



Request for Quotation (RfQ)

Ref: LCEI-UoL- 443

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.

Name of item/system required LED Lighting System

Company Name The Greenbank Project

Address Greenbank Lane, Liverpool, L17 1AG

1. Background

[Intro to the business and summary of why the item/system is required]

Greenbank Sports Academy offers disabled people the opportunity to try a range of sports, at low cost. The aim of the Inclusive Sport & Activity Programme is to break down barriers and make it easier for anyone with a disability or additional needs, regardless of impairment, to get active. The sports centre has a large sports hall 40m x 34m x 12m high. The hall is presently lit by 96 light fittings which contain 768 fluorescent lamp filaments. The tubes are Crompton compact fluorescent lamp filaments – 55w 4pin 840 cool white. We intend to replace this with an efficient LED lighting system.

Following support from LCEI to decarbonise their business, this item has been identified and funding allocated towards the purchase by the business.

2. Requirement:

[Detailed specification of the item/system required]

LED lighting system to 750 lux standard for Greenbank Sports Academy Sports Hall (Dimensions 40M x 34M x 10.4M high)

A detailed list of the anticipated works required is included as Addendum 1 to this Request for a Quotation* (RFQ). [*Remove this section if not applicable]

3. In your quotation, please provide evidence of your company's ability to;

a) Demonstrate value for money (costs):

b) Be able to complete the project by 15th January 2025 in line with LCEI funding regulations:

c) Meet the specification of the required item:

d) Detail why your product is deemed suitable to the company and their requirements specified:

e) Sustainability/ESG credentials of your business operations and more specifically about the product:

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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.

4. Deliverable Timescale:	
It is anticipated that this project will commence in	Nov/Dec 2024
And be completed by	January 2025

5. Indicative Budget:	
Approx £25,000 to £31,000	
6. Evaluation Criteria: Quotations will be assessed and scored on the following criteria:	
<ul style="list-style-type: none"> • 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. 	
7. 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
8. 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.	
9. Deadline and Submission:	
<p>Completed quotations responding to this RFQ must be e-mailed to:</p> <p>Email subject must include the RfQ Code LCEI-LJMU- 443</p>	<p>Mary.beaumont@greenbank.org.uk</p> <p>AND</p> <p>EcoInnovatory@ljmu.ac.uk</p>



**Funded by
UK Government**

**Low Carbon
Eco-Innovatory**



No later than 17:00 Greenwich Mean Time on:	13/12/2024
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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.

Addendum 1

Blank space for Addendum 1 content.

Addendum 2.

[Add any supporting images/artist’s impressions/technical diagrams etc...]

Blank space for Addendum 2 content.

Project Title:

Work Package Stages: [Break down your requirements into main stages/tasks...]
Blank space for Work Package Stages content.

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

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