

## **Request for Quotation: Global Materials Handling Limited.**

### **Overview:**

Global Materials Handling limited is one of the fastest growing independent forklift companies in the UK. Based in Haydock, Merseyside the company is the North West approved supplier of Cesab forklifts and equipment. Currently maintaining a pool of 1000+ forklifts the company is looking to upgrade its current software programme in order to keep up with its expanding customer base, manage performance and increase profitability.

### **Requirements:**

The required software must include the following;

1. Service & hire management for the existing truck pool with the ability to increase indefinitely. Including engineer job sheets via smartphone.
2. Stock management both within the on-site stores facility and engineers van stock.
3. Accounts package to be compliant with SAGE for invoicing & purchase orders.
4. CRM package to link to link to sales department.
5. Management reports to link all of the above.

### **Deliverable Timescale:**

Project to commence November 2016 and be completed within 3 months.

### **Estimated Budget**

The work will be part funded through European Regional Development Fund. We estimate that 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 evaluated upon the following criteria:

- Cost (40%)
- Demonstrate skills and understanding of the industry sector (20%)
- Understanding of the brief/clarity of quotation (20%)
- Delivery timescales (10%)
- Ease of communication

## Scoring Methodology:

4 = <b>Excellent</b>	Proposal meets and in some places exceeds the requirement standard.
3 = <b>Good</b>	Proposal meets required standards.
2 = <b>Acceptable</b>	Proposal meets the required standard in most respects, but not all.
1 = <b>Poor</b>	Proposal falls short of expected standard.

## Proposal Format:

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

## Deadlines and Submission:

Proposals for consideration are required by: **5.30pm on Wednesday 16<sup>th</sup> November 2016**, either electronically or by post to:

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