



BUSINESS PARTNERSHIPS

CORPORATE PROCUREMENT UNIT

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Your ref:

Our Ref: CPO / 918-303

Enquiries: Lynda Brookes

Date: 15th June 2007

Dear Sirs,

Public Sector Procurement

I am writing to invite you to Tender for the provision of a Consultancy Service.

Background.

The Authority is looking to commission the services of a suitably experienced consultant to deliver procurement support to local SME's.

The Brief for this exercise is attached and this should provide sufficient background information to enable you to submit a written, costed proposal which should be sent to me at the above address. Your return envelope should be clearly addressed and marked "Tender for Consultancy Services" and your offer should be returned to me (received) **not later than 2:00 p.m. Monday 2nd July 2007.**

Your proposal (**7 hard Copies please plus an emailed version to the above**), must include the following:

A document stating how you intend to carry out the project to ensure that the areas identified in the Brief are properly investigated and reported on in your written conclusions and recommendations. This should be brief, to the point and address the key issues.

- A cost statement - total fixed cost for the project including all expenses and insurance / indemnification costs.
- Confirmation that you are able to meet the anticipated time scales as identified in the brief.
- Evidence of previous commissions of a similar nature along with the names and address details of three reference sites.

It should be noted that the authority has a limited budget for this project therefore your proposal must be keenly priced without sacrificing quality standards.

Short listed tenderers may be required to visit Rochdale Metropolitan Borough Council to discuss their proposal to assist the tender analysis process and the successful tenderer will be expected to enter into a formal Agreement with the Authority.

Please note that the Authority intends to pay for the total cost of the project in the following stages and your submission should be based on this.

The successful consultant will be expected to submit invoices for each stage and payment will normally be 'net monthly' assuming satisfactory completion of the work as per the Agreement.

If you have any queries re: the brief, please contact **Paul Gill** Telephone **01706 926642**. If you have any queries after this date please contact Lisa Young on 01706 752425.

Yours sincerely,

L. Brookes
Senior Buyer

NAME..... Weighting (importance) Points 1 - 5 Total
0 , 5, 10

The practice (General)

Infrastructure of consultants organisation / practice

Size of practice

General business activity

Amount of output **currently** devoted to this type of scheme %

Quality issues.

Team Qualities.

C V's

Track record (performance) similar schemes

Specialisms (relevant)

Previous Experience of 'similar' work

The Individual officers.

The practice / company in general

Understanding of our brief

Interpretation of our needs

Demonstration of the right approach

Understanding of issues,

Costs spread to avoid expense

Organisational structure (availability)

Accountability of staff

Reporting arrangements

Flexibility to work with RMBC staff / team

Continuity of staff allocated to scheme

Other commitments which might detract them

No 'Conflicting' interests

Pricing approach (not costs at this stage)

References to be checked (not at this stage)

Local Knowledge

SHEET TOTAL -----