%$	$10 \times (100\% - 0\%) = 10.0$
2	£125	$(£125 - £100) / £125 = 20.00\%$	$10 \times (100\% - 20.00\%) = 8.0$
3	£150	$(£150 - £100) / £150 = 33.33\%$	$10 \times (100\% - 33.33\%) = 6.7$
4	£175	$(£175 - £100) / £175 = 42.85\%$	$10 \times (100\% - 42.85\%) = 5.7$
5	£200	$(£200 - £100) / £200 = 50.00\%$	$10 \times (100\% - 50.00\%) = 5.0$
6	£300	$(£300 - £100) / £300 = 66.66\%$	$10 \times (100\% - 66.66\%) = 3.3$

4.2. Refeyn reserves the right to:

- (a) waive or change the requirements of this RFQ from time to time without prior (or any) notice;
- (b) withdraw this RFQ at any time, or to re-invite Bids on the same or any alternative basis;
- (c) choose not to award any contract as a result of the current procurement process, or to award the contract in part.

4.3. Refeyn will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this RFQ process including if the process is terminated or amended by Refeyn.

5. Additional Information

5.1. *Freedom of Information*

All information provided by you in your response to this RFQ will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that Refeyn considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement or code of practice.

5.2. Confidentiality

By receiving this RFQ you agree to keep confidential the information contained in the RFQ or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this RFQ.

5.3. Material Changes

At any time before the award of the contract, Refeyn reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its Bid unless substantial justification can be provided to the satisfaction of Refeyn. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify Refeyn of this as soon as possible.

6. Indicative RFQ Timeline

6.1. The deadline for the return of the RFQ is as set out here unless otherwise notified by Refeyn. All later dates are indicative only and subject to change.

Table 6: Timetable for proposals

Activity	Date
Advert placed on Contracts Finder and Find A Tender	13 th August 2021
Final date for submission of RFQ questions	3 rd September 2021
Date by which questions will be answered	8 th September 2021
RFQ closing time and date	13th September 2021, 5:00pm BST
Notification of award outcome to Bidders	14 th September 2021
End date for 10-day standstill period (10 full days from date all bidders are notified of the award outcome)	24 th September 2021

6.2. Proposals must be submitted before **13th September 2021, 5:00pm BST**.

Appendix 1 – Specification for Silane Vapor Deposition System with Plasma Cleaning

1. Performance

<i>Item</i>	<i>Specification</i>
RF Plasma Frequency / Power	40 kHz, 100-1000 Watts
Operation Temperature	Ambient to 205°C
Temperature Uniformity	± 1.5% after stabilization
Chamber Pressure Control	100 mT - 100 T
Chemical Usage	0.1 – 3.0 mL (typical process)
Chemical Dispense Volume	Increments of 0.1 mL
Number of Chemicals	Up to three

2. Capacity

<i>Item</i>	<i>Specification</i>
Wafer Capacity	8 cassettes 100 mm - 150 mm wafers
	2 cassettes 200 mm wafers
	1 cassette 300 mm wafers
Slide Capacity	Up to 2,000
Vapor Delivery Lines	Up to three, with independent process and thermal control

3. Hardware Detail Overview

3.1. Chemical Delivery Assembly

- Three (3) independent, chemical vapor delivery line assemblies each including:
 - stainless steel heated flash vaporization flask with VCR quick release connections
 - vapor valve with polyimide seals
 - micropump chemical infusion for accurate volume delivery
 - nitrogen blanketed source chemical withdraw system to inhibit “wetting” of chemicals

- PFA source plumbing
- Ventilated cabinet with secondary containment system spill tray

3.2. Oven Assembly

- Minimum 316L electro-polished stainless steel chamber
- Four (4) independent temperature control zones within the process chamber ensuring uniformity
- Heated door specially designed for maximum heater coverage and insulation, improving uniformity and preventing condensation; minimizing thermal transfer into the clean room
- Preheated nitrogen, rapidly bringing product to operational temperature
- Rear-mounted heated vacuum valve for ease of maintenance (preventing condensation at the valve)
- Line heated chamber pressure sensors for condensation prevention and precise pressure control
- Double door seal (Aflas) with Nitrogen purge zone
- Vapor check at end of process, preventing operator from being exposed to any vapors

3.3. Plasma Features

- 1000 Watt RF power supply, frequency optimized
- Three (3) plasma gas inlets, each with optional Mass Flow Controller (MFC)
- Sample capacity of up to four (4) active plasma areas with four (4) process shelves
- Four (4) each: Active, Ground, and Floating (process) trays. Can be configured for different plasma modes and allowing for different sized substrates.
- A choice of five operational modes (RIE, Active, Active Ion Trap, Grounded Ion Trap, and Electron-free)

3.4. Controller Assembly

- PLC Controller with Touchscreen Operator Interface
- Four (4) zone PID Chamber Temperature Control, ambient to 205°C
- Positive pressurized electronics chassis with failure interlock and visual confirmation
- Ethernet to monitor, upload, and download programs
- EMO buttons, (front and rear)
- Over-temp protection shut-off
- Light tower

3.5. Other Items

- Training on customer site following installation of system
- Minimum 1 Year Warranty
- Delivery on DAP Incoterms

Part B – Request for Information

1. General Commercial Information

1.1. Bidder Details

Bidder Details	Answer	
Full name of the Bidder completing the RFQ		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes

Bidder Details	Answer	
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ¹	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

Bidder contact details for enquiries about this RFQ	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

2. Substantive Bid Documentation

- 2.1. Please attach as PDF documents to your tender submission:
- (a) A detailed specification for your proposed instrument, covering the Specifications provided in Appendix A;
 - (b) Your commercial data sheet for your standard instrument;
 - (c) A detailed price quote outlining all included elements of hardware required clearly, including the total price accounting for the above requirements; and
 - (d) Your terms and conditions of sale, including a contractual delivery date and details of all warranties provided.
- 2.2. These do not need to be separate documents; however, they collectively should address the core aspects of the proposed specification clearly to allow for Refeyn to undertake accurate scoring.

3. Form of Quotation

Contract for Greener Surfaces for Science: Procurement of Silane Vapor Deposition System with Plasma Cleaning

To Refeyn Ltd

I/we the undersigned DO HEREBY OFFER to provide the Goods upon and subject to the terms and conditions set out in such documents as are contained or incorporated herein. This offer remains valid and open for acceptance for three months.

I/we acknowledge the requirement of the OxLEP Grant that all costs are claimed and defrayed by 31st December. I warrant that we can meet the delivery date of [insert date] included in our Bid as of the date of this quotation.

The amount of my/our Bid has not been calculated by agreement or arrangement with any person other than Refeyn Ltd and that the amount of my/our Bid has not been communicated to any person until after the closing date for the submission of Bids and in any event not without the consent of Refeyn Ltd.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from bidding, that they shall withdraw or vary the amount of any Bid once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of Refeyn in connection with the award of the Contract and that no person employed by me/us has done or will do any such act.

Signature

Duly authorised for and on behalf of the Bidder

(Electronic/typed signatures are acceptable)

Position held

Name and Address

of Bidder

Dated

4. Bidder Checklist

Bidders should ensure that they have completed the following sections before returning their RFQ responses:

<i>Item</i>	<i>Specification</i>
Section A General Commercial Information	<input type="checkbox"/> Yes
Section B Substantive Bid Documentation	<input type="checkbox"/> Yes
Section C Form of Quotation	<input type="checkbox"/> Yes

It is important that all sections are completed as failure to do so may result in your RFQ response not being considered.

Bidders who do not wish to provide a response to this RFQ are requested to advise the Refeyn Representative as soon as possible.

All correspondence relating to this request for proposals should be directed to:

Andrew Justo

Chief Financial Officer, Refeyn Ltd
andrew.justo@refeyn.com

Any questions raised by bidders will be published on Refeyn's website so all potential respondents can view them.