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| **Request for Quotation (RfQ)** |
| **Ref: LCEI-LJMU-** **037** |
| 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** | Supply & installation of 50.69kWp solar system |
| **Company Name** | Uniform Communications Ltd. |
| **Address** | Third Floor, Bold St Studios, 9-19 Bold Street, Liverpool, L1 4DN |
| 1. **Background**
 |
| Uniform is a creative business based on Bold Street, Liverpool that plans to decarbonise by installing a solar system on the roof of their building. |
| 1. **Requirement:**
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| A detailed list of the anticipated works required is included as Addendum 1 to this Request for a Quotation\* (RFQ). |
| 1. **In your quotation, please provide evidence of your company’s ability to;**
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| 1. Demonstrate value for money (costs)
 |
| 1. Be able to complete the project by 15th January 2025 in line with LCEI funding regulations
 |
| 1. Meet the specification of the required item
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| 1. Detail why your product is deemed suitable to the company and their requirements specified
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| e) 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 premises is required to undertake the described work. |
| 1. **Deliverable Timescale:**
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| It is anticipated that this project will commence in  | Aug 2024 |
| And be completed by  | Oct 2024 |

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| 1. **Indicative Budget:**
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| Between £30-60k |
| 1. **Evaluation Criteria: Quotations will be assessed and scored on the following criteria:**
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| * **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 to timescales above.
* **Specification (20%):** Supplier must provide a detailed specification and evidence that it is best suited to the business and specific site requirements.
* **Quality/ Technical Merit (20%):** Supplier must demonstrate they have the technical and professional capability to deliver the requirement and a track record of successful similar installations
* **Sustainability/ESG (10%):** Show commitment to decarbonisation.
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| 1. **Scoring Methodology**
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| **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:**
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| 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.Alongside a detailed specification, please provide a rationale for why the proposed installation is most suitable to the site and business requirementsPlease provide a project timeline with key milestones |
| 1. **Deadline and Submission:**
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| **Completed quotations responding to this RFQ must be e-mailed to:****N.B: Email subject must include the RfQ Code e.g. LCEI-LJMU-** **037** | michelle.ford@uniform.net andEcoInnovatory@ljmu.ac.uk |
| **No later than 17:00 Greenwich Mean Time on:** | Wed 3rd July 2024 |
| **Date Published:**  | 19/06/2024 |
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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**  |
| See Solar PV System Spec pdf |
| **Addendum 2.**  |
| See Bold St Studios – Solar roof plan pdf |

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

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