



# Organica

## Request for Quotation

### WEBSITE DESIGN AND CREATION

#### Background

Organica (UK) Limited is a privately-owned company specialising in the production and supply of a variety of household laundry and cleaning products. We supply a number of national and international customers with their own brand of laundry and cleaning products.

#### Requirement

To re-develop Organica's website into a current format, thus allowing internal updating without out-source to web developers, the site will be functional on all devices (phones, tablets) and web safe with all current certificates and data protection laws.

The site will display Organica, what we offer, portfolio of work completed, current clients and a general ethos of the company, we will also offer jobs vacancies, latest news, and all contact information. In addition a password protected section will be required for an intranet to make information available to staff.

Full coding, HTML5 and Graphic design will be needed to complete the job.

#### Deliverable Timescale

4 Weeks to develop the site (which will include site map, copyrighting all pages and obtain all relevant graphics, and test on various browsers.

#### Indicative Budget

£4,500 GB pounds

#### Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

### **Quality/ Technical Merit (50%)**

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

### **Delivery Timescale (20%)**

Supplier must demonstrate they can deliver the requirement to timescales above.

### **Cost/Value for money (30%)**

Does supplier offer value for money. This will not necessarily be the cheapest quote.

### **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**

Proposals are required by 30<sup>th</sup> October 2020 either electronically or by post to Noel Doyle, Technical Director, Organica (UK) Ltd, 1 Dock Road, Birkenhead, Wirral, CH41 1DR - noeldoyle@organica-uk.co.uk

### **Date Published**

15<sup>th</sup> October 2020

This work is part funded through the European Regional Development Fund

### **Conditions of Tender**

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.