

**Request for Quotation**

**Background**

SSO Logistics Ltd are a UK based haulage company dealing with road transportation and warehousing

**Requirement**

SSO Logistics Ltd require a consultant to obtain a FORS Bronze accreditation.

To do this we will require the following from a consultant.

1. Review of current management systems and procedures

2. Completion of Internal Audits of Pre-Requisite Programmes and Procedures

3. Completion of a FORS Pre-Audit

4. Implement procedure to gain FORS Bronze Accreditation

5. Attending Pre-Certification Audit

**Deliverable Timescale**

We are looking to commence the project immediately and complete before the audit date which has not yet been confirmed but will be in August 2017.

**Indicative Budget**

This work will be part funded through 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 (60%)

Demonstrable understanding of industry sector (20%)

Delivery Timescale (15%)

Clarity of Quotation (5%)

**Scoring Methodology**

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| --- | --- |
| 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 | Proposals 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**

Proposals are required by 5.00pm 31st May 2017, either electronically or by post to me

Peter Draper, Director, SSO Logistics Ltd, Units 4&5 Fishwicks Industrial Estate, Sutton Oak Drive,

St Helens, WA9 3NA

**Date Published**

This work is to be part funded through the European Regional Development Fund

