



**CHAMBER
LOW CARBON**
HELPING BUSINESSES GO GREEN



European Union
European Regional
Development Fund

Request for Quotation (RFQ)

Document Type:	Request for Quotation (RFQ) Instructions & General Guidance
Project:	Project Ref: 19R17P01749 Renewable Energy Technology Commercialisation and Deployment & Energy Efficiency and renewable Promotion and Implementation. (Also known as Chamber Low Carbon)
OJEU Notice Reference:	N/A – under EU threshold

Thought Piece Provision

Introduction

East Lancashire Chamber of Commerce is a locally based private sector organization, owned by the members and accredited by the British Chambers of Commerce.

We are committed to helping Pennine Lancashire have a thriving economy. We are active at local, regional and national levels in the influential decision-making bodies, whose programmes and investments, both public and private, determine the environment in which business operates.

We help companies across the area with their productivity, by helping reduce costs, providing qualified advice, train and develop staff, increasing sales and improving profits.

Requirement

East Lancashire Chamber of Commerce has developed a Low Carbon Business Support programme in partnership with North and Western Lancashire Chamber of Commerce, BOOST and Businesswise Solutions Ltd. Funding has been secured from the European Structural & Investment Funds via the Department for Communities and Local Government to provide services to the SME community of Lancashire to:

- Stimulate the take up of energy efficiency measures and reduce greenhouse gas emissions
- Work with Lancashire technology developers who have low carbon technology products that are now “close to market” and need support to move their products to full commercialisation.

Total Outputs for the programme (to be delivered by June 2023) are:

- **1,275 Enterprises Receiving Support**
- **60 New Enterprises Receiving Support**
- **45 Enterprises supported to Introduce New to the Firm Products**
- **17,250 tonnes of CO₂ - Estimated Annual Decrease in GHG**

To compliment and support the delivery partners own Energy and Environment Teams in the marketing and delivery of this programme East Lancashire Chamber of Commerce and Industry is seeking to procure the services of a monthly thought piece content provider for the programme’s existing website.

Evaluation and Weighting

The evaluation criteria used to assess all quotations received in response to this brief will be as follows:

- Cost and value for money
- Business capability and experience of the practice that will deliver the service
- Approach to service delivery and quality of service
- Written Testimonials

All quotations will be evaluated on the basis of the “most economically advantageous” proposal. The Chamber is not bound to accept the lowest priced (or indeed any) quotation.

	Evaluation Criteria	Weighting
1	Cost and value for money	20%
2	Business capability and experience of the practice that will deliver the service	40%
3	Approach to service delivery and quality of service	30%
4	Written Testimonials	10%

The Chamber reserves the right to take into account any other relevant considerations that, in its absolute discretion, it may deem are appropriate.

Quotation Response

To enable the evaluation of your quote please incorporate answers to the following as part of your response:

- a) Please describe your organisation's previous experience of providing services similar to those required by the Chamber.
- b) Please provide details of the personnel who will provide the service and a description of their expertise and experience, within the company or personal testimonials.
- c) Please describe what your approach will be to delivery of the service and the process of gathering the information required. Please include the role of the Chamber and anticipated resource demands on Chamber Staff.
- d) Please comment on what sets your company apart from others.

Pricing

All quotations will be evaluated on the basis of the "most economically advantageous" quote.

Thought Pieces to be provided from August 2020 through to June 2023

The Chamber is not bound to accept the lowest priced (or indeed any) quote; and reserves the right to accept all or any part of the quotation.

All prices quoted shall be the total cost or the provision of the service and support exclusive of Value Added Tax (VAT). No additional expenses will be paid.

Required Timetable

Process Step
Request for quotation advertised
Deadline for questions received
Quotations received
Quotation evaluation and notification

Deadline
1 st July 2020
12:00 Noon 19 ^h July 2020
12:00 Noon 27 th July 2020
30 th July 2020



If you have any general concerns or difficulties regarding these requirements, please contact the lead for this procurement:

Procurement Lead

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