

REQUEST FOR QUOTATION

ISO 9001 ACCREDITATION CONSULTANT

Background

Express IT (UK) Ltd is a transport company based in St Helens providing a range of distribution and storage solutions to a wide range of clients across the North West of England. Express It was founded in 2000 and has experience steady and continued growth, and now serves a range of clients from local businesses to International blue-chip Organisations.

The development of the business has identified that a move towards the latest quality standards and industry recognised accreditation, namely ISO9001:2015 and Fleet Operator Recognition Scheme (FORS) would provide an opportunity to enhance the current offering and introduce standardisation across the operations. The business employs 16 - 18 staff and has grown steadily over the years. Accreditation to ISO 9001:2015 and FORS would assist in further efficient growth of the business. The creation of an ISO accredited quality management system that would also meet the requirements of FORS would support efficiencies in the day to day running of the business and ensure including:

- Standardisation of Business Activities
- Risk Management
- Staff Development and Training
- Customer Satisfaction

Obtaining and maintaining ISO9001:2015 and FORS accreditation will also enable the business to secure larger contracts and generate further opportunities for expansion and growth.

The company understands the work required to obtain and maintain accreditation with some existing staff, having worked with older standards for ISO9001:2008.

Requirement

This RFQ is for management consultancy services to aid Express It (UK) Ltd with preparing and setting up its systems to gain ISO accreditation for 9001:2015 and FORS. As Express It (UK) Ltd grows it expects to efficiently demonstrate UKAS accreditation to ISO standards (ISO9001:2015). Equally it will need recognised procedures in place to manage company expansion.

Deliverable Timescale

Express It (UK) Ltd is looking to commence the project immediately and complete within 3 months.

Indicative Budget

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.

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

- **Cost (40%)**
- **Demonstrable Understanding of Industry Sector (20%)**
- **Delivery Timescale (20%)**
- **Ease of Communication (20%)**

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

Quotations are required by 5:00pm Friday 12 October 2018, either electronically or by post/in person to Express It (UK) Ltd, 16 Bardney Avenue, Golborne, Warrington, WA3 3TQ

Email: info@dedicateddelivery.co.uk

Date Published

4th October 2018

This work is part funded by the European Regional Development Fund.

Fund 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.