



REQUEST FOR QUOTATION

Office Furniture and Fittings

Background

Intaglio Creative are experts in material innovation and have seen the market evolve over the past decade. Our primary markets are national retailers, interior designers, architects and like-minded material innovators who need a cutting-edge solution for their projects. With many years' experience in their respective fields, we have a team that excels in those fields, including, material sourcing and an understanding of current material trends, engraving process knowledge and highly skilled machinery technicians.

Intaglio have extensive experience of delivering projects for major national sports teams and their stadia – capturing the personalisation of memories, tributes and association in a permanent legacy. Projects completed include Armoury Square at Arsenal's Emirates Stadium, the Father Time Wall at Lords Cricket Ground and additional fan stones at major UK football clubs including Liverpool and West Ham United. These 'super' schemes generate interest from thousands of fans around the world.

Out of that experience, at the other end of the spectrum came an idea to help local organisations such as schools, sports teams, charities and others tap into a fund raising stream that until now has been the preserve of much larger organisations. Through Intaglio's initiative Fundit Now.co.uk local clubs, teams, theatre groups and other bodies which are hungry for funds can access this type of activity. These organisations are sometimes charities or CICs operating on limited funds, but may still need to cover significant overheads to ensure their facilities are kept to the required level for health and safety etc.

Fundit Now will provide an easy, straightforward process to bring the opportunity to grass roots level. This could be for sporting awards, fundraising initiatives, major milestones or marking the end of the season or school leavers each summer, for example. An easily implemented permanent, lasting legacy for individuals or families, at a reasonable cost that raises much needed funds for the organisation.

Requirement

Intaglio are currently reliant on third parties for providing their engraving and production needs and lease a small office facility on a St Helens Business Park.

Whilst the smaller executions of their Fundit Now offering are produced by a supplier based closed to Head Office in St Helens, bulkier products associated with 'super' schemes are made further afield and subject to scheduling/production priorities versus the suppliers' other clients. Frequent travel to third party sites and movement of extremely heavy items has a major impact on Intaglio's carbon footprint.

Intaglio have decided to invest in leasing a site large enough for production and **office facilities in the St Helens Area**. Vertically integrating the bulk of production will provide significant benefits in terms of process control, enhanced innovation, production costs, reliability, design and reduced travel/transport.

Intaglio Creative are looking to procure furniture and fittings for up to 10 people once they have secured their new premises. This would include:

- A branded Reception Area with guest seating
- 9 x Work Stations including desk, ergonomic seats, storage.
- 1 x Executive Work Station/Office with adjacent breakout area



- 1 x Boardroom/Meeting room capable of accommodating 10 people, including large display screen.
- Basic kitchen/canteen facilities (eg Fridge, Dishwasher etc)

Deliverable Timescale

We expect the project to commence no later than September 22, and to be completed by December 22

Indicative Budget – £15,000 - £20,000

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

- **Cost 30%**
 - Does supplier offer value for money.
- **Deliverability Within Specified Timescales 20%**
 - Supplier must demonstrate they can deliver the requirement to timescales above
- **Meeting Specification Details 40%**
 - Supplier must demonstrate all specifications met
- **Supplier Suitability 10%**
 - 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

Deadline and Submission

Proposals for consideration are required by: (16.00) **on (30th June)** electronically to: Kevin O’Brien at kevin@intagliocreative.co.uk

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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.