

Request for Quotation

Provision of New Website, Print Design and Photography

Background

Warmer Energy Services provide heating and mechanical/electrical services to the commercial and domestic markets.

We have 4 main areas of the business.

- Social housing
- Energy Company Obligation
- Commercial projects
- Smart Metering

Over the past 20 years we have built up a great customer base for social housing and energy companies and recently we have developed our mechanical and electrical services offering, to Tier One construction companies. This is an area of the business that we particularly wish to grow.

Requirement

Website:

We require a new website that clearly shows off our high level of experience and capabilities within our field. The new website should help us get in front of new clients and support our tender submissions for commercial work. There will be a similar amount of content to our current website <http://www.warmerenergyservices.com/>. Include any hosting or additional costs.

Print Design:

A 12-page brochure, an A4 folder and 12 A4 inserts to show of our commercial projects. We will require final artwork ready to go to print.

Photography:

We will need exterior photography of 12 buildings in the North West. The images are to show off the type of commercial work that we do. The buildings will be within a 30-mile radius of our Liverpool office. We would expect 3 days of photography plus editing.

Deliverable Timescale

We wish to have the site ready to go live by 28th February.

Indicative Budget

£12,500

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

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 |

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by 23rd January at 5pm either electronically or by post/in person to Robert Shenton, Warmer Energy Services, Unit B2 Senator Point, South Boundary Road, Knowsley Industrial Park, Liverpool, L33 7RR, Robert.shenton@warmerenergyservices.co.uk.

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11th January 2019

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Conditions of Tender

- 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 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 exercises. This applies whether or not your organisation is successful.