



## **Hemsec Manufacturing Ltd**

### **Request for quotation: Business Process Review/ERP Scoping**

**To review the end-to-end business processes with a view to streamlining information flow and activities. The output of the review will feed in to the scope of works and Request For Quotation to deliver a company-wide ERP system.**

Hemsec manufacturing produce composite panels of rigid foam board between various faces, including both metal and timber. These panels are used in the construction of commercial and residential buildings, including temperature-controlled environments.

### **Requirements**

- Understand and review the end-to-end flow of information across the business to capture the “as-is” flow and business activities
  - Both in terms of verbal, paper-based, electronic, and system generated information
- Identify the needs for the business in terms of must-have/nice-to-have functions of an IT platform to manage this flow of information with the least room for error or duplication of tasks and entry
- Develop a scope of works and a scoring platform the review the submission of tenders for an ERP system
  
- The key criteria is deliver a cost-controlled, fit-for-purpose ERP system that reflects the current information management needs of the business and has scale-ability to grow as the business does

### **Deliverable timeline**

We would like a detailed understanding of the requirements by November 12<sup>th</sup> 2018 to enable us to develop the scope of works and finalise the request for tender by Dec 7<sup>th</sup>. There is an opportunity to be involved in the tender process and selection criteria for the final ERP subject to further review

### **Estimated Budget**

We anticipate our budget for this project to be between £4000-£6000k

Budgets have been set aside for this project and we are pursuing funding support This work will be part funded though the European Regional Development Fund. The project falls within the £2,500 - £24,999 bracket and therefore, under current Public Procurement Regulations, there is no formal tender procedure but a detailed written quotation is required.

We would be grateful if interested partners could submit a written proposal and quotation, explaining how they would approach this project, provide examples of past and relevant experience and give details of how confident they can deliver the expectations outlined above.



### **Evaluation Criteria**

Potential partners will be evaluated upon the following criteria:

Clear demonstration of relevant experience and past success in detailing business process or developing clear concise software requirements for the scoping and implementation of an ERP system 30%

Proven ability to build trust, connect with, and where appropriate challenge leaders and leadership teams in this arena. 20%

Understanding of brief and clarity of quotation 25%

Delivery timescales 10%

Cost 15%

### **Scoring methodology**

4 = Excellent	Proposal meets and in some areas exceeds the requirement standard
3 = Good	Proposal meets required standard
2 = Acceptable	Proposal meets the required standard in most respects but not all.
1 = Poor	Proposal falls short of expected standard

0 = Unacceptable

Proposals should clearly demonstrate how the prospective partner is able to deliver the project goals and fulfil the requirements as set out above.

### **Deadlines and submissions**

Proposals for consideration are required by 17.00 on Wednesday 19<sup>th</sup> of October 2018 electronically to

Mr Chris Griffin  
Commercial Manager  
Hemsec Manufacturing Ltd

[Chrisg@hemsec.com](mailto:Chrisg@hemsec.com)  
[www.hpt-panels.com](http://www.hpt-panels.com)