



## **Request for Quotation**

### **New Website Development**

#### **Background**

For over 46 years Brock Carmichael has been delivering value and business success for clients, based on tried and tested architectural principles. We pride ourselves on our honest, transparent culture, one where everyone has a voice. We encourage collaboration and design innovation to develop solutions.

We're a proud Liverpool practice of 27 people with a visible presence in the city we call home, and a tireless commitment to excellence. Expertise in residential, education, leisure and regeneration has allowed us to lead the industry on a regional North-West level, and succeed in a range of other locations across the country.

Central to our approach is close collaboration with our clients so that, from the very first briefing, we have a clear idea of their needs, concerns and aspirations for the project – regardless of size or function.

#### **Requirement**

We are looking to have a new website developed that clearly and accurately reflects the history, ethos and scale of the practice. The website should have a 'portfolio' feel, with the focus on our projects and staff; with this in mind, the website should be clean and image led, with a clear, uncluttered layout, and draw more focus to who we are and what we do. The website isn't to generate leads per se, but more to showcase our work and the practice to potential clients and employees.

Improvements to our current Google ranking are required, plus functionality across all devices.

Suppliers should demonstrate:

- Knowledge and expertise of delivering quality websites
- Any suggestions for flow and layout of the site

#### **Deliverable Timescale**

Completion by February 2023

#### **Indicative Budget**

Up to £7,000 is available

## 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 Friday 12th August 2022 electronically to Phillipa Williams - [williams.p@brockcarmichael.co.uk](mailto:williams.p@brockcarmichael.co.uk)

## Date Published

27<sup>th</sup> July 2022

This work is part funded though 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.