



Request for Quotation (RfQ)

Ref: LCEI-LJMU- 076

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 50.4kw - 52kw solar PV system

Company Name Poplar Services Printers Ltd

Address Poplar House, Jackson Street, St Helens, Merseyside, WA9 3AP

1. Background

We are a commercial printing company. We manufacture digital printing from business cards through to brochures, leaflets etc.

The installation of solar panels will support our ongoing commitment to sustainability, innovation, and reducing our environmental impact.

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

2. Requirement:

50.4kw - 52kw solar PV system

Solar panels will be installed onto a steel clad slight pitched roof. We would like this linked to a monitoring system showing how much energy is currently being created.

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 2026 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:

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	June 2025
And be completed by	Oct 2025

5. Indicative Budget:

Approx £40,000-£45,000

6. 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.

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:

Completed quotations responding to this RFQ must be e-mailed to:	martin@poplarservices.com
Email subject must include the RfQ Code LCEI-LJMU- 076	
No later than 17:00 Greenwich Mean Time on: 5 th June 2025	Click or tap to enter a date.
Date Published:	22/05/2025



**Funded by
UK Government**

Low Carbon
Eco-Innovatory



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RfQ Template to Advert V1 02-05-24



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION



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

Addendum 2.

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

Project Title:

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

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

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