

Request for Quotation

(Manufacturing Operative/Marketing/Project Co-ordinator/Sales Lead)

Consultancy

Background

Big Help Trading exists to give back to the community offering ethical shopping alternatives across the country. Our community shops stock home essentials and brand-new designer wares from Pots and Pans to Fridges and Freezers, all offered at affordable prices. We offer an ethical alternative to pernicious Rent-to-Own schemes with affordable financing through credit unions. Through Painting Green, we offer locally sourced, remanufactured paint, preventing waste and providing affordable, ethically sourced paint. Proceeds from our trading are directly channelled back into the community, supporting it in its journey out of poverty through our charitable activities. This tendering process is for our Paint Remanufacturing/Recycling Project – Painting Green.

Requirement

We are looking for one supplier to provide consultancy in the following areas;

1. Manufacturing Operative: Consult on best manufacturing process, good practice and effective supply chain management, orientation of future Manufacturing Operatives, including providing modules, appraisals and familiarisation programmes.
2. Marketing: Development of existing and future comms. Strategy. Social Media Strategy Development. Re-brand (Physical, Digital). Manage and develop the current communications, plus improving them for the future. Ensuring there is an achievable strategy for growth and ensuring its sustainability, which includes all aspect of social media and marketing. Full re-branding process from design to delivery.
3. Project Co-ordinator: Responsible for ensuring the schedule, budget and details of the growth project. Reporting progress to Directors. Responsibility for all aspects of scheduling, budgets and growth, ensuring the professional maintaining of the project to enable its sustainability.
4. Sales Lead: Maximising sales revenue, expanding network of retail partners, orientation and development of sales programme. Orientation of Sales Lead in all aspects of marketing, B2B, on-site and social media sales skills. Plus targeting revenue from existing and new partners.



Deliverable Timescale

9/12/22-31/03/23

Indicative Budget

Budgets for each area of work are as below.

1. **Manufacturing Operative Consultancy:** £42,000
2. **Marketing Consultancy:** £4,000
3. **Project Co-ordinator Consultancy:** £24,500
4. **Sales Lead Consultancy:** £13,000

Total: £83,500

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.



BIG HELP PROJECT

Thursday, 01 December 2022

Deadline Submission

Proposals are required by 15th December 2022 through email: alexander.oprisan@bighelpproject.com

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Date Published

1st December 2022

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.

