



**European Union**

European Regional  
Development Fund



## REQUEST FOR QUOTATION

### **Refurbishment of upper floors of Commercial Building at 17/19 Lord St, L2 9UW**

#### **Background**

Inside Global is a leading provide of on demand sales and marketing services for B2B technology companies. The company is arranging a lease for the upper floors at 17/19 Lord St, L2 9UW to allow the expansion of their Liverpool operation. The building will be refurbished to provide modern offices.

#### **Requirement**

To enable the refurbishment, we will require a RICS register architect to oversee the design, layout and liaise with the necessary bodies as necessary for sign off of the works.

#### **Deliverable Timescale**

We expect the project to commence no later than July 2022, and to be completed by December 2022.

#### **Indicative Budget**

£12,000

#### **Evaluation Criteria**

Quotations will be assessed and scored on the following criteria:

##### **Cost 30%**

Does supplier offer value for money.

##### **Deliverability Within Specified Timescales 30%**

Supplier must demonstrate they can deliver the requirement to timescales above

##### **Meeting Specification Details 10%**

Supplier must demonstrate all specifications met

##### **Supplier Suitability 30%**

Supplier must demonstrate they have the capability to deliver the requirement

#### **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



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### **Deadline and Submission**

Proposals for consideration are required by: **17.30 on 30<sup>th</sup> June 2022** either electronically or by post to:

*Andrew Remes*

[andrew@inside-global.com](mailto:andrew@inside-global.com)

*Inside Global, The Tea Factory, 82 Wood Street, Liverpool L1 4NU*

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- 1) **This project is part of the Liverpool City Region High Growth Programme, and is part funded by the European Regional Development Fund. Under current Public Procurement Regulations there is no formal tender procedure, but a detailed written quotation is required**

### **2) Conditions of Quote**

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 quote 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 quote at any stage of this exercises. This applies, whether or not your organisation is successful.