

Church Road South, Skegness

 Lincolnshire, PE25 3RS

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 Email enquiries@ramco.co.uk

**Request for Quotation**

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| Date: 17th February 2021 | Ref No: LIGHT001 | Return by: 1st March 2021 17:00hrs |
| From: Mark Watson | Tel: 01754 880880 | E-mail: markwatson@ramco.co.uk |
| Contact Address (for return of quotations):Ramco (UK) Limited, Church Road South, Skegness, Lincolnshire, PE25 3RS |

Dear Supplier

You are invited to submit a quotation for the supply and installation of LED lighting to the company facilities at Church Road South, Skegness, Lincolnshire PE25 3RS and Church Lane, Croft, Lincolnshire, PE24 4RN as outlined in the specification that follows.

Quotations need to be returned by 1st March 2021 17:00hrs.

This request is in conjunction with a grant application to the Smart Energy Greater Lincolnshire (SEGL) programme. The programme is part funded by European Regional Development Fund (ERDF) A supplier will be appointed subject to a grant being awarded by SEGL. If your quotation is accepted, a formal Purchase Order will be issued. Unless specified otherwise, you should assume that delivery will be to the address stated above.

The contract will be awarded to the supplier(s) who have provided the most economically advantageous quotation evaluated against 50% price and 50% quality criteria as detailed in the specification attached.

This request for quotation does not form any commitment by Ramco.

Please refer to the Request for Quotation - Specification document that follows for full details of what is required and how to respond.

Yours Sincerely

Mark Watson

Financial Director

**Request for Quotation – Specification**

**1. Invitation to Quote**

Ramco (UK) Limited (Ramco) invites quotations for the supply and install of LED lighting to its facilities at Church Road South, Skegness, Lincolnshire PE25 3RS and Church Lane, Croft, Lincolnshire, PE24 4RN. The scope of requirements to be provided and the manner in which you should respond to this invitation are defined below.

**2. Background**

In operation since 1997, Ramco specialises in the resale of surplus assets on behalf of government, public sector clients and commercial entities. These assets range from teaspoons to dockside cranes and desks to landing craft.

Delivery of these services requires large warehousing and external storage capabilities and therefore lighting makes up a high proportion of total electricity costs. Upgrading the company’s existing lighting to modern technology LED lighting will generate a cost saving and positive environmental impact.

**3.Tender Details**

The contracting authority for the purpose of this Invitation to Quote is Ramco (UK) Limited, Church Road South, Skegness, Lincolnshire, PE25 3RS.

**4. Specification**

The requirements to be provided are set out in the appendix attached (Table: LED Lighting Details).

**5. Quotation Requirements**

Your quotation should include:

1. Company information – please complete the attached “Request for Company Information”.
2. Examples of references for previous work which is relevant.
3. A detailed breakdown of costs. Prices should include packaging, delivery, installation, and any other charges as well as the cost of any equipment or supplies. The total price should be shown exclusive of VAT. Your quote should be valid for at least 60 days. Please ensure your quotation includes relevant contact information.
4. Estimated annual consumption (in kWh) of the existing lighting and the proposed new lighting based on the hours of use specified (Table: LED Lighting Details).
5. In addition to your proposal documents, you are required to fill the appendix Table: LED Lighting Details, including numbers, wattages, and types of lighting of existing lighting and proposed solution including replacement numbers, types and wattages so all quotations submitted can be compared objectively according to the evaluation criteria described below.
6. A proposed workflow to show the interaction between yourself and Ramco from the time an order is placed to the installation being complete and meeting of all the requirements as detailed in your quote. Due to the short timeframe, the successful supplier will be permitted to work on site between 7am and 6pm seven days per week.
7. Copies of the following insurance policies confirming the name of the insurer; policy number; extent of cover; and expiry date:
	* Employer's Liability Insurance (minimum £10m)
	* Public Liability Insurance (minimum £5m)

**6. Contract Term**

All work relating to this quotation must be completed and signed off by 30th April 2021.

**7. Payment Terms**

Payment will be made within 30 days of the latter of completion of the project and receipt of the Supplier’s invoice.

**8.** **Contract Management**

All supplier personnel will be required to attend a site induction on the first day of attendance to site. Your personnel will be required to follow Ramco’s health and safety instructions. Due to Covid-19, they must also wear a face covering at all times whilst on site, both internal and external. Dedicated welfare facilities will be provided for your team.

**9. Quality Assurance**

Please briefly outline your procedures for quality assuring your work.

Please detail any recognised quality management certification you may have, for example BS/EN/ISO9000.

For the last 5 years please provide details of any director, partner or associate who has/have been involved with any company which has:

* become bankrupt,
* made a composition with its creditors,
* had a winding up order made,
* had a resolution for voluntary winding up passed,
* had a proposed liquidator, receiver or manager appointed; or,
* had an administrator’s order made.

These details must include the person's name, company name, position in the company and date of event.

**10. Award Criteria and evaluation**

The contract will be awarded to the most economically advantageous quotation evaluated against the following criteria.

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| **Criteria** | **Weighting %** |
| Commercial – Price | 50 |
| Technical - Relevant experience and track record | 5 |
| Technical - Understanding of project requirements and ability to deliver | 45 |

A relatively simple scoring system has been adopted, as explained below:

0 Exceptionally Poor or Missing

1 Poor – major failings to meet the documented requirements

2 Unsatisfactory – only meets some of the documented requirements

3 Satisfactory – meets the documented requirements with only minor shortcomings

4 Good – meets the documented requirements

5 Exceptional - meets the documented requirements and offers enhanced performance

The highest scoring bid will be evaluated against the technical criteria and assigned the maximum 50% and all other technical scores will be scaled appropriately.

The lowest price will be assigned the maximum 50% and all other commercial scores will be scaled accordingly.

**11. Queries**

To ensure a fair and transparent process no approach of any kind in connection with this quotation should be made to any other person within, or associated with, Ramco other than the named contact. Failure to comply may result in disqualification from the process.

Bidders wishing to visit site to conduct their own assessment are welcome by appointment and must follow Government and Ramco guidelines in terms of Covid-19.

Ramco reserves the right to terminate the procurement process at any time prior to award without compensation.

**12. Quotation Return**

The completed quotation and any associated documents must be submitted to Mark Watson either by email to markwatson@ramco.co.uk or in hard copy to the following address: Church Road South, Skegness, Lincolnshire, PE25 3RS.

Estimates are not acceptable, only fixed quotations.

**13.Closing Date**: 1st March 2021 17:00 hrs

**14.Award Date**: 3rd March 2021