



Statement of Methodology and Criteria to be adopted In evaluating tenderers' submissions

ECITB Apprentice Phase Test Centres

1. ECITB has invited proposals from providers wishing to deliver Apprentice Phase Tests in respect of each of the following disciplines:
 - Electrical Maintenance;
 - Mechanical Maintenance;
 - Instrument Maintenance;
 - Pipefitting; and
 - Rigging & Lifting
2. ECITB will evaluate each proposal for each discipline received from providers. Each such proposal will be separately assessed and evaluated, without regard to any other proposals relating to different disciplines which may have been submitted by a provider.
3. ECITB will evaluate each proposal by applying a “raw score” against each of the following criteria/elements:
 - a. The provider’s detailed description of the facilities and resources it will use in the delivery of the Apprentice Phase Tests and following the provider’s completion of the relevant Appendices (A to E) attached to the Invitation to Tender Document (which will confirm the availability of required resources).
 - b. The provider’s outline any experience, competences, technical strengths and evidence of successfully delivering similar contracts, which would indicate the provider’s ability to meet the requirements/specification.
 - c. The provider’s account of the skills, experience and qualifications of the staff the provider will deploy to deliver this contract.
 - d. The provider’s account of how it intends to monitor the quality of delivery and assessment of the Apprentice Phase Tests.
 - e. The provider’s account of any sub-contractors or partners it intends to use in the delivery of the contract and their roles, and how the provider will ensure strong working relationships and seamless contract delivery.
4. The ECITB will allocate a “raw score” between 0 and 5 against each of the criteria/elements on the basis described below:

Standard judged to have been achieved	Raw Score
Meets all of the requirements of the criterion/element with additional benefits	5
Meets all of the requirements of the criterion/element	4
Meets the majority of the requirements of the criterion/element	3
Meets the minority of the requirements of the criterion/element	2
Suggests that it will be difficult to meet any of the requirements of the criterion/element	1
No response provided	0

5. The ECITB will apply a weighting factor (a multiplier) to each of the raw scores in order to arrive at a “weighted score” for each element of the provider’s submission on the following basis:

Criteria/elements scored (see above)	Weighting Factor	Maximum Score
1	8	40 marks
2	3	15 marks
3	4	20 marks
4	3	15 marks
5	2	10 marks

Thus, it is possible for a maximum weighted score 100 points to be achieved in respect of each submission per discipline.