



Department
for Environment
Food & Rural Affairs

Request for Quotation

For Supply of one (1) Multimode Plate Reader

Reference: 23605

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Request for Quotation

For Supply of one (1) Multimode Plate Reader

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

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

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

Action	Date
Deadline for Clarifications	Wednesday 25 th July 2018 at 12:00 noon
Deadline for receipt of Quotation	Wednesday 1 st August 2018 at 12:00 noon
Intended date of Contract Award	On or before Wednesday 15 th August 2018
Intended Delivery Date	To be agreed on contract award but no later than Friday 14 th September 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 .

“BRET”	means Bioluminescence Resonance Energy Transfer;
“Contract”	means the contract to be entered into by the Authority and the successful supplier;
“Equipment”	means one (1) Multimode plate reader;
“FM”	means Facilities Manager;
“FRET”	means Fluorescence Resonance Energy Transfer;
“nm”	means nanometre (a unit of wavelength);
“PMT”	means photo multiplier tube;
“RFQ”	means this Request for Quotation and all related documents published by the Authority and made available to suppliers;
“TRF”	means Time-Resolved Fluorescence;
“UV”	means Ultraviolet;
“VIS”	Means Visible.

Conditions applying to the RFQ

You should examine your quotation response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation 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 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 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.

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 Overview

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 Contractor will be certified to ISO 9001 (or equivalent).

2.2 Requirements

The Equipment is required for use within the high containment facility at APHA Weybridge for absorbance assays, such as ELISAs for detection of cytokines and antibody responses to infectious agents, as well as fluorescence and luminescence based assays, for example for measurement of virus neutralisation, cell viability and enzyme assays.

The Equipment requirements are detailed below:-

Multimode microplate reader for use with the following technologies:

- Absorbance UV & VIS
- Flash luminescence
- Glow luminescence
- BRET
- Fluorescence intensity top and bottom reading
- TRF
- FRET

Optical System:

- Light source system
- Excitation double monochromator
- Fluorescence top optics

- Emission double monochromator
- Fluorescence detection
- Absorbance optics
- Absorbance measurement module
- Luminescence Optics
- Detection Unit (Basic or Standard PMT)

External Dimensions:

- Due to limited space within high containment facility and requirement to fit into a biosafety cabinet for fumigation the Equipment must have a depth of no greater than five hundred and twenty (520)mm, height of no greater than three hundred (300)mm and width of no greater than four hundred and eighty (480)mm;

Weight:

- Due to the requirement to occasionally move the Equipment into a biosafety cabinet for decontamination the maximum weight of the Equipment will not exceed twenty-five (25) kg;

Further to above detail, the Equipment will have:

- A wavelength range of a minimum of two hundred and thirty (230) to one thousand (1000)nm for absorbance, two hundred and thirty (230)nm to eight hundred and fifty (850)nm for fluorescence, with the ability to detect full luminescence spectrum with or without filters for assays including BRET assays.
- Wavelength detection achieved via a monochromatic detection system and not via a filter based system.
- One plate containing ninety six (96) wells in standard format (but have the ability to read six (6) well to three hundred and eighty four (384) well formats without additional software or hardware requirements).
- Temperature control between at least five (5)°C and forty two (42)°C.
- The ability to shake plates (linear and orbital)
- The ability to read plates from both top and bottom
- Injector capability to inject reagents immediately prior to measurements
- The ability to read plates through an optical plate sealer.
- Software included
- The ability to be able to withstand fumigation with formalin to allow decontamination.

- Monochromatic detection system enabling free wavelength choice and scanning capabilities to ensure no requirement to purchase further filters for absorbance detection and have maximum capability.
- Single reading time per well, adjustable via software capable of reading a ninety six (96) well plate in less than one (1) minute.
- A point of contract for Software support for the lifetime of the Equipment.
- Software compatibility with APHA's IT systems and be suitable for use with a personal computer using Windows 7 operating system, intel core Intel® Core™ i5-3470, a CPU64-bit operating system with a connection via a USB port. . Wi-Fi connection is not available.

2.3 Warranty

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

2.4 Access to APHA for Installation, and Preventative Maintenance

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. The Contractor's staff 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.

It is the Contractor's responsibility to ensure that engineers are enrolled on the required health surveillance schemes and have had any courses of vaccinations or confirmation of their health status to enter the laboratories or facilities.

The cost of APHA administering the health surveillance scheme will be passed to the Contractor. Current costing is shown in Annex A.

It is the Contractor's responsibility to ensure that they have been provided with a certificate of decontamination prior to starting work on the Equipment.

Engineers will need to be vaccinated against rabies and meet the requirements of the APHA rabies health surveillance scheme to be able to enter building for installation and maintenance of the Equipment.

2.5 Delivery and Installation

Delivery will be required by Friday 14th September 2018 at the latest.

The delivery address will be:

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, and within one week the Contractors' engineer(s) will install the Equipment.

2.6 Training

One-off comprehensive half day training is required at APHA Weybridge for up to four (4) APHA employees within one (1) month of the Equipment being delivered. This training will include the design, operation and maintenance of the Equipment.

The Contractor's trainer will also require vaccinations as detailed in Section 2.4 and Annex A.

2.7 Additional Information

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

2.8 Performance Management Framework (including Key Performance Indicators and Service Credits)

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 B.

Service Credit Principles

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 qualification questions detailed within the Bravo e-tendering portal. In addition, the Tenderer is required to complete and upload the Form of Tender (Appendix 2).
- 3.3** 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 award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring quotation response after the weightings in paragraph 3.4 are applied.
- 3.4** 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:
- The total technical / quality score (Section 4 of this RFQ) awarded will form sixty per cent (60%) of the final score;
 - The score awarded for commercial / price (Section 5 of this RFQ) will form forty per cent (40%) of the final score.
- 3.5** Evaluation of quotation responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the quotation responses 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.

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 - E04 which are pass / fail and Question E05 which comprises the scored Technical response (within the 'Technical Envelope' on Bravo).

If the Tenderer scores a Fail in E01 – E04 then they may be eliminated from the procurement.

If a score of less than fifty (50) is awarded to a Tenderer's response to question E05 the Authority will reject the tender.

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 2.5 of the Specification, that the Equipment will be delivered to APHA by 14/09/18.

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

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

E02 – Access to APHA and Vaccinations

Weighting: Pass / Fail

Please confirm that your organisation is able to meet the access and vaccination requirements specified in Section 2.4 of the Specification.

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

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

E03 - 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.

E04 – Contractor Certification

Weighting: Pass/fail

Please confirm that your organisation is certified to ISO 9001 (or equivalent).

Pass - the Tenderer answers 'yes' to this question.

Fail - the Tenderer answers 'no' to this question.

Please note: Evidence of this will be requested from the successful Tenderer before contract award.

4.3 Technical Response

E05 - Technical Capacity

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 (1) word document with the filename 'E05_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 2.2.
- Confirmation of warranty provision as detailed in Section 2.3.
- Confirmation that training will be provided 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

The Commercial response will form forty per cent (40%) of the final score.

Pricing for this requirement must be submitted (within the 'Commercial Envelope' on Bravo) in £ sterling, exclusive of VAT.

	Quantity	£ (ex.VAT)
Total cost of Equipment	1	

Price and Breakdown

The total price for the Equipment submitted for evaluation is to include the following:

- a) All costs associated with delivery of the Equipment including installation and training costs (as detailed in sections 2.5 and 2.6).
- b) Any other additional costs.

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

Pricing Evaluation

The Tenderer with the lowest overall price will receive the maximum score for the commercial element.

5.2 Scoring:

The Total Price submitted in the RFQ will be scored according to the following mechanism:

The weighting and maximum marks available for this part of the RFQ will be forty per cent (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:

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

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

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

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 – APHA Health Surveillance costings (as at June 2018)

Health Surveillance	Initial Charge (ex. VAT)	Frequency / Additional charges
Rabies	£50.70 (initial vaccination) £65.85 (blood test)	£65.85 annually. However, if low titre is recorded at any blood test a further booster vaccination is administered at £16.90 followed by a repeat blood test at £65.85.

Annex B – Key Performance Indicators

KPI	Description	Measure	KPI Target	Service Credit Rating
KPI 1 Delivery on time	The Equipment is delivered on or before 14 th September 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
KPI 3 Training	Maximum of four (4) APHA employees, to be trained within one (1) month of Equipment delivery.	Training is provided to APHA staff, to the required standards and within the agreed timelines.	100%	1