

Request for quotation:

e-commerce Website *[Design, Implementation & Support.]*

OVERVIEW:

With over 45 years of industry experience, North West Vending Ltd. has not only established itself as one of today's market leaders within the region, but has expanded its customer base across the country, now supporting a vast range of UK businesses with their refreshment requirements. With its enthusiastic "can do" attitude, the company's enjoyed continual growth over the years and has more recently stepped into areas of design and product development.

As part of its growth programme, midway through 2010, the company launched its own coffee business and "coffee 1652" was born. As a self-funded project, initially presented to the catering and restaurant sectors, the company has enjoyed continual year-on-year growth, and last year committed to significant investment, in order to establish a clear identity, and create a firm foundation from which to build for the future, with new premises, including showroom, workshop and customer training facilities.

The brief:

We are now, therefore, looking for a business partner to help drive the business forward by developing our existing "brochure" website into **an exciting e-commerce site**, featuring our key USP's but, more importantly, **creating a fabulous shop-window** for our entire range of equipment, products and services.

The Key requirements:

1. Brand Development
2. Presentation that truly reflects the company's vision
3. Simple and efficient customer ordering experience
4. Ease of use website for internal development.

Deliverable Timescale:

The project is to commence July 2018 and is anticipated to be completed within 1 month.

Estimated 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 evaluated on the following criteria:

	Category	Weighting
1	Supplier capability, experience, Industry knowledge & understanding the brief	20%
2	Website design and impact	25%
3	Website construction and functionality	25%
4	Delivery & implementation	15%
5	Contract/agreement & Cost	15%

Scoring methodology [for each of the 5 categories]:

Grade	Category Achievement	Max Score
Excellent	Proposal meets and in some places exceeds the requirement standard.	4
Good	Proposal meets required standard.	3
Acceptable	Proposal meets the required standard in most respects, but not all.	2
Poor	Proposal falls short of expected standard.	1
Unacceptable	Completely or significantly fails to meet required standard.	0

Proposal Format:

The proposal should clearly demonstrate how the requirements set out above are met.

Deadline and Submission:

Submissions for consideration are required no later than 12:00 noon on Friday 22nd June 2018, either electronically or by post to Mr Adrian Dawes, Commercial Director.

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European Union

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