



**REQUEST FOR QUOTATION**

**Background**

Since 1984, Adlib has supported the live events industry, theatres, performance spaces, venues and schools to educate and entertain audiences all over the world. Over 30 years of experience has enabled Adlib to establish itself as one of the most well-known and respected names in the technical services industry.

**Requirement**

Adlib invite you to provide quotations for the following equipment that is required to augment their existing rental inventory.

- 24 x L-Acoustics K2 (Or equivalent)
- 32 x L-Acoustics KS28 (Or equivalent)
- 34 x L-Acoustics LA12X (Or equivalent)
- 76 x L-Acoustics KARA II (Or equivalent)
- 58 x L-Acoustics KARA Upgrade kits (Or equivalent)
- 16 x L-Acoustics A15 Wide (Or equivalent)
- 16 x L-Acoustics A10 Wide (Or equivalent)
- 6 x L-Acoustics M-BUMP (Or equivalent)
- 6 x L-Acoustics M-BAR (Or equivalent)

**Deliverable Timescale**

We expect the project to commence no later than 10th December 2021 and to be completed by 20th December 2021

**Evaluation Criteria**

Quotations will be assessed and scored on the following criteria:

**Cost 60%**

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

**Meeting Specification Details 40%**

Supplier must demonstrate all specifications met

**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 for consideration are required by: 16:00 **on** 18/11/21 either electronically or by post to:

Please send all quotations to [enquiries@adlib.co.uk](mailto:enquiries@adlib.co.uk) noting any specific instructions around payment and order process.

**Date Published 3<sup>rd</sup> November 2021**

- 1) **This project is part funded by the European Regional Development Fund. Under current Public Procurement Regulations there is no formal tender procedure, but a detailed written quotation is required**

#### **2) 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.