



THE UNIVERSITY *of* EDINBURGH

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

3 July 2017

Dear

INVITATION TO QUOTE FOR: Landscaping review and analysis of key international assessments of the economic impacts of climate change mitigation policies.
QUOTE Ref: IQ17-2017

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 Thursday 27 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 context	15%
Research methodology	50%
Communication and report writing	10%
Risk	5%
Price	20%

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 Ciara.O'Connor@ed.ac.uk.

Yours sincerely,

Mrs Lee Callaghan
Administrator