



# Supplier Information

Including Supplier Proposal Questionnaire

## PURPOSE

This pack contains details of our Bedrooms & Binkies Campaign, with a focus around the supply of hutches, runs and supporting equipment. Suppliers are invited to review the content and respond using the Supplier Proposal Questionnaire to become part of the Fairly Beloved Rabbit Care equipment supply chain.

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July 2016, v 0.2

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## Background

Fairly Beloved Rabbit Care (FBRC) is a registered Scottish Charity (No. SC042706) that is dedicated to the improvement of rabbit welfare throughout Scotland. We deliver rabbit rescue, adoption, bonding and care advice services, alongside the delivery of rabbit welfare awareness and education throughout the area.

Our charitable aims are:-

- **TO ADVANCE THE WELFARE OF RABBITS BY:**
  - **PROVIDING EMERGENCY AND TEMPORARY ACCOMMODATION FOR RABBITS IN DESPERATE NEED (EITHER THROUGH OWNER NEGLECT, CHANGE IN CIRCUMSTANCES OR STRAYS); OR**
  - **ENSURING SUFFICIENT MEDICAL CARE, INCLUDING ACCESS TO ADEQUATE VETERINARY SERVICES -ASSISTING EXISTING OWNERS WITH IDENTIFYING NEW PERMANENT HOMES FOR THEIR PETS AS A RESULT OF CHANGES IN CIRCUMSTANCES; OR**
  - **PROVIDING RABBIT FOSTERING ON BEHALF OF OTHER AGENCIES AND ORGANISATIONS -FINDING SUITABLE NEW OWNERS.**
  
- **TO ADVANCE THE EDUCATION OF RABBIT WELFARE THROUGH RAISING AWARENESS OF ABANDONED RABBITS AND PROVIDING RABBIT CARE ADVICE TO POTENTIAL AND EXISTING OWNERS AND ENCOURAGING RESPONSIBLE RABBIT OWNERSHIP.**

The organisation was established in December 2010 by husband and wife team David and Feona Bell, who were motivated to address the needs of a significant rabbit welfare issue in Central Scotland. On recognising a lack of rabbit dedicated rescue services, Fairly Beloved Rabbit Care was established to offer rescue services supported by a network of volunteers operating as foster carers in their own home.

Due to ongoing demand for service throughout Scotland, FBRC continue to receive requests for support from all over Scotland, and are embarking on an exciting period of expansion as a charity as they strive to increase capacity and operational area to meet the needs of Scotland's domestic rabbit owners.

At any typical time, the charity currently benefits from a team of 35 – 40 foster carers, many of whom offer more than one rescue placement at a time. There is a mix of indoor and outdoor environments available, with an emphasis still being towards outdoor facilities. Supporting this team of foster carers there is an additional team of volunteers focussing on rabbit care provision, event management, fundraising and education, providing an overall volunteer team of 70+.

## Bedrooms & Binkies: An Introduction



From July 2016, FBRC will be launching their “Bedrooms & Binkies” campaign. It is expected that the campaign will run for a minimum 12 months, with potential for extension dependent on success and ongoing need of the charity.

As a foster-based rescue, Fairly Beloved Rabbit Care provide carers with all the equipment they may need to meet the day-to-day needs for the rabbits within their care. This includes various styles of hutches, cages, pens, runs and more.

For the provision of the equipment currently in use, many of the items are either second-hand donations from members of the public or are purchased directly by the charity when funds allow.

As a result, in the vast majority of cases, the equipment is of low quality. Cheaper hutches in particular create an ongoing problem for the charity, often needing repaired or replaced after a matter of months due to the severe winter weather experienced in Scotland and the cheap materials used in the budget hutches offered to the charity.

Combined with the required standards in relation to living and exercise space requirements that exceed so many commercially available items, the situation results in a ‘false-economy’ for the charity where investment in equipment today has been limited and often wasted a few short months later when the equipment has to be disposed of and replaced.

The Bedrooms & Binkies campaign is predominantly a funding campaign aimed at providing an opportunity for significant and sustainable investment in the charity’s assets. Through fundraising via appropriate crowd-funding, events, sponsorship and grant applications, FBRC aim to secure the finances required to procure high-quality, heavy duty and long-lasting living and exercise accommodation for use throughout the foster care network, with a vision to source equipment of a standard that will withstand high frequency use within Scottish climates that will last for 5 years or more.

The vision of the campaign allows that as funding is secured, equipment purchases can be made simultaneously, allowing direct and regular feedback to campaign supporters demonstrating the difference their financial backing is having on the charity’s success and eliciting further investment from supporters to continue to equip the entire foster care network.

## Equipment Purchase Proposals

Fairly Beloved Rabbit Care are looking to identify a small group of suppliers who can provide the equipment that will be required to meet the aims of the charity.

Equipment items include:

- Outdoor Hutches, various styles
- Outdoor Rabbit Runs, various styles
- Outdoor Combined Hutch & Runs, various styles
- Outdoor Hutch & Run Pipe Connectors
- Indoor Hutches, various styles

- Indoor Rabbit Pens, various styles

It is expected that suppliers will build the required equipment to specification, as detailed within the remainder of this document, and the equipment will be ordered and supplied on an as required basis.

Potential suppliers are asked to review the requirements detailed within this document and complete the enclosed Supplier Questionnaire to Fairly Beloved Rabbit Care for assessment and review. Suppliers considered to meet our equipment requirements will be added to our suppliers list and orders placed where appropriate as funding becomes available.

## Minimum Specification Requirements

The following should be considered our minimum requirements and should not be deemed to be a full specification.

### Outdoor Rabbit Hutches

- Minimum dimensions 6ft/180cm (L) x 2ft/61cm (D) x 2ft/61cm (H), per level, not including roof overhang, and feet.
- High quality waterproof roofing material such as roofing sheet or equivalent.
- 19g gauge welded wire mesh for open panelled areas, only in front doors and panels
- Back and sides wall solid panels only (no mesh)
- Fully enclosed 'bedroom' area allowing secure shelter from weather and predators.
- Raised from ground via use of suitable legs or stand inbuilt within structure
- Minimum two door access to allow access to animals and for ease of cleaning
- Should be easily transportable via manual lift by two able-bodied individuals only
- Frame structure to be minimum 40mm.
- Wooden panels should be made from exterior grade tongue-and-groove materials
- Flooring, and ramps (where required), should be made from minimum exterior grade 12mm plyboard
- All internal and external wooden surfaces to be treated with an animal-safe water-based wooden protection paint (e.g. Cuprinol Shades).

### Outdoor Rabbit Runs

- Minimum dimensions 8ft/244cm (L) x 4ft/122cm (D) x 2ft/61cm (H).
- Fully enclosed roof panels.
- 19g gauge welded wire mesh for open panelled areas throughout
- Should be easily transportable via manual lift by maximum two able-bodied individuals only
- Should be easily dismantled for ease of transportation, including the ability to transport as flat panels.
- Frame structure to be minimum 40mm.

- Ramps (where required), should be made from minimum exterior grade 12mm plyboard
- All internal and external wooden surfaces to be treated with an animal-safe water-based wooden protection paint (e.g. Cuprinol Shades)

### Indoor Rabbit Hutches

- Minimum dimensions 6ft/180cm (L) x 2ft/61cm (D) x 3ft/90cm (H),
- 19g gauge welded wire mesh for open panelled areas, only in front doors and panels
- Back and sides wall solid panels only (no mesh)
- Door access to allow access to animals and for ease of cleaning (walk-in)
- Should be easily dismantled for ease of transportation, including the ability to transport as flat panels.
- Frame structure to be minimum 40mm.
- Panels, should be made from exterior grade tongue-and-groove materials or minimum 12mm Perspex panels secured by wooden frame.
- Flooring, and ramps (where required), should be made from minimum exterior grade 12mm plyboard
- All internal and external wooden surfaces to be treated with an animal-safe water-based wooden protection paint (e.g. Cuprinol Shades).

### Indoor Rabbit Pens

- Minimum dimensions 6ft/180cm (L) x 2ft/61cm (D) x 3ft/90cm (H),
- 19g gauge welded wire mesh for open panelled areas, or sold welded metal grids.
- Door access to allow access to animals and for ease of cleaning
- Should be easily dismantled for ease of transportation, including the ability to transport as flat panels.
- Wooden frame structure, where required, to be minimum 40mm.
- Panels, should be made from exterior grade frame with mesh (as above) or solid welded metal grids.
- All internal and external wooden surfaces to be treated with an animal-safe water-based wooden protection paint (e.g. Cuprinol Shades).

## Example Equipment Requirements

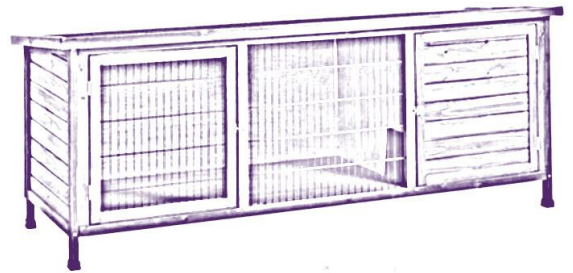
The following examples are provided as likely requirements for purchase. Suppliers are invited to review the requirement and provide appropriate quotations for each of the examples that they are able to supply within the Supplier Questionnaire

If you provide an alternative product that you believe would meet our minimum requirements we would be happy for you to submit details of these products with your returned questionnaire.

### Outdoor Hutches

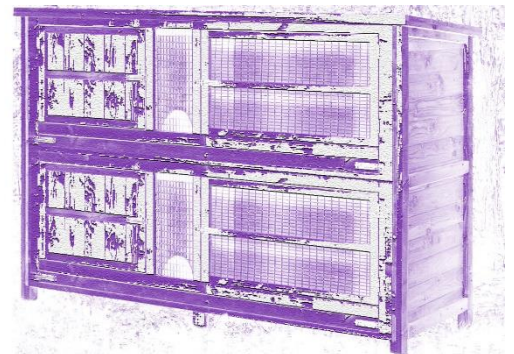
#### Standard 6ft Single Hutch

- Single storey hutch, 6ft length
- Minimum requirements as detailed above



#### Flexible 6ft Double Hutch (With Ramp)

- Double storey hutch, 6ft length
- Minimum requirements as detailed above
- Each level to be a separate living environment, with the option to connect/disconnect levels via removable ramp & lockable floor hatch.



#### LARGE 8ft Single Hutch

- Single storey hutch, 8ft/244cm (L) x 3ft/90cm (D) x 3ft/90cm(H)
- Minimum requirements as detailed above

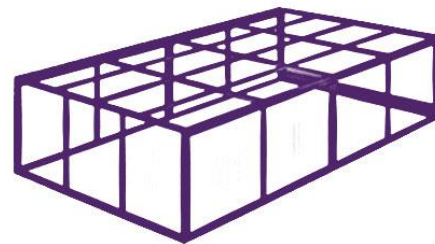
#### LARGE 8ft Double Hutch (With Ramp)

- Double storey hutch, 8ft/244cm (L) x 3ft/90cm (D) x 3ft/90cm(H) (per level)
- Minimum requirements as detailed above
- Each level to be a separate living environment, with the option to connect/disconnect levels via removable ramp & lockable floor hatch.

## Outdoor Runs

### Standard 8ft x 4ft Run

- Standard Run
- Minimum requirements as detailed above



### Standard 8ft x 6ft Run

- Standard Run 8ft/244cm (L) x 6ft/180cm (D) x 2ft/61cm (H)
- Minimum requirements as detailed above

### High 8ft x 4ft Run

- Standard Run 8ft/244cm (L) x 4ft/122cm (D) x 3ft/90cm (H)
- Minimum requirements as detailed above

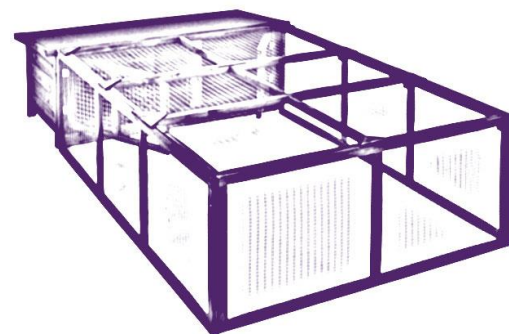
### High 8ft x 6ft Run

- Standard Run 8ft/244cm (L) x 6ft/180cm (D) x 3ft/90cm (H)
- Minimum requirements as detailed above

## Outdoor Combined Hutch & Run

### Standard 6ft

- Standard 6ft hutch connected to Standard 8ft x 6ft run, on single level
- Total footprint 10ft x 6ft
- Minimum requirements as detailed above



### Large 8ft

- Large 8ft hutch connected to High 8ft x 6ft run, on single level
- Total footprint 8ft x 8ft
- Minimum requirements as detailed above

### Two-Level 6ft

- Standard 6ft hutch connected on top of Standard 8ft x 6ft run
- Total footprint 8ft x 6ft
- Minimum requirements as detailed above

### Two-Level 8ft

- Large 8ft hutch connected on top of High 8ft x 6ft run
- Total footprint 8ft x 6ft
- Minimum requirements as detailed above





## Outdoor Hutch & Run Pipe Connectors

### Wood-Wood Connector 4ft

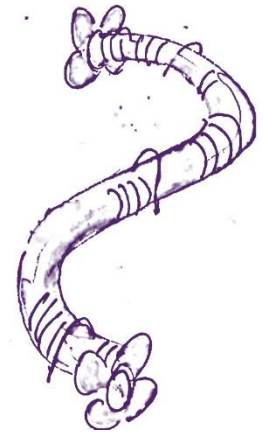
- Wood panel connection plate at both ends
- 4ft/122cm long pipe, 6" diameter

### Wood-Mesh Connector 4ft

- 1 x Wood panel connection plate + 1 x Mesh panel connection plate
- 4ft/122cm long pipe, 6" diameter

### Mesh-Mesh Connector 4ft

- Mesh panel connection plate at both ends
- 4ft/122cm long pipe, 6" diameter



## Indoor Hutch

### Standard Indoor Hutch

- As per minimum requirements above
- Side and rear panels featuring wooden panels only
- Front/Door panels featuring Perspex panels

### 3-Side Indoor Hutch

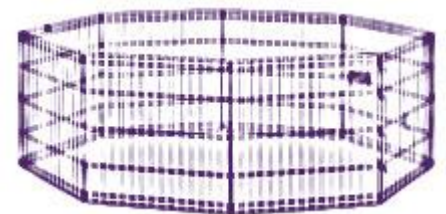
- As per Standard Indoor Hutch without a rear panel
- Attachments to secure to wall



## Indoor Pens

### Metal Folding Pens

- 8 panels, each 2ft/61cm wide
- Connected either via drop-pins or hinges
- Variable heights from 3ft/90cm to 5ft/152cm
- Side clips including to allow pen to be secured together at joining panel



### Metal Static Pens

- 6 panels, each 4ft/122cm wide
- Attachments to join panels together in 8ft x 4ft rectangle formation
- Doorway for access

## Supply Expectations

We are looking for suppliers who can build/supply items to specification. Note the above specifications are examples and requirements may vary slightly at time of order to meet the changing requirements of the charity.

We would look for supply of items as quickly as possible at point of order, but ideally within 14 days.

Payment terms required would assume payment made either at point of order or delivery as agreeable by the supplier. No credit terms are required.

Delivery would be required, either directly to the foster carer's address (variable delivery address) or to a specified delivery address for the charity. Please consider your ability to offer delivery and respond accordingly within the questionnaire.

The charity is likely to place orders for 1 – 5 items at a time. Given the current scope of the charity's campaign there is potential for ordering equipment for approximately 40 foster carers, many of which will require multiple items.

# Supplier Proposal Questionnaire

Please complete the following questionnaire and return to Fairly Beloved Rabbit Care for consideration. Suppliers meeting our requirements and price expectations will be added to our supplier list.

## Supplier Details

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Nature of Business:

Please provide details of the nature of your business, highlighting experience of supplying products for the animal welfare market, in particular in relation to rabbit welfare.

### Statement of Ability

In relation to the requirement stated within this document, please describe how you would approach the supply of any orders placed with you. This should include details of materials, build quality, customer service, and timescales.

### Quotation of Example Products

Please provide details of your best price for each of the products described within the Example Equipment Requirements.

Product	Supplier's description	Price	Build, Supply & Delivery Timescales	Assumptions
<b>Outdoor Hutches</b>				
Standard 6ft Single		£		
Flexible 6ft Double		£		
Large 8ft Single		£		
Large 8ft Double		£		
<b>Outdoor Runs</b>				
Standard 8ft x 4ft		£		
Standard 8ft x 6ft		£		
High 8ft x 4ft		£		
High 8ft x 6ft		£		
<b>Outdoor Combined Hutch &amp; Run</b>				
Standard 6ft		£		
Two-level 6ft		£		
Large 8ft		£		
Two-Level 8ft		£		

Product	Supplier's description	Price	Build, Supply & Delivery Timescales	Assumptions
<b>Outdoor Hutch &amp; Run Pipe Connector</b>				
Wood-Wood, 4ft Connector		£		
Wood-Mesh, 4ft Connector		£		
Mesh-Mesh, 4ft Connector		£		
<b>Indoor Hutch</b>				
Standard Indoor Hutch		£		
3-Side Indoor Hutch		£		
<b>Indoor Pens</b>				
Metal Folding Pens		£		
Metal Static Pens		£		

Additional Products

Please describe any additional products within your portfolio that you think may be of interest to the charity. Please use additional paper if required, or include any promotional or catalogue materials with your return.

## Product Practicality

It is very important to us that the products are all easily accessible for our carers to gain access and interact with the rabbits, whilst also meeting the needs of the rabbits. We are very interested to hear of innovative product designs that will encourage safe, accessible use whilst maintaining accessibility for rabbits and cleaning.

## Delivery

What method of delivery do you intend to use? (Tick all that apply)

- Self-Delivered
- Courier
- Other

Please state: \_\_\_\_\_

What distance will you consider delivering to, using your address provided as a starting point?

\_\_\_\_\_ Miles

- All Scotland

Will there be an additional delivery charge on top of the quoted product price? Yes / No

If so, please describe your delivery pricing structure

Will you consider evening / weekend deliveries?

- Yes, this is included in delivery costs above
- Yes, additional delivery cost applies
- No, only weekday deliveries during normal working hours

## Payment Methods

Which methods of payment will you accept? (Tick all that apply)

- Bank Transfer
- Paypal
- Cash
- Cheque
- Debit/Credit Card

## Customer Discounts & Referrals

Fairly Beloved Rabbit Care receive numerous requests for referrals for equipment supplies. We would be interested in forming a partnership that allowed us to support your business beyond the immediate need of the Bedrooms & Binkies campaign, including referral of our customers to yourself for supply of their equipment needs.

Would you consider offering FBRC clients a discount in the form of a discount voucher provided by the charity towards money off the purchase of your products? Yes / No

Would you consider a referral agreement between yourself and FBRC allowing commission towards charity funds for each successful referral sale of your products? Yes / No

## Returning Your Proposal Questionnaire

Please return your completed Supplier Proposal Questionnaire, with any additional supporting information you feel is relevant, to the following address:

**Bedrooms & Binkies Supply Campaign  
Fairly Beloved Rabbit Care  
Enterprise House, Southbank Business Park  
Kirkintilloch  
Glasgow  
G66 1XQ**

You may also scan your return and email your response to [enquiries@fairlybelovedrabbitcare.org](mailto:enquiries@fairlybelovedrabbitcare.org).