

**Request For Quote (RFQ)**

**Supply and Support of 3D Metal Printer**

|  |  |  |
| --- | --- | --- |
|  | BIDDER | BUYER |
| COMPANY NAME:- |  | The Mayor’s Office for Policing and Crime (MOPAC) |
| CONTACT NAME:- |  | Sarah Hulme |
| TELEPHONE NUMBER:- |  | 07469690393 |
| EMAIL ADDRESS:- |  | [Sarah.Hulme@met.police.uk](mailto:Sarah.Hulme@met.police.uk) |

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# **1.0** **Introduction**

* 1. The Authority are seeking to purchase 1x 3D Metal Printer
  2. On or before Thursday 1st February 2024, you are requested to:
     + Insert Bidder details in page 1 above.
     + Complete tables 1, 2 and 3 in Section 4 of this RFQ,
     + Complete Annex A – Social Value

Once completed please upload to the COUPA Portal.

* 1. An official quote for the items in Section 4 with all the relevant information included should be returned at the same time as this signed document.
  2. Any resulting contract will be governed by the Authority’s terms and conditions, which are included for reference as part of this pack.

# **2.0 COMMUNICATION**

# 2.1The Authority reserves the right to accept or reject your proposal and to annul the process at any time prior to award of contract without incurring any liability. The Authority reserves the right to accept all or part of an offer, unless the Bidder expressly stipulates to the contrary.

# 2.2All communications should, in the first instance, be transmitted through the COUPA Portal with any issues encountered reported to Sarah.Hulme@met.police.uk or [Maya.McCarthy@met.police.uk](mailto:Maya.McCarthy@met.police.uk). No direct contact should be made with any other part of the Authority regarding this RFQ without the prior arrangement or written agreement of Metropolitan Police Commercial Services.

**3.0 CONFIDENTIALITY**

3.1The Bidder must note that the Authority may be required to provide information contained in this response document to other organisations or Public Bodies. In addition under the Freedom of Information Act (FOIA 2000) or other legislation information may be the subject of a FOIA request to disclose the information.

**4.0 REQUIREMENT –**

4.1 **Objectives and outcomes**

The metal 3D printer should be suitable for the work typically conducted within TRI and offer good value for money to the organisation.

**Definitions/Glossary**

|  |  |
| --- | --- |
| Term | Meaning |
| LPBF | Laser Powder Bed Fusion |
| TRI | Technology Research and Innovation |
| ATEX | Requirement for equipment in explosive atmospheres |
| PPE | Personal Protective Equipment |

**Scope**

A complete system should be provided which includes the necessary items required to safely and effectively operate a metal 3D printer. These should include, but are not limited to:

* + LPBF metal 3D printer with laser module, suitable for Aluminium
  + Build plate suitable for the chosen material
  + An ultrasonic sieve for powder recirculation
  + ATEX rated vacuum
  + Consumable required for operation of metal 3D printer
  + PPE required for safe operation of the metal 3D printer
  + Software necessary for operation of the metal 3D printer

All equipment should be delivered to the specified site and installed, such that it is fully operational upon completion.   
Training on the safe and effective use of the equipment must be included, and provided at the installation site.

The scope of this procurement does not include providing facilities to house the equipment, providing an inert gas supply or installing ventilation.

**Table 1 - Requirement Table**

Bidders are requested to submit a response in relation to each question in the compliance matrix below.

A response should state

1. whether you can meet each requirement, and if so
2. full details of how each requirement is met.
3. If you are unable to comply with any aspect, please explain why it cannot be met.

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| --- | --- | --- | --- | --- |
| **URN** | **Area** | **High Level Requirement – Products Offered:** | Confirmation of ability to meet Requirement  (Yes/No) | Supporting Information |
| **1** | Printer Technology | The metal 3D printer supplied should be a Laser Powder Bed Fusion (LPBF) based machine. The machine should have at least one laser, capable of being used with Aluminium powder material. |  |  |
| **2** | Build Volume | To ensure the machine offers suitable flexibility to produce parts for a number of different projects, the build volume must be no less than 150mm x 150mm x 150mm. |  |  |
| **3** | Resolution | The 3D printer must have a laser spot size no larger than 100µm. |  |  |
| **4** | Powder Handling | It is important that the metal 3D printer has mitigations in place for the safe handling and recirculation of metal powder. This equipment should eliminate potential contact with the powder by being a closed system, and also include a safe way of sieving and recirculating the powder. This is important for safe use in the workplace, with minimal risk to users. |  |  |
| **5** | Software | Suitable 3D print software should be included. This should be capable of design, modification and preparation of 3D files for printing. |  |  |
| **6** | Servicing and Support | A minimum of three years’ service and support cover should be included in the total cost. |  |  |
| **7** | Servicing and Support | Service and support cover should include at a minimum, a yearly service to replace any worn or damaged consumables. |  |  |
| **8** | Servicing and Support | There should also be support offered in case of any problems with the equipment, which should be available during normal working hours. |  |  |
| **9** | Training and Installation | The equipment should be provided with installation and all training required to safely and effectively operate the Metal 3D printer, associated equipment and software. Training should be provided at the installation site. |  |  |
| **10** | Deliverables & Timescales | All equipment must be delivered and installed within 7 weeks of receiving a purchase order.  Failure to deliver before 31st March 2024, the supplier will be expected to provide a simple letter confirming the detail below:   * The current date (which should of course be within the financial year) * MPS PO number * Serial number of the Product * Confirmation that the product is physical and allocated to the Authority |  |  |

**4.2 Supplier Response**

Suppliers are requested to complete tables 2 and 3 including all associated costs, support arrangements and delivery timeframes.

**Table 2**

|  |  |
| --- | --- |
| **Price/Value for Money** |  |
| **Unit Cost - Retail  (to include security box, tether and keys but exclude VAT.)** |  |
| **% Discount Offered  (Based on Volumes indicated)** |  |
| **Bid Price for This Activity  *(To include security box, tether and keys but exclude VAT.)*** |  |
| **Delivery Costs**  ***(If not included in unit Cost)*** |  |
| **Total Cost**  ***(Based on Max Volume plus any delivery cost)*** |  |
| **Total Cost for this Tender *("Bidders Price")*** |  |

**Table 3**

|  |  |
| --- | --- |
| **Product Support and Lead Times** |  |
| **Warranty (Years) 4%** |  |
| **Lead Times (Weeks) 4%** |  |

**3.0 Accessories**

Please provide the cost of “Additional” accessories below and include comments for any volumetric discounts available.

**4.0 Social Value**

The authority is mandated to include social value as part of all tender activities. Suppliers are asked to complete **Annex A,** Social Value, and return with this document and a quotation.

**5.0 Scoring allocation and assessment**

**5.1 Overall scoring summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Tier 1 | Weighting | Tier 2 | Weighting |
| Technical Assessment | Pass/Fail | All aspects of the specification must be met | Pass/Fail |
| Commercial | 90% | Price/Value for Money | 82% |
| Warranty | 4% |
| Lead Times | 4% |
| Social Value | 10% | Social Value | 10% |

**5.2 Commercial**

**5.3 Price/Value for Money – 82% of score available**

The Price/Value for Money exercise will be based on the total cost for this tender (Bidders Price).The bidder who has submitted the lowest price will be awarded maximum marks. All other technically compliant bids will be scored relative to the lowest whole life costing on a proportional basis as follows:

Lowest bidder’s price x “Score Available”

Bidder’s price

**5.3 Warranty and Lead Times**

Bidders will be awarded scores on the basis of responses given in relation to the table below:

|  |  |
| --- | --- |
| **Warranty – 4 % of the marks available** | **Lead Times– 4 % of the marks available** |
| 5 Years – 4%  4 Years – 3%  3 Years – 2% | Less than 5 Weeks – 4%  5 to 8 Weeks – 3%  8 to 10 Weeks – 2%  10 to 12 Weeks – 1% |

**5.4 Social Value – 10% of score available**

Proposals detailed in **Annex A** will be evaluated in accordance with the below Criteria:

|  |  |
| --- | --- |
| **Scoring Table: Applicable as Directed** | **Marking for scored questions** |
| **Fully meets the requirement and offers added value -** The Bidder demonstrates the relevant ability, understanding, experience, skills and resources to be able to fully meet and/or exceed the requirements and the extent of evidence demonstrates enhanced capability and innovation to provide added value. | 100% of the marks available |
| **Fully meets the requirement -** The Bidder demonstrates the relevant ability, understanding, experience, skills and resources to fully meet the requirements to an acceptable standard and comprehensive evidence is provided to support this. | 70% of the marks available |
| **Almost meets the requirement -**  The Bidder demonstrates that they have the relevant ability, understanding, experience, skills and resources to meet the requirements but MINOR reservations exist about the quality or extent of the evidence provided | 40% of the marks available |
| **Partially meets the requirements -**  The Bidder demonstrates that they have the relevant ability, understanding, experience, skills and resources to meet the requirements but SIGNIFICANT reservations exist about the quality or extent of the evidence provided | 20% of the marks available |
| **Fails to meet the requirements -**  The Bidder fails to demonstrate or provide evidence of their ability to meet the requirement | 0% of the marks available |

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| --- | --- |
| Signed for and on behalf of the Company  **SIGNATURE** |  |
| **PRINT** Name of person signing on behalf of the Company |  |
| **PRINT** Position/status in the Company |  |
| **PRINT** Company’s name and address |  |
| Date | /  / |

For the purposes of this electronically transmitted RFQ document it is sufficient that typed names are permitted rather than signatures.