



**REQUEST FOR QUOTATION**

**Purchase of new IT Equipment for Mary Davey Chemists**

**Background**

Mary Davey Chemists Ltd is a community pharmacy operating from premises in Bootle. It has been established for over 20 years and is now looking to expand and provide further services to the local community.

**Requirement**

Equipment should be fit for purpose to run pharmacy software/web portals for using during patient consultations and pharmacy services. Should meet the system requirements for Windows 11

**Deliverable Timescale**

We expect the project to commence no later than 30/3/23, and to be completed by 30/6/23.

**Indicative Budget** – £6000- 7000

**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 10%**

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: 18:00 **on 23/3/23** either electronically or by post to:

Mary Davey email: [maryldavey@hotmail.com](mailto:maryldavey@hotmail.com) tel: 07977520439 post: mary davey chemists, 69 randall drive, liverpool, L30 2PB

**Date Published 09 March 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.