

From: s 22(1)(a)(ii)
To: info@flexiform.co.uk
Subject: Seeking quote for meeting room suite furniture [SEC=OFFICIAL]
Date: Tuesday, 4 June 2024 10:18:00 AM

OFFICIAL

Hello,

I am seeking a quote for a range of furniture for a soon to be built meeting room suite. The suite includes:

- Large meeting room, 14 pax
- Medium meeting room, 8 pax
- 2 x small meeting room, 4 pax
- Informal break out space
- Tea point with tables and chairs.

I am looking for a cohesive set of furniture that will work together across a number of rooms.

The furniture required includes:

- 2 x 2 seater, low back couches
- 1 x occasional chair
- 1 x coffee table
- 3 x 800mm round tables (communal tea point)
- 9 x dining chairs (communal tea point)
- 8 x flip top 800 x 1200 mm tables
- 30 meeting room chairs [It has been recommended that we use chairs with 5-point castors if possible]
- 2 x 1000mm round tables (meeting room)

I would love the opportunity to visit the London showroom to see what is available and discuss my requirements further. My colleague s 22(1)(a)(ii) from our office in Canberra suggested that I drop in, as he has been able to visit previously while he was in London. Would it be best to make a time to come by, or is it possible that I can just drop in as suggested.

Many thanks
s 22(1)(a)(ii)

First Secretary (Management)
Australian High Commission, London
s 22(1)(a)(ii)

From: [Sarah Sullivan](#)
To: s 22(1)(a)(ii)
Cc:
Subject: FW: s23 approval request for the meeting room furniture [SEC=OFFICIAL]
Date: Friday, 30 August 2024 1:06:24 PM
Attachments: [RE Approval to approach the market - meeting room furniture SECOFFICIAL.msg](#)
[Meeting Room Furniture Simple Panel Quote Evaluation FINAL.docx](#)
[image001.jpg](#)

OFFICIAL

Thanks ^{s 22(1)(a)(ii)}

This is approved.

In approving this proposal, I confirm that it is consistent with required policies and processes, including the Public Governance Performance and Accountability Act 2013 (Section 23 & Section 60), DFAT's Financial Framework and DFAT's Procurement Policy. There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

Kind regards,
Sarah.

Sarah Sullivan

Minister Counsellor (Management) & Consul-General
Australian High Commission, Australia House
Strand, London, WC2B 4LA
s 22(1)(a)(ii) | s 22(1)(a)(ii)

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We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, August 30, 2024 10:07 AM
To: Sarah Sullivan <Sarah.Sullivan@dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: s23 approval request for the meeting room furniture [SEC=OFFICIAL]

OFFICIAL

Dear Sarah

Please find the s23 approval request below, with supporting documentation attached. Apologies for the delay in getting this to you. If you could get back to me with your approval or any questions ASAP, that would be great, as we will need to make the order in the next day or so to ensure the furniture arrives on time.

The amount might seem slightly higher than originally discussed as it has VAT included.

^{s 22(1)(a)(ii)} – if we go ahead with this size purchase, do you know if we need to get an agreement/contract signed by Flexiform? Should I speak to ^{s 22(1)(a)(ii)}

Thanks
^{s 22(1)(a)(ii)}

I seek your Approval to Commit and Enter into an Arrangement with Flexiform (UK Company Number - 02542123) in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013*, for the procurement as set out below.

IF APPROVED after noting the declaration below, TYPE “**APPROVED**” in your email reply and insert your signature block.

Declaration by financial Delegate

-
In approving this proposal, I confirm that it is consistent with required policies and processes, including the [Public Governance Performance and Accountability Act 2013](#) (Section 23 & Section 60), [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

Title	Meeting room suite furniture		
Procurement Method	Limited Tender	Value (GST/Taxes inclusive)	23,172.60 GBP \$45,074.11 AUD spot rate
Number of Suppliers Approached	3		
Agreement commencement date	30/08/2024	Initial Period	02/09/2024 – 28/10/2024
Maximum Contract End Date	30/11/2024	Estimated Agreement Execution Date	30/08/2024
Extension Period & Estimated Value (For information – a separate s23 Approval will be sought if extension is required)	N/A	Cost Centre/GL Code	QLHLH
Contingent Liability Value	N/A	Funding Source	Departmental/ Administered

		(non-aid)
Risk – overall assessment	Low	Simple procurement of office furniture to be delivered after construction is complete. Supplier manufacture their own products, so there shouldn't be an issue with supply if we provide the 8 weeks to manufacture and deliver the products.

Requirement

DFAT at London Post has a requirement for office furniture to furnish a new meeting room suite to be delivered after the date of practical completion of the works on 25 October 2024.

Procurement Method

The Approval to Approach the Market is attached to this email.

In accordance with the *Approval to Approach the Market*, the local market was approached by limited tender.

The following suppliers were approached:

- Flexiform

s 47G(1)(a)

Evaluation Process

Quotes were received from all suppliers.

The evaluation was conducted by s 22(1)(a)(ii)

The evaluation was conducted in accordance with the evaluation criteria in the Approval to Approach the Market and was consistent with the [DFAT Procurement Policy](#) (see section 27).

The evaluation criteria assessed was:

1. Ability to provide a cohesive and complimentary set of furniture
2. Price and value for money
3. Ability to deliver a high quality product
4. Ability to deliver by the deadline of 04/11/24.

Summary of the evaluation outcome

Supplier	Rank	Technical Assessment	Price Assessment	Overall Value for Money	Referee Report
<i>Flexiform</i>	1	18.5/25	<i>Favourable</i>	<i>Preferred Tenderer</i>	<i>Not completed (verbal recommendations only)</i>
s 47G(1)(a)	2	15.5/25	<i>Not Favourable</i>	<i>Fall-back Tenderer</i>	<i>Not completed</i>
	3	11.5/25	<i>Not Favourable</i>	<i>Not Preferred</i>	<i>Not Required</i>

Value for Money Consideration

The recommended supplier is able to deliver a quality product that is fully customisable to our requirements, all while providing the lowest of the three quotes. This supplier is able to provide a high quality, bespoke product that will look better than generic office furniture at a reasonable cost, thus demonstrating value for money.

Funding breakdown

There is sufficient uncommitted budget available to meet the commitment. The amounts payable in under this commitment, including GST, are detailed below:

Year	2024-25	2025-26	2026-27	2027-28	TOTAL
Agreement (ex. GST/Taxes)	19,310.50				19,310.50
GST/Taxes	3,862.1				3,862.1
Total (inc. GST/Taxes) [Specify Currency]	23,172.60 GBP				23,172.60 GBP
[AUD <u>spot rate</u>]	\$45,074.11				\$45,074.11

Risk

The procurement remains to be low risk.

The following risks have been identified during the procurement process and the proposed mitigation method is:

Risk	Mitigation
Furniture won't be delivered on time	Ensure the order is made 8 weeks prior to the delivery date and keep checking in with supplier about the order throughout that 8 week timeframe
Furniture delivered isn't to standard	Confirm quality of product in visit to showroom, hold off final payment until products delivered match the product in showroom

Recommendation

It is recommended you approve to commit and enter into the arrangement with Flexiform for £19,310.50 + VAT in accordance with the outcome outlined in this approval.

Attachments

- Approved Approach to Market
- Procurement evaluation documentation

s 22(1)(a)(ii)

First Secretary (Management)
Australian High Commission, London

s 22(1)(a)(ii)

From: [Sarah Sullivan](#)
To: s 22(1)(a)(ii)
Cc:
Subject: RE: Approval to approach the market - meeting room furniture [SEC=OFFICIAL]
Date: Tuesday, 4 June 2024 11:17:12 AM

OFFICIAL

Thanks ^{s 22(1)(a)(ii)}

This increase in scope and cost is approved.

Kind regards,
Sarah.

Sarah Sullivan
Minister Counsellor (Management) & Consul-General

Australian High Commission, Australia House
Strand, London, WC2B 4LA
s 22(1)(a)(ii)

E: sarah.sullivan@dfat.gov.au

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, June 4, 2024 10:17 AM
To: Sarah Sullivan <Sarah.Sullivan@dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: Approval to approach the market - meeting room furniture [SEC=OFFICIAL]

OFFICIAL

Hello Sarah,

After receiving the quotes from the selected companies and assessing the quality of the products available for delivery prior to 30 June in consultation with ^{s 22(1)(a)(ii)} We have decided the best course of action is to seek additional quotes from additional providers to see what could be possible if we don't put the 30 June deadline on delivery.

This time we will seek costings for the full range of products to ensure a cohesive set of quality, durable items is procured. This will include:

- 2 x 2 seater, low back couches
- 1 x occasional chair
- 1 x coffee table
- 3 x 800mm round tables
- 9 x dining chairs
- 8 x flip top 800 x 1200 mm tables
- 30 meeting room chairs [It has been recommended that we use chairs with 5-point castors if possible]
- 2 x 1000mm round tables (meeting room)

It is likely this will increase the cost of the procurement to approximately £20,000

Can you please confirm you are happy with this approach.

Thanks

s 22(1)(a)(ii)

First Secretary (Management)
Australian High Commission, London
s 22(1)(a)(ii)

From: Sarah Sullivan <Sarah.Sullivan@dfat.gov.au>
Sent: Tuesday, May 21, 2024 5:19 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>
Cc: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: RE: Approval to approach the market - meeting room furniture [SEC=OFFICIAL]

OFFICIAL

Thanks ^{s 22(1)(a)(ii)}

I provide approval to approach the market as per below.

Kind regards,
Sarah.

Sarah Sullivan
Minister Counsellor (Management) & Consul-General

Australian High Commission, Australia House
Strand, London, WC2B 4LA
s 22(1)(a)(ii)

E: sarah.sullivan@dfat.gov.au

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Tuesday, May 21, 2024 5:01 PM
To: Sarah Sullivan <Sarah.Sullivan@dfat.gov.au>
Cc: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: Approval to approach the market - meeting room furniture [SEC=OFFICIAL]

OFFICIAL

Hello Sarah,

I am looking for approval to approach the market to get formal quotes for the meeting room furniture.

The procurement of the furniture for the meeting rooms is looking to cost approximately £14,500. Some of the elements will come from individual suppliers, but there is a selection of items that could potentially come from a single supplier, which would mean the procurement would be over AUD \$10,000. As such, I would need to undertake a more comprehensive procurement process and enter into a contract with them.

Can you please provide approval to approach the market and get three formal quotes from suppliers for the procurement of these items:

- 3 x 800mm round dining tables (walnut)
- 2 x 1000mm round meeting room tables (walnut)
- 22 x meeting room chairs with 5 point castor wheels
- 8 x meeting room chairs [matching the 5 point castor wheel chairs]
- 8 x 1200 or 1600mm flip top rectangular tables (walnut)

Once I have the formal quotes, including their confirmation they can deliver the items by 30 June. I can do a formal assessment and set up a contract, or multiple contracts, as required. The criteria will be based on:

- Price
- Amount in stock
- Ability to deliver by 30 June
- Ability to provide a cohesive and complimentary set of furniture

Please let me know if you need anything further from me.

Thanks

s 22(1)(a)(ii)

First Secretary (Management)
Australian High Commission, London

T
s 22(1)(a)(ii)

ORDER CONFIRMATION

D E L I T V O E R	AUSTRALIAN HIGH COMMISSION s 22(1)(a)(ii) AUSTRALIA HOUSE STRAND LONDON WC2B 4LA
O R F D R E O R M	AUSTRALIAN HIGH COMMISSION s 22(1)(a)(ii) AUSTRALIA HOUSE STRAND LONDON WC2B 4LA

Flexiform Business Furniture Limited
 The Office Furniture Centre, 1392 Leeds Road
 Bradford, West Yorkshire, BD3 7AE
 Tel: +44 (0)1274 706206 E-mail: info@flexiform.co.uk
 Fax: +44 (0)1274 665760

OUR ORDER No. **299183**
 ORDER DATE: **19/09/24**
 YOUR ORDER No. **45059602**
 ANTICIPATED DESPATCH DATE: **20/11/24**
 ACCOUNT No. **s 22(1)(a)(ii)**

Product	Description	Quantity	Price	Per	Value
*** AMENDED ***					
SPB23107/1	AMICE PEDESTAL	1	485.00	1	0.00 485.00
PAPP4PGGR	PAPI 4L PLAS GREEN	4	175.00	1	0.00 700.00
PAPP4PTTU	PAPI 4L PLAS TURQSE	5	175.00	1	0.00 875.00
CY-AMB5STBYS009	CYLA 5*BLK+ARMS	30	255.00	1	0.00 7650.00
FLIPEXEC1608MCW	1600X800 FOLDING TAB	8	380.00	1	0.00 3040.00
Contains FSC MIX 70% CERTIFIED WOOD					
No: TT-COC-002396					
APED10CCHROMEMCW	PED TAB 1000DIAx720H	2	445.00	1	0.00 890.00
Contains FSC MIX 70% CERTIFIED WOOD					
No: TT-COC-002396					
APED08CCHROMEMCW	PED TAB 800DIAx720H	3	398.50	1	0.00 1195.50
Contains FSC MIX 70% CERTIFIED WOOD					
No: TT-COC-002396					
DELIVERY	DELIVERY CHARGE	1	0.00	1	0.00 0.00
INSTALLATION	INSTALLATION CHARGE	1	0.00	1	0.00 0.00
SPECIAL INSTRUCTIONS:					
s 22(1)(a)(ii)					
DQTE-26547 QT.53343					
PART ORDER 19130.50					
DATE FROM 29.10 TO 20.11					
s 22(1)(a)(ii)					

* If you have purchased our installation service the *					
* estimated despatch date quoted above is the date *					
* we will ship your product(s) into our regional *					
* warehouse. Our regional installation team will *					
* contact you to agree an installation date. *					

NOTE We acknowledge with thanks your order as detailed. Please advise immediately if this differs in any way from your requirements. Our Standard Terms and Conditions are available on request.	INSTALLATION Should you require your storage/filing units to be installed by Flexiform personnel, please let us know now on (020)-7226-9955 or (01274)- 656013. Please contact us for scale of charges.	TOTAL VALUE		TOTAL NET VALUE
		14835.50	0.00	£14835.50

Please Note - The Order Value shown excludes VAT

Registered Office: The Business Furniture Centre, 1392 Leeds Road, Thornbury, Bradford, BD3 7AE England.

ORDER CONFIRMATION



D E L I T V O E R	AUSTRALIAN HIGH COMMISSION s 22(1)(a)(ii) AUSTRALIA HOUSE STRAND LONDON WC2B 4LA
O R F D R E O R M	AUSTRALIAN HIGH COMMISSION AUSTRALIA HOUSE STRAND LONDON WC2B 4LA

Flexiform Business Furniture Limited
The Office Furniture Centre, 1392 Leeds Road
Bradford, West Yorkshire, BD3 7AE
 Tel: +44 (0)1274 706206 E-mail: info@flexiform.co.uk
 Fax: +44 (0)1274 665760

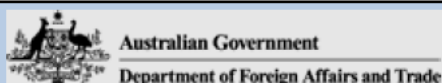
OUR ORDER No. 299184
ORDER DATE: 19/09/24
YOUR ORDER No. 45059602
ANTICIPATED DESPATCH DATE: 20/11/24
ACCOUNT No. s 22(1)(a)(ii)

Product	Description	Quantity	Price	Per	Value
	*** AMENDED ***				
INSTALLATION Cust Ref : (INS)	INSTALLATION CHARGE	1	0.00	1	0.00
The Following Items will be Shipped from the Factory					
SPB23108/1	PEEPS 2 SEATER SOFA	2	1690.00	1	3380.00
SPB23108/2	PEEPS ARMCHAIR UPHOL	1	1095.00	1	1095.00
	SPECIAL INSTRUCTIONS: s 22(1)(a)(ii) DQTE-26547 QT.53343 PART ORDER 19130.50 del amended from 29.10 to 20.11 s 22(1)(a)(ii)				
	***** * If you have purchased our installation service the * * estimated despatch date quoted above is the date * * we will ship your product(s) into our regional * * warehouse. Our regional installation team will * * contact you to agree an installation date. * *****				

NOTE We acknowledge with thanks your order as detailed. Please advise immediately if this differs in any way from your requirements. Our Standard Terms and Conditions are available on request.	INSTALLATION Should you require your storage/filing units to be installed by Flexiform personnel, please let us know now on (020)-7226-9955 or (01274)- 656013. Please contact us for scale of charges.	TOTAL VALUE		TOTAL NET VALUE
		4475.00	0.00	£4475.00

Please Note - The Order Value shown excludes VAT

Registered Office: The Business Furniture Centre, 1392 Leeds Road, Thornbury, Bradford, BD3 7AE England.



TEMPLATE – Evaluation Worksheet for Low-Risk Procurements (v.02)

Drafting Notes

Commence this template after confirming the correct sequence of considerations in [BuyRight](#).

This template should only be used for Low-Risk procurements including Procurements at Post. Refer to the [DFAT Risk Management Guide](#) for risk categorisation.

When to use this template

Use this template as an email attachment at two points of time in the procurement process:

1. In draft form to accompany the completed [EMAIL Template – Approval to Approach the Market](#) to outline the proposed evaluation methodology.
2. In completed form to accompany the completed [EMAIL Template – Approval to Commit and Enter into an Arrangement](#) to substantiate the evaluation methodology used in finalising the recommendation(s) for the financial delegate.

Use this template for the following procurement values and types:

- <\$1m (including GST) Departmental and Administered (non-ODA) procurement;
- <\$7.5m (including GST) Construction; and
- Panel Procurements. However, first check if the panel has different criteria which must apply.

For further guidance on using this template, contact Procurement and Grants Section (FPS) (corporate.procurement@dfat.gov.au).

How to complete this template

- The template contains 'notes to drafters' (shown in grey highlight) to outline the purpose of information fields and possible alternative drafting options.
- The template contains details to be completed (shown in yellow highlight). If you do not use an optional field, delete the text of the field and replace it with the text 'not used'.
- Drafters should generally attempt to complete all information and not change all or part of the template without first consulting with FPS.
- Delete the drafting notes, yellow highlighting (including this cover page) and any text in square brackets when finalising this template.

Version control

v.01	July 2015	Original template created
v.02	February 2023	Revised for currency and consistency with document suite

Evaluation Worksheet for DFAT Low Risk Procurements

Procurement of: Meeting Room and breakout space furniture

Approach to Market / Request for Quote Title:	Request for Quote – Various office furniture, AHC London
Procurement Method:	Limited Tender
Approach to Market Date:	4/06/2024 & 31/07/2024 Flexiform was asked to provide a quote earlier when the scope was slightly different with delivery required by 30 June. s 47G(1)(a) were invited to quote later, when the delivery date of 24 October was determined.
Closing Date:	11/06/2024 & 7/08/2024
Evaluation Team Members:	s 22(1)(a)(ii) , First Secretary (Management), AHC London s 22(1)(a)(ii) , Project Support Officer, AHC London

Note to drafters

Apply the same evaluation criteria that was disclosed to suppliers at the time of Approach to Market or Request for Quote. Note that the [CCS ATM Terms](#) specify the criteria to be used to evaluate quotes or submission (this default criteria is used in this template). To avoid subsequent ambiguities or disputes, use these criteria or the criteria specified in the head agreements for the relevant panel.

If customised evaluation criteria are applied to the procurement, avoid overly complex and untested criteria, weighting and scoring methodologies. Simplification will avoid delays, confusion or unintended practical difficulties in conducting and finalising the evaluation.

Add/delete the number of quotes / submissions from prospective suppliers to evaluate as required.

Scoring Scale (Apply to each criterion relating to technical requirements)

Score	Description	Guidelines
5	Excellent	<ul style="list-style-type: none"> • Demonstrates an exceptional understanding of the requirements and exceeds the requirement(s) in all ways. • Claims are comprehensively substantiated. • Represents low or no risk to the Commonwealth.
4	Very good	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of the requirements, meeting all requirements and exceeding some. • Claims are well substantiated. • Represents low risk to the Commonwealth.
3	Good	<ul style="list-style-type: none"> • Demonstrates a satisfactory understanding of the requirements, generally meeting all requirements. • Claims are satisfactorily substantiated.

Score	Description	Guidelines
		<ul style="list-style-type: none"> Represents medium risk to the Commonwealth which would be likely reduced to low risk through negotiations.
2	Marginal	<ul style="list-style-type: none"> Meets some of the requirements. Some claims are unsubstantiated or are poorly substantiated. Represents medium risk to the Commonwealth, which may not be able to be reduced during negotiations or managed in any resultant Deed.
1	Poor	<ul style="list-style-type: none"> Majority of the requirements are not met. Claims are unsubstantiated. Represents a high risk to the Commonwealth and may not be able to be effectively managed.
0	Unacceptable	<ul style="list-style-type: none"> Tenderer has provided insufficient information to assess. Represents an extreme and unacceptable risk to the Commonwealth.

Scoring Scale (Apply to pricing criterion)

Rating	Guidelines
Favourable	<ul style="list-style-type: none"> Pricing contributes favourably to value for money. Pricing is more competitive than other Tenders. Pricing may be improved further through negotiation.
Acceptable	<ul style="list-style-type: none"> Pricing contributes to value for money. Pricing competitiveness is relative with other Tenders. Pricing may be improved further through negotiation.
Not Favourable	<ul style="list-style-type: none"> Pricing does not contribute to value for money. Pricing is not as competitive as other Tenders. Pricing may be improved through negotiation.
Unacceptable	<ul style="list-style-type: none"> Pricing is not acceptable and does not contribute to value for money. Pricing is considerably higher than other Tenders. Pricing is not considered viable. Pricing contains an unacceptable level of assumptions/risk. It is anticipated that pricing negotiations would be difficult, and it may not be possible to achieve an acceptable position for DFAT.

Assessment

	Evaluation Criteria	Flexiform	s 47G(1)(a)	s 47G(1)(a)
1	Ability to provide a cohesive and complimentary set of furniture	<p>Rating: 5</p> <p>Strengths: Cohesive family of products, that can be delivered in our chosen colour scheme</p> <p>Weaknesses/Risks:</p>	<p>Rating: 3.5</p> <p>Strengths: A selection of the pieces seem like a family of products, but others don't match as well.</p> <p>Weaknesses/Risks: Additionally, there isn't as much choice in colour options</p>	<p>Rating: 2.5</p> <p>Strengths:</p> <p>Weaknesses/Risks: Selection of products provided didn't seem to match, they wouldn't provide a cohesive look. Set options given, no real ability to change to our preference.</p>
2	Value for money	<p>Rating: 4</p> <p>Strengths: Lowest price overall, and attractive, quality product.</p> <p>Weaknesses/Risks: Still expensive compared to Australian prices</p>	<p>Rating: 3</p> <p>Strengths: Provided a range of options for a variety of products so we could choose what suited best. Highest price, but quality, custom products.</p> <p>Weaknesses/Risks: Highest price overall</p>	<p>Rating: 2</p> <p>Strengths:</p> <p>Weaknesses/Risks: Generic looking products, with limited customisation options, and high cost. Don't appear to be value for money products.</p>
3	High quality product	<p>Rating: 4.5</p> <p>Strengths: Colleagues have used this supplier in the past and were happy with the quality of the product.</p>	<p>Rating: 4</p> <p>Strengths: Product appears to be high quality with unique designs (not generic)</p> <p>Weaknesses/Risks:</p>	<p>Rating: 2.5</p> <p>Strengths: Some options provided could be made to order, however it comes at a cost.</p>

		Supplier manufactures most of own product and stand by their product. Weaknesses/Risks:	Some of the sofa options didn't come in faux leather (for durability) which made it hard to select an appropriate option Weaknesses/Risks:	Weaknesses/Risks: Products appear to be basic, like generic office furniture. Don't appear to be high quality or have high design.
4	Ability to deliver by the deadline of 24/10	Rating: 5 Strengths: 8 weeks lead time – can deliver if ordered before 23 August Weaknesses/Risks:	Rating: 5 Strengths: Maximum of 7 weeks lead time for one product, all else is 2-3 weeks Weaknesses/Risks:	Rating: 5 Strengths: Approximately 5 weeks lead time for all products Weaknesses/Risks:
	RANKING	18.5	15.5	11.5

PRICE Assessment

Price Evaluation Criteria	Flexiform	s 47G(1)(a)	s 47G(1)(a)
Total costs (GST/Taxes Inc):	£23,172.60	£26,737.19	£26,227.20
Rating (See scale)	Favourable	Not Favourable	Not Favourable
Additional Comments on Pricing:			
FINANCIAL RANKING	4	3	2.5

OVERALL ASSESSMENT

Combined Rankings	Flexiform	s 47G(1)(a)	s 47G(1)(a)
Ranking	18.5	15.5	11.5

Financial Ranking	4	3	2.5
Overall Ranking	22.5	18.5	14

Summary and Value for Money Recommendation:

The evaluation team assessment concluded that Flexiform ranked 1st as they provided a cohesive set of high quality furniture for the lowest price and provides value for money. The relevant risks with nominating this supplier as the preferred tenderer arising from this evaluation are delayed delivery if not ordered 8 weeks in advance of delivery deadline (28 October 2024) and have been identified as acceptable as we will order the product no later than Friday 30 August 2024.

s 47G(1)(a) provided a good selection of quality options, it didn't feel like a cohesive set, additionally some of the finishes or upholstery options were not what we were looking for. This supplier also provided the highest quote. s 47G(1)(a) provided low quality generic options, with poor design aesthetic, and not a cohesive set, whilst also being quite expensive. They were our least preferred option.

Tender Evaluation Participant	Tender Evaluation Participant
s 22(1)(a)(ii)	s 22(1)(a)(ii)
s 22(1)(a)(ii) First Secretary (Management), AHC London	s 22(1)(a)(ii) , Project support Officer
13/08/2024.....	13 August 2024