



THE UNIVERSITY *of* EDINBURGH

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

28 June 2017

Dear

INVITATION TO QUOTE FOR: Slurry Storage on Scottish Farms – a feasibility study
QUOTE Ref: IQ15-2017

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 Monday 24 July 2017**. It should comprise your brief work plan; CVs for the proposed delivery team, applicable day rates, relevant research experience and the number of person days' work proposed (as per the attached terms of reference). Depending on the quality of proposals received, CXC may chose not to appoint any contractor.

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:

Evaluation Criteria	Weighting
Understanding the research specification and the policy environment	20%
Research methodology	20%
Staff resource	15%
Communication and report writing	20%
Quality control and assurance	15%
Risk	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, cc'ing Sarah.Govan@ed.ac.uk.

Yours sincerely,

Mrs Lee Callaghan
Administrator