**REQUEST FOR QUOTATION**

**IATF 16949:2016 ACCREDITATION BODY**

**Background**

Coral Products is a company that specialises in the manufacture and supply of Plastic Injection and Blow Moulding Products for use in a number of sectors and applications. Demand is from Domestic and International Companies from Automotive, Food Packaging, Wet Wipe and Recycling applications.

The Automotive applications require demonstration of the latest quality standards, namely IATF16949:2016. Accreditation to IATF16949:2016 would assist in further efficient growth of the business. The accreditation of the IAFT16949:2016 quality management system would support efficiencies in the day to day running of the business including:

* product traceability
* risk management
* recruitment and training
* KPI Development
* Increased customer satisfaction

Obtaining and maintaining IATF16949:2016 accreditation will also enable the business to secure larger contracts and generate further opportunities for expansion and growth.

The company understands the work required to obtain and maintain accreditation, as they are already hold ISO9001:2015; ISO14001:2015, plus BRC Global Packaging AA grade.

**Requirement**

This RFQ is to;

1. Carry out the accreditation procedure to gain certification for IATF16949:2016.
2. Provide auditor training for 5 - 7 members of Coral Staff

Quotations are invited from appropriately qualified accreditation bodies for internal auditor training, audit (stage 1 & 2) and certification.

**Deliverable Timescale**

Coral Products plans to commence the audit and accreditation process within the period April 2018 for stage 1, followed by stage 2 in May 2018.

**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%)**

**Clarity of Proposal 30 %**

**Industry recognition of Accreditation Body (20%)**

**Delivery Timescale (10%)**

**Ease of Communication (10%)**

**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 | 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 3rd November 2017, either electronically or by post/in person to Neil Ashurst, North Florida Rd, Haydock Industrial Estate, Haydock, Merseyside, WA11 9TP

Tel. 01942 272882

Email: neil.ashurst@coralproducts.com

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