

Request for Quotation (RFQ)

**Supply and Delivery of Static Bat Detectors and Associated Software**

**Commencing: March 2020**

**Contract Term: 2 March 2020 to 28 February 2021**

**Please submit by: 11am, Monday 3 February 2020**

**Bidder: [Bidder to insert name]**

## Request for Quotation (RFQ)

Static Bat Detectors

Contents

[North Somerset Council Background Information 1](#_Toc29804490)

[1. Goods and Services Specification 2](#_Toc29804491)

[2. RFQ Timetable 4](#_Toc29804492)

[3. RFQ Submission 4](#_Toc29804493)

[4. Supplier Support 4](#_Toc29804494)

[5. Compliant Quotation 5](#_Toc29804495)

[6. Evaluation criteria 6](#_Toc29804496)

[7. Price Submission 6](#_Toc29804497)

[8. Bidder Details 7](#_Toc29804498)

[Appendix A – Pricing Schedule 8](#_Toc29804499)

# North Somerset Council Background Information

North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-super-Mare constituency.

The main settlements are Weston-super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.



North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North East Somerset, Mendip and Sedgemoor.

As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-super-Mare and Castlewood, Clevedon.

[www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

# Goods and Services Specification

* 1. North Somerset Council would like to invite you to quote for the supply and delivery of the following items.

|  |  |
| --- | --- |
| **Detector** | **Total quantity for tender** |
| Full spectrum static bat detector – ‘Song Meter Mini Bat’ by Wildlife Acoustics  6x NiMH (lithium ion) rechargeable batteries per detector | 50 |
| Additional 6x NiMH (lithium ion) rechargeable battery packs for ‘Song Meter Mini Bat’ by Wildlife Acoustics | 10 |
| 1 year’s Annual Subscription for 1x Professional licence and Kaleidoscope Pro software | 1 |

* 1. Delivery arrangements

The delivery address will be Castlewood, Tickenham Road, Clevedon, North Somerset, BS21 6FW.

* 1. Call off period

The council anticipates it will make a single call off from this contract during the period 1 March 2020 to 28 February 2021. The first delivery to be within 4 weeks from award of contract.

* 1. Contract extension

In addition to the quantities shown the council may make additional orders up to a further 50% of the total quantities shown, at the same unit price.

* 1. Specification:

Full spectrum static bat detectors (such as ‘Song Meter Mini Bat’ by Wildlife Acoustics) to meet the following essential requirements:

* Recording Format – Full Spectrum and / or Zero-Crossing
* Maximum sample rate – 500kHz
* Microphone – Integral
* Programming Method – iOS or Android app using Bluetooth including date / time / GPS
* Quick Start Schedule
* Adjustable Gain
* 6x NiMH (lithium ion) rechargeable batteries per detector
* Memory Storage – 1x SDHC/SDXC card
* Weight – 190g / 0.42lb (290g / 0.64lb with batteries)
* Dimensions – 123mm x 134mm x 36mm (4.9” x 5.3” x 1.4”)
* Weatherproof
* Integrated Mounting Bracket
* Warranty – 4 years

Kaleidoscope Pro Software to meet the following essential requirements:

* An integrated suite of software tools for processing and analysis of bioacoustics, acoustic, and ultrasonic recordings.
* Supports a wide range of audio and zero-crossing file formats created by Wildlife Acoustics recorders and other sources.
* Converts and creates full spectrum audio files, zero-crossing files, .csv files, and additional data files.
* In Bat Analysis Mode can attempt to identify and classify bat species (requires Pro license).
* Can create clusters of data for further organization and analysis of wildlife sounds within recordings (requires Pro license)
* Includes a sophisticated spectrogram/waveform Viewer and set of audio tools for quick audio/visual processing, manual verification, and labelling of data.
* Introduces powerful new database, processing, archiving, and file sharing features via Cloud storage technology (requires Pro license).
* Licence period: 1 year’s subscription
  1. Payment

The council will pay for each delivered order, following delivery. Undisputed invoices will be paid within 28 days of receipt.

# RFQ Timetable

* 1. The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable.

|  |  |
| --- | --- |
| STAGE | DEADLINE |
| RFQ Submission closing | 11am, 3 February 2020 |
| RFQ Evaluation | Mid-February 2020 |
| Award Notification | Late-February 2020 |
| Contract Start Date | 2 March 2020 |

# RFQ Submission

* 1. Submission of this document must be with the council no later than 11:00 am on 3 February 2020 and submitted via the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).
  2. If you are new to using this portal, please take the time to familiarise yourself with it.
  3. If you have any queries regarding this request for quote please use the messaging section on the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) to log your query. We will only respond to queries using this method.
  4. Any RFQs received after the specified deadline will not be considered unless the closing date for receipt of RFQs is formally extended by the council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the bidders control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final.
  5. If the council considers a Tender to be abnormally low priced and it suspects that the quoted price is not sustainable, it reserves the right to challenge how the bidder can deliver the expected quality at that price. If the council is satisfied that the quoted price is indeed unsustainable, then it is at liberty to reject the tender.

# Supplier Support

* 1. ProActis who provide our procurement portal also offer Bidder support. For all support issues Bidders should in the first instance log their query via the following e mail:

[ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

* 1. If the query is of a time sensitive nature, they also have an Emergency Contact number 0330 0050 352
  2. In the first instance Suppliers should log their call using the e mail address.

# Compliant Quotation

* 1. Before evaluating your quotation, the council needs to satisfy itself that you meet its minimum requirements.
  2. Please answer all of the following questions and provide evidence if requested. Failure to answer any of the questions below will automatically disqualify your bid. In addition, should a contract be awarded, and it is subsequently discovered that these questions were not answered accurately it could render the contract void.

|  |  |  |
| --- | --- | --- |
| Questions 5.1 – 5.9 are a Pass / Fail requirement | | Please reply using “Yes” or “No” |
| 5.1 | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to North Somerset Council’s Terms and Conditions? |  |
| 5.2 | **Acceptance of the Goods and/or Services Specification –** Has your quotation been submitted in accordance with the specification? |  |
| 5.3 | **Insurance -** Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.4 | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.5 | **Collusive tendering** – Have you discussed and/or agreed your quote with any other bidders or 3rd party? |  |
| 5.6 | **Canvassing** – Has any person employed by your organisation canvassed any member, employee, agent or contractor of NSC in connection with the award of this contract? |  |
| 5.7 | **Health and Safety** - Does your organisation have a Health and Safety Policy? |  |
| 5.8 | **Equality and Diversity** - Does your organisation have an Equality and Diversity Policy? Please also confirm that you shall comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010. |  |
| 5.9 | **After Sales Service –** Will your organisation provide access to information and advice post sales on all aspects of the software and hardware of this equipment? |  |

# Evaluation criteria

* 1. The council will evaluate tenders on the basis of the lowest overall price to the council as detailed in the completed pricing schedule in Appendix A.

# Price Submission

* 1. All quotations must be held open for a period of 60 days from the date of submission.
  2. Prices must be inclusive of all expenses (including delivery) but exclusive of VAT.
  3. Please complete the pricing schedule in Appendix A. Any variations on this format will not be accepted.
  4. We shall not be bound to accept any quotation and reserve the right to accept all or any part.
  5. We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.
  6. The prices in the schedule shall be fixed for the duration of the contract term.

# Bidder Details

* 1. Please complete the table below with details of your company.

|  |  |
| --- | --- |
| Question | Response |
| Full name of the potential supplier submitting the information |  |
| E Mail address |  |
| Contact Numbers |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number |  |
| Trading name(s) that will be used if successful in this procurement |  |
| Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual |  |
| Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes ☐  No ☐ |

# Appendix A – Pricing Schedule

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Supplier bid** | |
| **Meeting all requirements set out in Section 1.**  **All prices are inclusive of delivery.** | **Quantity** | **Unit price**  **(£)** | **Total**  **(Unit price X Quantity)** |
| ‘Song Meter Mini Bat’ by Wildlife Acoustics with 6x NiMH (lithium ion) re-chargeable batteries | 50 | £ | £ |
| Additional 6x NiMH (lithium ion) re-chargeable battery packs | 10 | £ | £ |
| 1 year’s Annual Subscription for 1x Professional licence and Kaleidoscope Pro software | 1 | £ | £ |
| **Overall Price:** | | | **£** |

Please complete the schedule for all Lots. Prices must be inclusive of delivery and be net of VAT.

1. See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en [↑](#footnote-ref-2)