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| **Request for Quotation (RfQ)** |
| **Ref: LCEI-UoL-** **437** |
| N.B. This Request for Quotation (RfQ) is being promoted by Low Carbon Eco-Innovatory (LCEI) on behalf of the company stated below as part of their assistance through the UKSPF-funded LCEI project. The company will be solely responsible for all scoring and decision-making processes. |

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| **Name of item/system required** | | LED Lighting | |
| **Company Name** | Rayware Limited | | |
| **Address** | 26-32 Spitfire Road, Liverpool, L24 9BF | | |
| 1. **Background** | | | |
| [Intro to the business and summary of why the item/system is required]  Founded in 1975, The Rayware Group has become a leading housewares supplier of some of the UK’s best-known British brands including Kilner®, Mason Cash, Typhoon, Ravenhead, Viners and Price & Kensington.  The company design and manufacture a wide range of products sourced internationally and have a large global logistics and warehousing operation to serve their customer base. The company has recently made the corporate decision to focus on their environmental and sustainability programme that will enable them to reduce energy overheads and carbon emissions throughout their supply chain and assets. Rayware are making their ESG policy a key component of their strategic plan to develop the company’s overall profitability and growth.  Following support from LCEI to decarbonise their business, this item has been identified and funding allocated towards the purchase by the business. | | | |
| 1. **Requirement:** | | | |
| [Detailed specification of the item/system required]  LED Lighting – replacement of 362 250W metal halide lights in our warehouses with 80W LEDs. | | | |
| A detailed list of the anticipated works required is included as Addendum 1 to this Request for a Quotation\* (RFQ).[\*Remove this section if not applicable] | | | |
| 1. **In your quotation, please provide evidence of your company’s ability to;** | | | |
| 1. Demonstrate value for money (costs): | | | |
| 1. Be able to complete the project by 12th February 2025 in line with LCEI funding regulations: | | | |
| 1. Meet the specification of the required item: | | | |
| 1. Detail why your product is deemed suitable to the company and their requirements specified: | | | |
| 1. Sustainability/ESG credentials of your business operations and more specifically about the product: | | | |
| Please advise in your quotation if a physical visit, by how many people and for how long, to the nominated premises is required to undertake the described work. | | | |
| 1. **Deliverable Timescale:** | | | |
| It is anticipated that this project will commence in | | | Jan 2025 |
| And be completed by | | | 12th Feb 2025 |

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| 1. **Indicative Budget:** | | |
| Approx £39,000 | | |
| 1. **Evaluation Criteria: Quotations will be assessed and scored on the following criteria:** | | |
| * **Cost/Value for money (25%):** Does supplier offer value for money. This will not necessarily be the cheapest quote. * **Delivery Timescale (25%):** Supplier must demonstrate they can deliver the requirement to timescales above. * **Specification (20%):** Supplier must meet the specification as detailed above. * **Quality/ Technical Merit (20%):** Supplier must demonstrate they have the technical and professional capability to deliver the requirement. * **Sustainability/ESG (10%):** Show commitment to decarbonisation. | | |
| 1. **Scoring Methodology** | | |
| **4 Excellent** | Proposal meets and, in some places, exceeds the required standard | |
| **3 Good** | Proposal meets required standard | |
| **2 Acceptable** | Proposal meets the required standard in most respects, but is lacking or inconsistent in others | |
| **1 Poor** | Proposal falls short of expected standard | |
| **0 Unacceptable** | Completely or significantly fails to meet required standard or does not provide the relevant answer | |
| 1. **Proposal Format:** | | |
| Your proposal should clearly demonstrate how it meets the requirements set out above. | | |
| Please provide details of any sub-contractors you will use to deliver this work. | | |
| 1. **Deadline and Submission:** | | |
| **Completed quotations responding to this RFQ must be e-mailed to:**  **Email subject must include the RfQ Code LCEI-UoL-** **437** | | [sarahg@rayware.co.uk](mailto:sarahg@rayware.co.uk)  **AND**  [EcoInnovatory@ljmu.ac.uk](mailto:EcoInnovatory@ljmu.ac.uk) |
| **No later than 17:00 Greenwich Mean Time on:** | | 03/01/2025 |
| **Date Published:** | 12/12/2024 | |
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| This work is part funded though UKSPF Low Carbon Eco-Innovatory (LCEI). LCEI is a partnership between Liverpool John Moores University and University of Liverpool, funded by the UK Government through the UK Shared Prosperity Fund with the Liverpool City Region Combined Authority as the lead authority. | | |

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| **Conditions of Tender:** |
| Please be aware that there is no regulatory obligation for us to provide feedback if you are unsuccessful. |
| We reserve the right to discontinue this tender process at any time and not award a contract. |
| You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercise. This applies whether or not your organisation is successful. |

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| **Addendum 1** |
| Quote to factor in the supply and fit of Collingwood Springbok Lite 80W LED High Bay 4000K light as well as the removal of old lights and correct disposal into Rayware provided skips. All tests and certification to be included and work to be carried out during usual working hours. |
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| **Addendum 2.** |
| [Add any supporting images/artist’s impressions/technical diagrams etc…] |
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| **Project Title:** Rayware Warehouse LED Supply and Fit Project |
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| **Work Package Stages:** [Break down your requirements into main stages/tasks…] |
| * Removal of old light fitting from existing trunking and dispose correctly into Rayware skip(s). |
| * Using existing wiring attach a 13amp single socket to trunking ready for light fitting. |
| * Attach a plug top to free issue light fitting and attach to trunking using a 20mm screwed hook. |
| * Re-energise circuit and plug in new LED fitting. |
| * To carry out all necessary tests and issue any necessary certification upon completion of works. |

<https://www.ljmu.ac.uk/microsites/low-carbon-eco-innovatory/>

<https://www.ljmu.ac.uk/microsites/low-carbon-eco-innovatory/lcei-grant-scheme>