



QuickFix PROFILES

REQUEST FOR QUOTATION

QuickFix Profiles is looking for a supplier/manufacturer for Office Equipment.

Background

QuickFix Profiles are an innovative drywall solutions business. They are expanding into the St Helens region and require a new supply chain to assist with their manufacturing facility.

Requirement

Office Furniture and Computers – Desks, Chairs, Laptops, Screens, Printer

Deliverable Timescale

We expect the project to commence no later than May 1st, and to be completed by July 1st 2023.

Indicative Budget – 5,000 – 8,000

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Cost 30%

Does supplier offer value for money.

Deliverability Within Specified Timescales 30%

Supplier must demonstrate they can deliver the requirement to timescales above

Meeting Specification Details 20%

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



European Union

European Regional
Development Fund



Deadline and Submission

Proposals for consideration are required by: 17:00 **on** 06th April 2023 either electronically **enquiries@quickfixprofiles.com** or by post to:

QuickFix Profiles

Unit B1

Crabtree Road

Egham

TW20 8RN

Date Published 23/03/23.

- 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.