

REQUEST FOR QUOTATION

ISO 9001 ACCREDITATION BODY

Background

Conway Control Systems Ltd (CCS) is a company that specialises in the manufacture and supply of thermocouples, control systems and instrumentation for use in a number of industrial sectors and applications. Demand is from domestic and international companies that specialise in chemical and glass production, fire testing, paint manufacturing, pharmaceutical, food, aerospace and automotive applications.

The business employs 8-10 staff at one location and has grown steadily over the past few years. It is currently implementing a quality management system (ISO 9001:2015) and expects to achieve certification in February/March 2018.

Requirement

This RFQ is to carry out the accreditation procedure to gain ISO certification for 9001:2015. Quotations are invited from appropriately qualified accreditation bodies (UKAS accredited) for audit and certification covering design and manufacture. Quotations are required for the Initial Audit/Certification only.

Deliverable Timescale

CCS plans to commence the audit and accreditation process in the period February/March 2018.

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%)

Industry Recognition of Accreditation Body (20%)

Delivery Timescale (10%)

Ease of Communication (10%)

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 29 December 2017, either electronically or by post/in person to Graham Conway, Southlyn, Farnworth Road, Penketh, Warrington, Cheshire, WA5 2TX

Email: graham.conway@conwaycontrols.co.uk

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