To: SUPPLIERS

**Forest Research**

**Alice Holt Lodge**

**Wrecclesham**

**Farnham**

**Surrey**

**GU10 4LH**

Tel 0300 067 5601

Caroline.gorton@forestresearch.gov.uk

05/2/2021

Dear Sir/Madam

**REQUEST FOR QUOTATION FOR SUPPLY & DELIVERY OF FRIDGES & FREEZERS**

**RFQ REF:** **CR2020/21/057**

You are invited to submit a quotation for the supply and delivery of multiple laboratory-grade under bench and full height fridges and -20°C freezers as detailed below.

It is important all the following appliances should be energy efficient and that they have features which make them suitable for monitoring:

* 7 x under bench fridges (not to exceed 600mm W x 870mm H and ideally 550mm D)
* 2 x under bench -20°C freezers (not to exceed 600mm W x 870mm H and ideally 550mm D) with drawers
* 2 x full height fridges (not to exceed 600mm W)
* 7 x full height -20°C freezers (not to exceed 600mm W) with drawers
* 3 x spark free, full height fridge-freezers (not to exceed 600mm W)
* Delivered to Forest Research, Alice Holt Lodge, Wrecclesham, Farnham, Surrey, GU10 4LH no later than 31 March 2021.

Quotations may be submitted for the supply and delivery of all or of some of the above-listed items.

Please send your quotation and any enquires about this RFQ by email to Caroline Gorton, email: caroline.gorton@forestresearch.gov.uk

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

Quotations will be evaluated as detailed in the Evaluation Matrix below, and the selected quote(s)/supplier(s) 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 of Contract 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 purchase order has been issued/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

Caroline Gorton

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 Contract Price shall become payable on delivery of the Goods and payment will be made within 30 days of receipt of invoice.

* You are required to complete and return a pricing schedule in the format shown below.
* 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). 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.

Pricing Schedule

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Price****(£)** |
| 1.0a | 7 x under bench fridges |  |
| 1.0b | 2 x under bench -20°C freezers |  |
| 1.0c | 2 x full height fridges |  |
| 1.0d | 7 x full height -20°C freezers |  |
| 1.0e | 3 x Spark free, full height fridge-freezers  |  |
| 2.0 | Warranty for the above |  |
| 3.0 | Delivery of the above to Alice Holt, Wrecclesham, GU10 4LH |  |
|  | **TOTAL** |  |
| 4.0 | Extended Warranty |  |

## Award Questions/Evaluation Criteria

As part of your quotation, you are required to provide clear and full responses to each of the following questions.

Q1. Can the appliances be delivered as soon as possible but no later than 20 March 2021?

Q2. Is it possible to communicate alarms remotely?

Q3. Are all the appliances able to provide one-point calibration for accurate temperature control?

Q4. Do the appliances have an access port to allow for external temperature monitoring?

Q5. Do the appliances carry an Energy Star rating (or equivalent) reflecting energy efficiency?

Evaluation Matrix

|  |  |  |
| --- | --- | --- |
| Price | 60% | 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. |
| Q1. Is the delivery timescale able to be met? | 10% | 0 – no response provided 1 – no4 - yes |
| Q2. Is it possible to communicate alarms remotely? | 10% | 0 – no response provided 1 – no4 - yes |
| Q3. Are all the appliances able to provide one-point calibration for accurate temperature control? | 10% | 0 – no response provided 1 – no4 - yes |
| Q4. Do the appliances have an access port to allow for external temperature monitoring? | 5% | 0 – no response provided 1 – no4 - yes |
| Q5. Do the appliances carry an Energy Star rating (or equivalent) reflecting energy efficiency? | 5% | 0 – no response provided 1 – no4 - yes |

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

 [↑](#endnote-ref-1)