19th. September 2017

 **REQUEST FOR QUOTATION**

**ISO 9001 ACREDITATION BODY**

**Background**

Chalon Group, formed in September 2017, is the merger between Chalon Components Ltd and Chalon Controls Ltd. The later was incorporated in 1989 to manufacture control panels, motor control centres and LV switchboards, whilst the components side was incorporated in the year 2000 as an independent importer and distributor of electrical components, supplying an extensive range of factory control and automation products.

Chalon Group currently employ 15 staff across the assembly and distribution processes, the company requires quality systems and procedures to be put in place both to open up new markets and as a platform for growth.

**Requirement**

Chalon Group will assemble and distribute control gear from its offices in Haydock, St. Helens. In order to fulfil the requirements of our current customers we will need to develop our current systems and obtain ISO9001.

Quotations are invited from appropriately qualified accreditation bodies for audit and certification

**Deliverable Timescale**

We are looking to commence the project immediately and complete within 3 months.

**Indicative Budget**

This work will be part funded though 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 (30%)**

**Demonstrable understanding of industry sector (20%)**

**Clarity of quotation (20%)**

**Delivery Timescale (20%)**

**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**

Expressions of interest are required by 5.00pm on 29th September 2017, either electronically or by post/in person to Jenny Lloyd, Chalon Group, Solution Point, North Florida Road, Haydock, St. Helens WA11 9TP

Tel. 01942 271598

Email: jalloyd@chalongroup.co.uk

Candidates may be invited to attend for a meeting to review the systems already in place prior to formalising their quotation.