



**Paramount  
Digital**

### **REQUEST FOR QUOTATION**

#### **Refurbishment of Unit 8 Millbrook Business Park, Mill Lane, Rainford, St Helens WA11 8LZ**

#### **Background**

Paramount Digital Ltd is an award-winning Digital Marketing Agency based in Rainford St Helens. We have been growing rapidly since our inception 5 years ago and this growth has now necessitated a move to larger premises.

This project is to refurbish our new office premises, an existing 2 storey 4400 square feet building on Millbrook Business Park in Rainford and transform it into a high-quality state of the art Digital Marketing agency workspace environment which can accommodate up to 44 staff together with customer conference facilities, staff meeting rooms and refreshment areas. The existing building is an extremely poor state of repair and requires extensive refurbishment in all areas, so our aim is to produce a high-quality working environment improving employee productivity and job satisfaction, enable new staff recruitment and retention, and generally be an impressive site for new and existing Customers to visit.

#### **Requirement**

The building requires a complete strip out and demolition removing all existing ceilings, flooring and partitions as required to enable the creation of a new layout and refurbishment works.  
Supply and fit new Partitions, Ceilings, Doors, and Flooring to all areas.

Supply and Install new Kitchen

Refurbishment of existing WC areas renewing all Sanitary ware

Replace existing Air Conditioning & Vents

Renew all Electrical controls including Data Cabling, Fire Alarm, Lighting and Access Controls.

Renew all Hot and Cold-Water services

Carry out improvements to Roof Structure and supply and fit Solar panels

Supply and install new Office furniture

#### **Deliverable Timescale**

We expect the project to commence no later than the 1<sup>st</sup> of September 2022 and to be completed by 28<sup>th</sup> February 2023.



**Indicative Budget** – We anticipate an indicative Budget price range of £325,000 to £350,000 for all the completion of all work elements.

**Evaluation Criteria**

Quotations will be assessed and scored on the following criteria:

**Cost 30%**

Does supplier offer value for money.

**Deliverability Within Specified Timescales 25%**

Supplier must demonstrate they can deliver the requirement to timescales above

**Meeting Specification Details 25%**

Supplier must demonstrate all specifications met

**Supplier Suitability 20%**

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: **4pm on Thursday 18<sup>th</sup> August 2022** either electronically or by post to:

*Alan Gillespie Paramount Digital Ltd, Unit 2 Millbrook Business Park, Mill Lane, Rainford, St Helens WA11 8LZ*

*Email [alan@paramountdigital.co.uk](mailto:alan@paramountdigital.co.uk)*

*Phone 01744 747474 or Mobile 07885 726632*

**Date Published 3<sup>rd</sup> August 2022**



**European Union**

European Regional  
Development Fund



**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.