

Adaptive Communication Solutions Limited

REQUEST FOR QUOTATION

Staff Equipment

Background

AdaptiveComms has a team of engineers who cover the whole UK, as a result of our continued growth we require new additional equipment for engineers.

Requirement

We require 2 of each of the following equipment for our new staff.

- 17 laptop with Windows Operating system, cat5 networking port, hdmi port, mouse and laptop bag. ESET Anti virus also required
- Smart mobile phone with camera and protective case
- Ladders suitable for working in a building site environment and fully compliant with CHAS, ISO9001 and all associated UK Health and Safety requirements
- Cordless Hammer Drill

All electrical products should have a minimum of 3 years warranty.

Deliverable Timescale

We expect the project to commence no later than February 2023 and to be completed by March 2023.

Indicative Budget – we anticipate the total cost of all equipment being between £3,000 and £4,000

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Cost 25%

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 25%

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

Deadline and Submission

Proposals for consideration are required by: 12 noon on February 6th 2023 either electronically or by post to:

Mrs K Murray, AdaptiveComms, 11b Hoghton Street, Southport, PR9 0NS
katiemurray@adaptivecomms.co.uk

Date Published: 23rd Jan 2023

- 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.