



Department
for Environment
Food & Rural Affairs

Request for Quotation

For supply of one (1) six (6) litre floor-standing refrigerated Centrifuge and two (2) four (4) litre floor-standing refrigerated Centrifuges including rotors.

Reference: Project 23813

September 2018

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Request for Quotation

For supply of:

Lot 1 = Two (2) four (4) litre floor-standing refrigerated Centrifuges including rotors and;

Lot 2 = One (1) six (6) litre floor-standing refrigerated Centrifuge.

You are invited by Defra group Commercial on behalf of Defra, to submit a quotation for the requirements described in the specification below.

The requirements have been divided into two (2) Lots as the instruments are recognised to be different. This provides Tenderers who are only able to supply the requirements in just one Lot, to be able to bid for one Lot. However, Tenderers may also bid for both Lots.

Please note that only one make / model of Equipment per Lot may be submitted.

Please submit your quotation via the Bravo system on or before the deadline given below;

Action	Date
Deadline for Clarifications	Friday 21 st September 2018 at 12 noon
Deadline for receipt of Quotation	Friday 28th September 2018 at 12 noon
Intended date of Contract Award	On or before Thursday 18th October 2018
Intended Contract Start Date	To be agreed on contract award but no later than Monday 26th November 2018

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires);

Words/Expression	Meaning
“APHA”	means the Animal and Plant Health Agency;

“Authority”	means the Department for Environment, Food and Rural Affairs acting as part of the Crown;
“Bravo”	means the e-tendering system used by the Authority for conducting this procurement which can be found at http://defra.bravosolution.co.uk .
“Contract”	means the contract to be entered into by the Authority and the successful supplier;
“dB”	means decibel;
“Delivery”	means the fixed price for delivery, door-to-door;
“Equipment”	means one (1) 6L Floor Standing centrifuge and rotors and two (2) 4L Floor standing centrifuges and rotors;
“L”	means litre;
“mls”	means millilitre;
“RFQ”	means this Request for Quotation and all related documents published by the Authority and made available to suppliers;
“RPM”	means revolutions per minute.

Conditions applying to the RFQ

You should examine your quotation response to the RFQ and related documents, for one or both Lots, ensuring it is complete prior to submitting your completed quotation (s).

Your quotation (s) must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation (s) fully and accurately and that prices quoted are arithmetically correct for the units stated.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation (s) will not be evaluated. All mandatory requirements are set out in Bravo.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation (s) with you prior to any award of Contract to clarify matters.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions attached in Bravo Short Form (Goods) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

By submitting a quotation you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Section 2: Specification

This section sets out the Authority's requirements.

2.1 Background to Requirement

The Authority is the UK Government Department responsible for the environment, food and farming and rural affairs. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information on the Authority can be found at:

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

APHA is responsible for safe-guarding animal and plant health for the benefit of people, the environment and the economy. Amongst others, APHA engages with farmers, industry groups and the public and acts as an interface between industry and government. APHA has responsibility for applying and providing expert advice to decision makers and rapidly responding to emergencies in case of outbreak of diseases. Further information on APHA can be found at:

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency>

The Equipment will play a crucial role in preparation of antigens such as Brucella, salmonella and BCG for use in surveillance and research.

2.2 Overview of Lots

2.2.1 The Specification describes the required Equipment and invites Tenderers to offer to provide Goods divided into two (2) Lots:

2.2.2 Tenders may bid for one or both Lots detailed below:

Lot	Description
1	Two (2) four (4) litre capacity Refrigerated Centrifuge and rotors
2	One (1) six (6) litre capacity Refrigerated Centrifuge and rotors

2.3 Requirement

2.3.1 **Lot 1** - Two (2) four (4) L floor-standing refrigerated centrifuges are required to meet the following essential requirements:-

External Dimensions:

Height no greater than 1115mm, width no greater than 745mm and depth no greater than 1025mm.

General Requirements:

- Be capable of achieving minimum run speeds of between five hundred (500) to twenty-two thousand (22,000) RPM in one (1) RPM steps with a fixed angel rotor.
- Will have a specified speed control accuracy of \pm fifty (50) RPM.
- Will have a clear touch screen display on which speed, time, temperature and other options can be selected.
- Will have a temperature range between + four (4) °C and + thirty-five (35) °C and accuracy of control of +/- one (1) °C.
- Be capable of spinning a maximum of four (4) x one thousand (1000) mls.
- Will work at ambient temperatures, at a minimum between fifteen (15) °C and thirty-five (35) °C.
- Will be compatible with a variety of rotors with screw-top lids, suitable for precipitation of protein aggregates under biological containment conditions.
- Sample imbalance tolerance will be specified; visual balancing will be routinely possible.
- Will have provision for counting the number of instrument runs (rotor logging).
- Will allow customisation to specific users or applications by allowing frequently used settings to be pre-programmed and stored.
- Will have a viewing window for safe calibration of the instrument.
- Will have an automatic locking system with sensor to ensure rotor lid is installed and unable to be opened whilst in operation.
- Will have a low operational noise level of < forty-seven (47) dB.

- Will be compatible with UK electric power provisions. 230V to 240V and less than 8A current draw.
- Will be supplied with a set of four (4) buckets, with a capacity of one thousand (1000) ml maximum per bucket supplied with an inner cap for each bucket.
- Each Centrifuge bucket will be supplied with a lid and O-ring.
- Will have a swing out rotor which will meet the following essential requirements:-
 - One (1) four (4) L centrifuge will require four (4) x one-thousand (1000) ml polypropylene bottles with lids running at a minimum of 22,000 RPM.
 - One (1) four (4) L centrifuge will require sixteen (16) polypropylene x one thousand (1000) ml bottles with lids running at a minimum of 22,000 RPM
 - Rotor tubes will be available for purchase from a distributor in the UK and the delivery lead time will not be longer than one (1) week.
 - Rotors will continue to be available for purchase for at least ten (10) years post-installation.
- It will have the appropriate quality and safety standard markings (Conformité Européenne (CE), International Electrotechnical Commission safety standard for laboratory centrifuges IEC61010-2-020, electromagnetic compatibility requirements which apply to electrical equipment for measurement, control and laboratory use EN61326).

2.3.2 Lot 2 - One (1) six (6) L floor-standing high speed refrigerated centrifuge will meet the following essential requirements:-

External Dimensions:

Height no greater than 930mm , width no greater than 700mm and depth no greater 810mm.

General Requirements:

- Be capable of achieving run speeds of a minimum of 20,000 RPM.
- Will have either a fixed angle rotor or swing out type would be acceptable.
- Will have a specified speed control accuracy of \pm fifty (50) RPM.
- Will have a clear touch screen display on which speed, time, temperature and other options can be selected.

- Will have a temperature range between minus twenty (-20) °C and plus forty (+40) °C and accuracy of control of +/- one (1) °C.
- Be capable of spinning volumes of one (1) L or one and a half (1.5) L bottles.
- Will work at ambient temperatures, at a minimum between fifteen (15) °C and thirty-five (35) °C.
- Will be compatible with a variety of rotors with screw-top lids, suitable for precipitation of protein aggregates under biological containment conditions.
- Sample imbalance tolerance will be specified; visual balancing will be routinely possible.
- Will have a provision for counting the number of equipment runs (rotor logging).
- Will allow customisation to specific users or applications by allowing frequently used settings to be pre-programmed and stored
- Will have a viewing window for safe calibration of the instrument.
- Will have an automatic locking system with optical sensor to ensure rotor lid is installed and unable to be opened whilst in operation.
- Will have a low operational noise level of <seventy 70 dB.
- Will be compatible with UK electric power provisions. 240V and less than 8A current draw.
- Will be supplied with eight (8) polypropylene bottles with caps to fit the Equipment.
- Will be supplied with a set of buckets either one (1) L or one and a half (1.5) L are required to fit the rotor, supplied with an inner cap for each bucket.
- Each Centrifuge bucket will be supplied with a lid and O-ring
- It will have a fixed angle rotor or swing out rotor which will meet the following essential requirements:-
 - 6L centrifuge is for a 4 x 1500ml or 6 x 1000ml bottles with lids running speeds of above 20,000 RPM.
 - Rotor tubes will be available for purchase from a distributor in the UK and the delivery lead time will not be longer than one (1) week.

- Rotors will continue to be available for purchase for at least ten (10) years post installation.
- It will have the appropriate quality and safety standard markings (Conformité Européenne (CE), International Electrotechnical Commission safety standard for laboratory centrifuges IEC61010-2-020, electromagnetic compatibility requirements which apply to electrical equipment for measurement, control and laboratory use EN61326).

2.4 Warranty (applicable to both Lots)

The Equipment supplied by the Contractor(s) shall have a one (1) year warranty period from the date of delivery. This includes all parts, labour, breakdown call-outs and servicing.

2.5 Access to APHA for Installation (applicable to both Lots)

An FM Provider controls access to APHA locations and requires confirmation of contractor's insurance and certificates of competency/training, plus they will retain a copy of the contractor's RAMS. An updated version will also be required on an annual basis.

The FM Provider will administer the 'Permit to Work' process in the Permit Office/ FM Provider office on site. They will provide the contractor's engineer with copies of Building Entry permits that must be signed on arrival and departure of the required building by APHA. Contractors will be escorted to and from the Permit Office by a designated officer from the Authority.

When arriving on site for the first time, the contractor's staff will be required to attend a site safety induction (before commencing their work) and they must allow time within their schedule for this to take place. Inductions usually take no more than forty-five (45) minutes and are valid for twelve (12) months.

The contractor, whilst on site, shall adhere to the Authority's and FM Provider's health and safety policies and procedures.

2.6 Delivery and Installation (applicable to both Lots)

Delivery will be required by Monday 26th November 2018 at the latest.

The Delivery location is detailed below:

Animal and Plant Health Agency (APHA),
Central Stores
Woodham Lane,
New Haw,
Addlestone,
Surrey.
KT15 3NB

Deliveries shall be made within normal Working Hours 9am – 5pm Monday to Friday (excluding Public Holidays).

All freight costs, door-to-door, to be met by the Contractor.

Following delivery, the Contractor's engineers will perform installation and commissioning of the Equipment no later than 7th December 2018.

2.7 Additional Information (applicable to both Lots)

The Contractor will ensure that APHA is aware of any communications or safety alerts applicable to the Equipment at any time.

2.8 Performance Management Framework (including Key Performance Indicators and Service Credits) (applicable to both Lots)

As part of the Authority's continuous drive to improve the performance of all Contracts, this Performance Management Framework (PMF) will be used to monitor, measure and control all aspects of the Contractor's performance of contract responsibilities.

The purpose of the PMF is to set out the obligations on the Contractor, to outline how the Contractor's performance will be evaluated and to detail the sanctions for performance failure. The Contractor is responsible for the performance of any sub-contractors.

Key Performance Indicators (KPIs) are essential in order to align Contractor performance with the requirements of the Authority and to do so in a fair and practical way. KPIs have to be realistic, measurable and achievable; they also have to be met otherwise indicating that the service is failing to deliver. Without the use of service credits in such a situation, this service failure places strain on the relationship as delivery falls short of agreed levels.

The proactive approach to correcting failures and addressing their cause improves the relationship and enables a partnership rather than a confrontational style of working. Its focus is on managing and improving service.

The Authority shall review performance against KPI's and, if appropriate, instigate meetings and work closely with the Contractor to agree action plans. The Authority expects the Contractor to agree and implement these plans. If this does not happen, only then shall service credit principles be applied.

The KPIs for this Contract are set out at Annex A.

Service Credit Principles (applicable to both Lots)

The use of service credits is governed by the following principles:

Service credits sit within the wide service management approach being pursued by the Contractor and the Authority. Use of service credits does not preclude any other

remedy for failure of performance available to the Authority under the terms and conditions of the contract.

The service credit regime shall be instigated on each occasion where there is a service failure. Failure to meet a KPI may also give rise to a remediation plan.

- KPIs with a service credit rating of 1 will have a service credit of 3% of the invoice amount for the monitoring period, applied for each KPI failure
- KPIs with a service credit rating of 2 will have a service credit of 5% of the invoice amount for the monitoring period, applied for each KPI failure
- The maximum annual service credit to be applied will be no more than 10% of the total annual contract value per Contractor.

The Authority has full and complete discretion on whether to claim all, part or none of a service credit to which it is due.

Service credits claimed shall be paid to APHA as a credit note within one (1) month following the date at which the service credits were applied.

The full, agreed service credit regime will operate from the Contract start date until the end of the contract period. The KPIs may be adjusted to ensure that they are appropriate and achievable.

Section 3: Evaluation Overview

- 3.1 Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).
- 3.2 The Tenderer is required to complete the appropriate financial questions detailed within the Bravo e-tendering portal. In addition, the Tenderer is required to complete and upload the Form of Tender (Appendix 2) documents to Bravo.
- 3.3 Tenderers must make clear which Lots they are bidding for. Each Lot will be evaluated separately in accordance with the details set out below.
- 3.4 The Authority intends to award a Contract to the most economically advantageous tender (in accordance with the evaluation model) for each Lot.
- 3.5 There are no limits to the number of Lots in which any one Tenderer can be awarded a Contract and if a Tenderer is successful in more than one Lot, the Authority may enter into a single Contract for all Lots awarded to the Tenderer.
- 3.6 Quotation responses will be evaluated on quality and price using the evaluation criteria set out in Bravo to determine which Tender is the most economically advantageous. The Authority will evaluate each Lot separately and will award a Contract for a Lot to the Tenderer that submits the most economically advantageous tender which will be the highest scoring Response for that Lot (after the weightings in paragraph 3.7 are applied).
- 3.7 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation.

Lots 1 and 2:

- Technical merit will form 60% of the final score;
 - Commercial criteria will form 40% of the final score.
- 3.8 Evaluation of quotation responses for **each Lot** will be undertaken by a panel appointed by the Authority. Each panel member will undertake an independent evaluation of the quotation responses for **each Lot** applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question in **each Lot**.

Section 4: Technical Evaluation

4.1 Submission Overview

The Technical response will form sixty per cent (60%) of the final score.

Tenderers must answer Questions E01 - E02 which are pass / fail and Question E03 which comprises the scored Technical response (within the 'Technical Envelope' on Bravo).

The same Technical Evaluation criteria will apply to both Lots 1 and 2 although each Lot will be scored separately.

4.2 Technical Evaluation Criteria

E01 – Delivery Timescale

Weighting: Pass / Fail

Please confirm that your organisation is able to meet the delivery requirements specified in Section 2.6 of the Specification, that the Equipment will be delivered to APHA by 26/11/18.

Pass – The Tenderer answers 'yes' to this question.

Fail – The Tenderer answers 'no' to this question.

E02 - Risk Assessments

Weighting: Pass / Fail

Confirm that any risk assessments required will be undertaken prior to any commencement of the work detailed in the specification.

Pass – The Tenderer answers 'yes' to this question.

Fail – The Tenderer answers 'no' to this question.

4.3 Technical Response

E03 - Technical Capacity

Please note, if a score of less than fifty (50) is awarded to a Tenderer's response to question E03 the Authority will reject the tender.

Weighting: 100% of the Technical Score

Please upload a technical document detailing the points below. The information must clearly address each of the requirements stated in Section 2 of the RFQ and must not include promotional brochures.

Please upload one word document with the filename 'E03_Your Company Name'. Your response must be no more than six (6) sides of A4, minimum font size 10.

Evaluation Criteria

Your response should include:

- A full description of the proposed Equipment and an explanation as to how it meets the Authority's requirements, referring specifically to the requirements outlined within Section 2.3.
- Confirmation of warranty provision as detailed in Section 2.4.
- Confirmation of installation requirements as detailed in Section 2.6.

4.4 Scoring

For the technical response, scores will be awarded to Tenderers' answer as follows:

For a score of hundred (100): Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full.

For a score of seventy (70): Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.

For a score of fifty (50): Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

For a score of twenty (20): Poor - Response is partially relevant and / or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

For a score of zero (0): Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

Section 5: Commercial Response

5.1 Price:

- 5.1.1 The Commercial response will form forty per cent (40%) of the final score.
- 5.1.2 One total price must be submitted (within the 'Commercial Envelope' on Bravo) per Lot, for one or both **Lots**, in £ sterling and exclusive of VAT.

Lot	Description	Quantity	Price
1	four (4) litre capacity refrigerated Centrifuge and rotors with four (4) bottles	1	
1	four (4) litre capacity refrigerated Centrifuge and rotors with sixteen (16) bottles	1	

Lot	Description	Quantity	Price
2	six (6) litre capacity refrigerated Centrifuge and rotors	1	

Total price and breakdown:

Please note the total price submitted for evaluation is to include the following:

- a) All of the installation, commissioning and delivery costs (as detailed within Section 2.6).
- b) Any other additional costs.

Please provide an attachment within the Commercial Envelope on Bravo detailing how your pricing is comprised.

5.2 Scoring:

The Total Price submitted in the RFQ will be scored according to the following mechanism (Note that each Lot will be scored separately):

The weighting and maximum marks available for this part of the RFQ will be 40% and will be awarded to the Tenderer with the lowest Tender Price. The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price.

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 40 \text{ (Maximum available marks)}$$

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

Tenderer A Score = $\frac{£3000}{£3000} \times 40$ (Maximum available marks) = 40

Tenderer B Score = $\frac{£3000}{£5000} \times 40$ (Maximum available marks) = 24

Tenderer C Score = $\frac{£3000}{£6000} \times 40$ (Maximum available marks) = 20

APPENDIX 1

AUTHORITY'S CONDITIONS OF CONTRACT

Located as an attachment on Bravo entitled 'Appendix 1 - Conditions of Contract'

APPENDIX 2

FORM OF TENDER

Located as an attachment on Bravo entitled 'Appendix 2 – Form of Tender'

Annex A – Key Performance Indicators

KPI	Description	Measure	KPI Target	Service Credit Rating
KPI 1 Delivery on time	Equipment is delivered on or before 26 th November 2018.	Delivery against agreed timescales	100%	1
KPI 2 Quality	The Equipment is accepted as suitable by APHA and performs to the manufacturer's specifications.	The Equipment meets the required standards as stated in the specification	100%	1