



## **Request for Quotation**

### **Strategic, Processes and Efficiencies Review**

#### **Background**

SM Installations (NW) Ltd has been trading since October 2018 and has been based at the current office location since August 2021.

We offer a full package of electrical support for domestic & commercial clients, covering lighting, alarms, CCTV & door entrance systems, installation, repair & service.

#### **Requirement**

The director is looking for a consultant to ensure the business has robust systems in place to maximise the opportunities that the next 2 years and beyond will bring.

The successful supplier will be expected to:

- Review and implement procedures to ensure all financial aspects of the business are sound, including managing costs, increasing sales and installing a structure to provide ongoing regular, meaningful management information is available.
- Review and implement a plan to develop the company's online presence, including guidance on a revamp of the website, and to set in place a strategic plan to fully utilise the various social media platforms.

#### **Deliverable Timescale**

3/6 months

#### **Indicative Budget**

£9750

#### **Evaluation Criteria**

Quotations will be assessed and scored on the following criteria:

##### ***Quality/ Technical Merit (50%)***

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

##### ***Delivery Timescale (20%)***

Supplier must demonstrate they can deliver the requirement to timescales above.

##### ***Cost/Value for money (30%)***

Does supplier offer value for money. This will not necessarily be the cheapest quote.

### 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

### Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

### Deadline and Submission

Proposals are required by 31<sup>st</sup> May 2022 either electronically or by post/in person to Mark Ellis Director SM Installations (NW) Ltd Office 2 Brunswick House Brunswick Quay Liverpool L3 4BN / [mark@sm-installations.co.uk](mailto:mark@sm-installations.co.uk)

### Date Published

11<sup>th</sup> May 2022

This work is part funded through the European Regional Development Fund.

### Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) 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 exercises. This applies whether or not your organisation is successful.