



THE UNIVERSITY *of* EDINBURGH

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

07 January 2019

Dear Sir/Madam

INVITATION TO QUOTE FOR: Preparation of a climate change knowledge account

QUOTE Ref: IQ1-2019

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 Friday 25 January 2019**. It should comprise your brief proposal; (no more than four 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 experience, examples of previous work and the number of person days' work proposed.

Depending on the quality of proposals received, CXC may chose not to appoint any contractor. 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.

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.

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 dan.barlow@ed.ac.uk

Yours sincerely,

Mrs Lee Callaghan
Administrator