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| **Request for Quotation (RfQ)** |
| **Ref: LCEI-LJMU-** **067** |
| N.B. This Request for Quotation (RfQ) is being promoted by Low Carbon Eco-Innovatory (LCEI) on behalf of the company stated below as part of their assistance through the UKSPF-funded LCEI project. The company will be solely responsible for all scoring and decision-making processes. |

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| **Name of item/system required** | | LED Lighting | |
| **Company Name** | The Women’s Organisation | | |
| **Address** | 54 St James Street, Liverpool, L1 0AB | | |
| 1. **Background** | | | |
| The Women’s Organisation is a charitable social enterprise that supports women to achieve their personal, social and economic potential. Our main activities are to provide employment, enterprise and well-being support through training, consultancy and policy development. We have delivered and participated in highly successful partnership programmes locally, nationally and internationally. We work collaboratively and creatively with a range of stakeholders to promote women’s issues. The building we own provides a home for this work and acts as a centre for female, social enterprise and economic development by providing safe space for collaboration and learning, incubation space and meeting hubs.  Following support from LCEI to decarbonise their business, this item has been identified and funding allocated towards the purchase by the business. | | | |
| 1. **Requirement:** | | | |
| 314 x LED tube T5 External HO54 P 1149 mm 26 W 840  56 x 8W G24 4 pin LED single  86 x 8W G24 4 pin LED double  14 x 12W 2G11 4 pin LED PLL 320mm lamp  47 x 3W Emergency downlighter  8 x 20W T5 LED tube  1 x 12W T5 LED tube  10 x Emergency exit signs arrow UP  4 x Left arrows  1 x 23W 5ft  1 x 18W 4ft  1 x 4ft LED Emergency  1 x 5ft LED emergency  1 x replacement Iguizzini LED fitting  These bulbs to be compatible with existing DALI system, or alternatively have dimmable function. Replace current ballasts and drivers to support LED. Replace current sensors to an absence detector, configure to relevant timing and distance depending on the location/room. Add emergency spotlight in each location. Use the existing light fittings. | | | |
| 1. **In your quotation, please provide evidence of your company’s ability to;** | | | |
| 1. Demonstrate value for money (costs): | | | |
| 1. Be able to complete the project by 15th January 2025 in line with LCEI funding regulations: | | | |
| 1. Meet the specification of the required item: | | | |
| 1. Detail why your product is deemed suitable to the company and their requirements specified: | | | |
| 1. Sustainability/ESG credentials of your business operations and more specifically about the product: | | | |
| Please advise in your quotation if a physical visit, by how many people and for how long, to the nominated premises is required to undertake the described work. | | | |
| 1. **Deliverable Timescale:** | | | |
| It is anticipated that this project will commence in | | | November 2024 |
| And be completed by | | | December 2024 |

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| 1. **Indicative Budget:** | | |
| In the region of £40,000.00 | | |
| 1. **Evaluation Criteria: Quotations will be assessed and scored on the following criteria:** | | |
| * **Cost/Value for money (25%):** Does supplier offer value for money. This will not necessarily be the cheapest quote. * **Delivery Timescale (25%):** Supplier must demonstrate they can deliver the requirement to timescales above. * **Specification (20%):** Supplier must meet the specification as detailed above. * **Quality/ Technical Merit (20%):** Supplier must demonstrate they have the technical and professional capability to deliver the requirement. * **Sustainability/ESG (10%):** Show commitment to decarbonisation. | | |
| 1. **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 | |
| 1. **Proposal Format:** | | |
| Your proposal should clearly demonstrate how it meets the requirements set out above. | | |
| Please provide details of any sub-contractors you will use to deliver this work. | | |
| 1. **Deadline and Submission:** | | |
| **Completed quotations responding to this RFQ must be e-mailed to:**  **Email subject must include the RfQ Code LCEI-LJMU-** **067** | | [sandrasipaviciute@thewo.org.uk](mailto:sandrasipaviciute@thewo.org.uk) **AND**  [EcoInnovatory@ljmu.ac.uk](mailto:EcoInnovatory@ljmu.ac.uk) |
| **No later than 17:00 Greenwich Mean Time on:** | | 01/11/2024 |
| **Date Published:** | 18/10/2024 | |
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| This work is part funded though UKSPF Low Carbon Eco-Innovatory (LCEI). LCEI is a partnership between Liverpool John Moores University and University of Liverpool, funded by the UK Government through the UK Shared Prosperity Fund with the Liverpool City Region Combined Authority as the lead authority. | | |

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| **Conditions of Tender:** |
| Please be aware that 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 exercise. This applies whether or not your organisation is successful. |

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| **Addendum 1** |
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| **Addendum 2.** |
| [Add any supporting images/artist’s impressions/technical diagrams etc…] |
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| **Project Title:** |
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| **Work Package Stages:** [Break down your requirements into main stages/tasks…] |
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<https://www.ljmu.ac.uk/microsites/low-carbon-eco-innovatory/>

<https://www.ljmu.ac.uk/microsites/low-carbon-eco-innovatory/lcei-grant-scheme>