



THE UNIVERSITY *of* EDINBURGH

ClimateXChange
Edinburgh Centre for Carbon Innovation
High School Yards
Edinburgh
EH1 1LZ

10th October 2018

Dear

INVITATION TO QUOTE FOR: Changes to the energy landscape and potential impacts on Scotland's consumers

QUOTE Ref: IQ18-2018b

You are invited by The University of Edinburgh to quote for the provision of services detailed in the attached terms of reference.

Your quotation must be received by **noon on Thursday 25th October 2018**. It should comprise your brief proposal; (no more than six pages of substantive text) responding to each of the award criteria detailed in the Project Specification, including work plan with deadlines, CVs for the proposed delivery team, applicable day rates, relevant research experience, examples of previous work and the number of person days' work proposed.

Your proposal should make clear whether you wish to bid to deliver either phase one, phase two or both phases. Proposals should be clearly structured to allow readers to understand your proposed approach to delivering on phase one, phase two or both phases in succession.

Depending on the quality of proposals received, CXC may choose not to appoint any contractor. CXC also reserves the right to appoint one or more contractors to deliver distinct parts of this work.

It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The University of Edinburgh may undertake not to consider quotations received after that time.

The University of Edinburgh are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier.

Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

Price		20%
Quality		80%
	1. State the team members' names and their role in the team for this project.	Not scored
	2. Understanding of the research specification and the policy environment. <ul style="list-style-type: none"> The proposal should include an introduction which demonstrates a clear understanding of the research requirements, including an understanding of the policy environment and the supporting role of this research; the need for this research; the research aim; and how the proposal will address this aim. 	25
	3. Proposed Methodology <ul style="list-style-type: none"> Outline the approach the proposed team will take to undertaking this research, including any limitations. 	30
	4. Reporting <ul style="list-style-type: none"> Demonstrate the proposed team's capability in communicating research effectively in a fast-moving policy environment Demonstrate experience of writing reports for a non-specialist audience. 	15
	5. Risk <ul style="list-style-type: none"> Present a risk assessment matrix detailing any risks identified in relation to the delivery of this project, and proposed mitigation measures to minimise their probability and impact, focused particularly on risk to completion on time and quality control. 	10

By providing us with a quotation you agree to be bound by The University of Edinburgh Terms and Conditions for services (please see <http://www.ed.ac.uk/schools-departments/procurement/supplying>) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation To Quote should be e-mailed to lee.callaghan@ed.ac.uk and copied to s.beattiesmith@ed.ac.uk

Yours sincerely,

Mrs Lee Callaghan
Administrator