

Request for Quotation

Date: 12 th November 2020	Ref No: SEGL 2	Return by 22nd January 2021 4 pm
From: Neal Hammond	Tel: 07886 088595	E-mail: accounts@nealhammond.karoo.co.uk
Contact Address Springfield Solutions Limited 1-7 Thomas Street Hull East Yorkshire HU9 1EH		

You are invited to submit a quotation (for individual or multiple lots) for **lot 1** "Supply and installation of one 38.34 kWp rooftop Solar Photovoltaic System", **lot 2** "Replacement of existing building fluorescent tubes and filament bulbs with LED lighting units/fittings" as outlined in the specification that follows.

Quotations need to be returned by **22nd January 2021, 4 pm.**

This procurement process is being run 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.

This request for quotation does not form any commitment to buy.

Springfield Solutions may take up credit checks and/or references if you choose to quote.

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

Yours Sincerely

Neal Hammond

Position: Accountant

Request for Quotation – Specification

1. Invitation to Quote

Springfield Solutions invites quotations for:

Lot 1. 38.34 kWp (or similar size) Solar Photovoltaic system

Lot 2. Replacement of existing fluorescent tubes and filament bulbs with LED lighting units/fittings

The scope of requirements to be provided and the manner in which you should respond to this invitation are defined below.

2. Background

Springfield Solutions was established in 1975 and is now one of the UK's leading fully digital label printers.

We are aware that we have a social responsibility to reduce our carbon footprint and following an energy audit, the above 2 elements of our programme were highlighted as giving the most cost-effective way of achieving this.

3. Tender Details

The contracting authority for the purpose of this invitation to quote is:

Springfield Solutions Limited, 1-7 Thomas Street, Hull, East Yorkshire, HU9 1EH

4. Specification

The requirements to be provided are set out in the appendix below

5. Quotation Requirements

Your quotation should include:

- a) A brief description of your company highlighting relevant experience
- b) A detailed breakdown of costs. Prices should include packaging, delivery, installation (if applicable), and any other charges as well as the cost of any equipment or supplies. The total price should be shown exclusive of VAT. Please include the following details where relevant;
 - Lead Time
 - Your quote should be valid for at least 60 days
 - Please ensure your quotation includes relevant contact information
- c) All works should be capable of being completed by 19th February 2021
- d) The quote for Lot 1 should include additionally information on the amount, type and wattage of solar panels, and the amount and type of solar inverters to be installed
- e) The quote for Lot 2 has to include the amount, type and wattage of new LED lights and it has to specify the place of installation, so they can be compared to the current lighting survey. A site visit is advised to survey existing light fittings to provide detailed plans for the establishment of the most cost-effective lighting system and to identify areas to install lighting control systems such as motion/presence sensors, daylight-linked dimming systems and/or time switchers.

6. Contract Term

All work relating to this quotation must be completed and signed off by 19th February 2021

7. Payment Terms

Payment Terms will be agreed with the successful business at order stage.

8. Contract Management

The day to day contact during the contract will be Dennis Ebeltoft (Managing Director).

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.

10. Award Criteria and evaluation

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

Criteria	Weighting %
Price – value for money	50
Relevant experience and track record	20
Understanding of project requirements and ability to deliver	30

A simple scoring mechanism

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 against the quality criteria will be assigned the full 50% for quality (20% relevant experience and track record and 30% understanding of requirements and ability to deliver) and all other quality scores will be scaled appropriately.

The lowest price will be assigned the maximum 50% for cost and all 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, Springfield Solutions other than the named contact. Failure to comply may result in disqualification from the process.

Springfield Solutions 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 Neal Hammond by email to accounts@nealhammond.karoo.co.uk.

Estimates are not acceptable, only fixed quotations.

13. Closing Date: 22nd January 2021, 4 pm

14. Award Date: 3rd December 2020

Appendix = Specification

Solar Photovoltaic (PV) system

The recommended 38.34 kWp PV system (or similar size) must be mounted on 10° tilted mounts on the south west (227°) facing flat rooftop. as the current roof has a flat surface. The objective is to maximise power generation for own consumption.

It has been estimated that the recommended PV installation could generate annually about 31,500 kWh, of which about 97 % could be directly used for own consumption. Based on the annual power demand of the site, the PV installation offers a 5 % solar coverage.

Alternative solutions will be evaluated and site visits are welcome.

LED lighting

Site visit is advised to survey existing light fittings to provide detailed plans for the establishment of the most cost-effective lighting system and to identify areas to install lighting control systems such as motion/presence sensors, daylight-linked dimming systems and/or time switchers

Site visits can be arranged by contacting:

Dennis Ebeltoft via email debeltoft@springfieldsolutions.co.uk