**705616451**

**The Provision and Fixing of Portland Stone,** **Karin Granite and Nabresina Service Pattern Memorials for Armed Forces Personnel**

**ITT Completion and Evaluation Guide and**

**Tender Response Evaluation Sheets**

**Version**

**ITT 2.0**

**Date 14/09/23**

**ITT COMPLETION AND EVALUATION GUIDE**

1. This document provides guidance for the completion of the Invitation to Tender (ITT) and details the Evaluation process for the Provision and Fixing of Portland Stone, Nabresina Limestone (or Nabresina Light) and Karin Granite Service Pattern Memorials for Armed Forces Personnel – 705616451.

**Tender Submission**

1. The Tender submission must be completed in accordance with Section C and E of the DEFFORM 47.
2. The Tender submission must comprise of the following documents:
   1. A fully completed (all Mandatory Declarations completed) and signed DEFFORM 47 Annex A;
   2. A completed Schedule 2 - Schedule of Requirements;
   3. A completed Technical Evaluation Response - Section 2 Part A to Annex B to DEFFORM 47 – from this document.
   4. A completed Annex C to DEFFORM 47 – Pricing Scenarios;
   5. A completed Schedule 5 - Tenderer’s Commercially Sensitive Information Form including details of nominated Freedom Of Information Act (FOIA) point of contact;
   6. A completed Schedule 6 – Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract;
   7. Completed Schedule 7 – Timber and Wood – Derived Products Supplied under the Contract
   8. Completed Schedule 11 – Memorial 10 year Guarantee
   9. Cyber Essentials Certificate or Cyber Implementation Plan.

**ITT Evaluation**

1. In order for a Tender to be evaluated the Tenderer must first complete the SAQ via the Defence Sourcing Portal (DSP) and then be assessed as having no mandatory grounds for rejection and as having the financial and technical capability and capacity to meet the requirement.
2. The ITT Evaluation will be conducted on the information provided in the Tender submission only. Please do not insert web links in your Tender submission.
3. The Tender evaluation will be undertaken using the Value for Money Index (VFM Index) method for the Most Economically Advantageous Tender (MEAT) - as follows:
   1. Commercial Evaluation – Pass or Fail (not scored)
   2. Technical Evaluation / Financial Evaluation (non cost score / price)
4. The Commercial Delivery team will facilitate the evaluation process, providing the Technical Evaluation Response Sheets to the appointed evaluators. Only the Commercial Delivery team will have visibility of the whole Tender submission.

**Commercial Evaluation**

1. The Commercial Evaluation ensures that the Tender meets all the Mandatory Commercial Requirements.
2. The Commercial Evaluation detailing all of the Mandatory Commercial Requirements is contained at Section 1 of this document.
3. The response to the Mandatory Commercial Requirements detailed in Section 1, Table 1 are to be completed in the DSP. If a Tenderer states “No” for any of the Mandatory Requirements in Section 1, Table 1, the Tender will be assessed as non-compliant and Fail the Commercial Evaluation and will be removed from further evaluation and the competition.
4. The responses to the Mandatory Commercial Requirements contained in Section 1, Table 2, are to be uploaded in the DSP, if the required documents are not included in the tender response the Commercial Evaluator will annotate Table 2 with a “No” and the Tender will be assessed as non-compliant, will Fail the Commercial Evaluation and will not be taken further in the Tender Evaluation process and will be removed from the competition.
5. Commercially compliant Tenders will continue to the Technical Evaluation.

**Technical Evaluation**

1. The Technical Evaluation will be undertaken in two parts and is contained in Tender Evaluation Section 2 of this document.
2. Tenders should provide responses to Techncial Questions Serials 1 to 11 in Section 2 Part A of this DEFFORM 47 Annex B and this section of the document should be uploaded into the DSP (as requested in the DSP).
3. Tender responses to each Technical Evaluation question will be scored from 0-6. Each question contains background information, details of the evidence required and a description for each score banding (High Confidence, Confidence or Concern).
4. The evaluators will independently conduct their evaluation of each suppliers response, the Tender Evaluation Panel will then sit and the evaluation scores for each tender will be moderated.
5. To be Technically Compliant and pass the Technical Evaluation, the Tender must receive a High Confidence score in serials 1, 3, 4, 7, 8 and 9, and a total score of at least 37 (maximum score possible = 9 x 6 = 54) must be achieved. If a Tender receives a Concern Score for any of the questions in Serials 1 to 9 it will not be taken further in the Tender Evaluation process and be removed from the competition.
6. The Sample Evaluation will be conducted using the samples provided by the Tenderer and will be marked PASS or FAIL (not scored). The Sample demonstrates that the Tenderer can meet the standards required of the Memorial Technical Specifications as detailed in the Annex A to Schedule 2, Statement of Requirement. Therefore, if a Tender Sample is evaluated a “NO” (concern) against any of the criteria specified in Serials 12 to 23 of the Technical Evaluation, the Sample will Fail the Sample Evaluation and the Tender will not be taken further in the Tender Evaluation process and will be removed from the competition. This part of the evaluation will be undertaken by the Authority’s Technical Experts.

**Financial Evaluation**

1. The Financial Evaluation, evaluation of price, will be undertaken using the prices submitted in the 10 Scenarios in DEFFORM 47 Annex C.
2. For each Scenario, Tenderers must insert prices for each item for each of the contract years using the prices submitted in their 705616451 Schedule 2 – Schedule of Requirements. Tenderers must then input the total of each scenario in the table on the last page of the DEFFORM 47 Annex C and should then add these totals together to provide a Grand Total, this price should be input as the Contract Price in Annex A to DEFFORM 47 and into the DSP in the Commercial Envelope.

**Overall Tender Score**

1. The overall tender score will be calculated using the Value for Money index where the Technical Score (non cost score) will be divided by the Price (Grand Total price of all Scenarios 1 to 10, as detailed on the last page of Annex C to DEFFORM 47 – Pricing Scenarios) to obtain the overall Tender Score as shown in the example below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tender | Technical (Non-cost) score | Price (£NPV) | VFM Index | Rank |
| A | 62 | 20 | 3.10 | 3 |
| B | 85 | 24 | 3.54 | 1 |
| C | 100 | 29 | 3.44 | 2 |

**Winning Tender**

1. The winning Tender shall be the Tender which has the highest VFM Index (as shown in the example above). In the instance that two or more Tenders have the same score, the highest combined score for Serials 7, 8 and 9 of the Technical Evaluation will be used to identify the winning Tender. In the instance that there are two or more Tenders with the same combined score for Serials 7, 8 and 9 of the Technical Evaluation, the highest score at Serial 1 of the Technical Evaluation will be used to identify the winning Tender.

**TENDER EVALUATION SECTION 1**

**Commercial Evaluation Tender Response Evaluation Sheet**

**To be completed by the Tenderer**

|  |  |
| --- | --- |
| Company: |  |

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| --- | --- |
| National Association of Memorial Mason/ \*equivalent recognised national association/scheme Membership Number (Please state the association scheme name) | Qualification Envelope |

MANDATORY REQUIREMENTS – Table 1

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| --- | --- |
| Do you accept the Terms and Conditions of Contract | YES/NO |
| Do you confirm that you will not make any claim or demand or take any actions or proceedings against the Authority (nor seek to avoid any contract or seek any amendment to a contract placed with the contractor by the Authority) arising from or relating to the provision of the Applicability of TUPE information at section H of DEFFORM 47, whether or not you are awarded a contract as a result of this Invitation to Tender | YES/NO |
| Do you accept that electronic trading including payment of goods and services will be made using the Authority’s Contracting, Purchasing and Finance (CP&F) tool? | YES/NO |

SAMPLE DECLARATIONS – Table 2

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| --- |
| I certify that the sample submitted under unique reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert company name*) who are tendering for 705616451 - The Provision and Fixing of Portland Stone Service Pattern Memorials for Armed Forces Personnel, \*or made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert company name*) acting as our Sub-contractor (\*delete as appropriate) and that all memorials provided under any ensuing contract will be produced by this company. |
| I certify that the sample submitted under unique reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert company name*) who are tendering for 705616451 - The Provision and Fixing of Karin Granite Service Pattern Memorials for Armed Forces Personnel, \*or made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert company name*) acting as our Sub-contractor (\*delete as appropriate) and that all memorials provided under any ensuing contract will be produced by this company. |
| I certify that the sample submitted under unique reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert company name*) who are tendering for 705616451 - The Provision and Fixing of Nabresina Limestone (or Nabresina Light) Service Pattern Memorials for Armed Forces Personnel, \*or made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert company name*) acting as our Sub-contractor (\*delete as appropriate) and that all memorials provided under any ensuing contract will be produced by this company. |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Position:** |  |
| **Date:** |  |

**To be completed by Evaluator:**

MANDATORY REQUIREMENTS – Table 3

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| Has a Supplier Assessment Questionnaire (SAQ) been completed and assessed as having no mandatory grounds for rejection and as having the financial and technical capability and capacity to meet the requirement. | YES/NO | |
| Does the Tender include a completed and signed (wet) copy DEFFORM 47 Annex A Offer (including all the Mandatory Declarations)? | YES/NO | |
| In the DEFFORM 47 Annex A Offer included in the Tender is the Tenderer’s declaration to the Mandatory Declaration “Is the offer subject to the Authority contracting for all the Contractor deliverables?” ‘No’? | YES/NO | |
| In the DEFFORM 47 Annex A Offer included in the Tender is the Tenderer’s declaration to the Mandatory Declaration “Is the offer made subject to a Minimum Order Quantity?” ‘No’? | YES/NO | |
| Does the Tender include a completed Schedule 2 - Schedule of Requirements providing Firm Prices for all items listed? | YES/NO | |
| Does the Tender include details of the nominated Freedom Of Information Act (FOIA) point of contact in Schedule 5 - Tenderer’s Commercially Sensitive Information Form. | YES/NO | |
| Does the Tender include a completed Schedule 6 – Hazardous Substances (including where Not Applicable) | YES/NO | |
| Does the Tender include a completed Schedule 7 – Timber and Wood Derived Products (including where Not Applicable) | YES/NO | |
| Does the Tender include a completed Schedule 11 – Memorial 10 Year Gaurantee | YES/NO | |
| Does the Tender include a Cyber Essentials Certificate or Cyber Implementation Plan (CIP) | YES/NO | |
| Commercial evaluation | PASS /FAIL |
| Tender Commercially Compliant  (To be Commercially Compliant the Tender must pass the Commercial Evaluation having all yes answers to the Mandatory Commercial Requirements) | YES/NO |
| Evaluators Comments: | |

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| EVALUATOR SIGNATURE |  |
| POSITION |  |
| DATE |  |

**Section 2 Part A - Technical Evaluation – Tender Response Answer sheet**

To be completed by Tenderer

**Tenderers unique reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Serial 1**

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| **Background:** This is a high profile, emotive requirement. Therefore, it is essential thatthe tenderer produces, and fixes memorials ordered under this requirement to set timescales as specified in the Statement of Requirement (SOR) Annex A to Schedule 2 paragraphs 13 to 24; alongside any existing and future requirements. |

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| **Evidence required:**   * How will the tenderer meet the timeframes of the requirement if there is a breakdown of machinery, a lack of sufficiently skilled staff or a lack of materials required, to complete the memorials? * What procedures will the tenderer put in place to ensure that alongside existing and future requirements, all timescales will be met? * What quality control measures does the tenderer intend to put in place for the manufacture, engraving and completion of the stones? * What arrangements/ plans does the tenderer have to meet the timescale requirements in the event their manufacturing premises/ machinery becomes unusable (e.g. as a result of fire/flood) or any sub-contractor ceases trading? How long would it take to implement such plans? |

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| **High Confidence Score banding 5 to 6**: Detailed evidence provided of how the tenderer will ensure that the timeframes set out in this Contract will be met alongside any existing and future requirements. Details of who will undertake quality control measures for the manufacture of the memorials, provision of a robust Business Continuity Plan covering as a minimum machinery failure, staff shortages, accommodation issues and how a continuous supply of best quality Portland Stone will be managed. |

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| **Confidence Score banding 2 to 4:** Some evidence provided of how the tenderer will ensure that the timeframes set out in this Contract will be met alongside any existing and future requirements, including provision of a Business Continuity Plan covering as a minimum machinery failure, staff shortages and how a continuous supply of best quality Portland Stone will be managed. |

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| **Concern Score banding 0-1.**  Limited or no evidence provided; lack of a Business Continuity Plan and/or a lack of understanding of the requirement. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |

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| **Evaluators Comments (section is expandable):** |

**Serial 2**

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| **Background:** The tenderer may be required to produce and fix memorials under the Variation of Requirement of this Contract, in a variety of different materials, still meeting the set timeframes specified in the Statement of Requirement (SOR) Annex A to Schedule 2 paragraphs 13 -24. |

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| **Evidence required:**   * How will the tenderer produce/source memorials in more than one stone type? * How will the tenderer ensure that they will have the relevant skills and machinery to cut, engrave, finish and fix memorials in different materials to that quoted in the contract? * How will the tenderer ensure that Authority’s timescales can still be met if they have to source and manufacture memorials in different material/dimensions? |

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| **High Confidence Score banding 5 to 6**: Detailed evidence provided of how the tenderer will source, cut, shape, engrave, finish and/or fix memorials in a variety of different materials, shapes and sizes within the timescales set in this requirement. |

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| **Confidence Score banding 2 to 4:**  Some evidence provided of how the tenderer will source, cut, engrave, finish and/or fix memorials in a variety of different materials, shapes and sizes within the timescales set in this requirement. |

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| **Concern Score 0-1:**  Limited or no evidence provided that tenderer has access to alternative stone types or access to machinery to manufacture/source such memorials, and/or a lack of understanding of the requirement. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |

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| **Evaluators Comments (section is expandable):** |

**Serial 3**

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| **Background:** The tenderer will be required to fix memorials, (using their own staff or subcontractors) throughout the UK in accordance with the SOR Annex A to Schedule 2, sub-contracting where necessary on occasions where cemeteries/churchyards stipulate the use of an authorised stonemason. The tenderer will be required to ensure that fixing methods advised by the Authority are correct for the local/cemetery/churchyard concerned. |

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| **Evidence required:**   * What trade or professional qualifications are held by staff to be engaged in fixing memorials? * What memorial fixing methods will the tenderer use? * How will the tenderer ensure that there are always enough staff qualified and trained to fix memorials ordered by the Authority in the timeframes specified in the requirement? * How will the tenderer manage the requirement if the cemetery fixing method is one that has not been utilised by them before? * What checks will the tenderer put in place to ensure that any sub-contractor holds the relevant fixing qualification to meet the requirements of the contract? * How will the tenderer ensure that fixing is carried out in accordance with the SOR and any local/cemetery requirements? * How will the tenderer monitor any sub-contractor activity in relation to the requirement? |

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| **High Confidence Score banding 5 to 6**: Detailed evidence provided that the tenderer will have, or sub-contractor to have, qualified fixers to meet the Authorities requirements, a guarantee is given that all personnel to be utilised by the tenderer in the fixing of memorials are or will be, by 1 Nov 2023, members of a nationally recognised register of qualified fixers; and have experience in common memorial fixing methods. Detailed evidence provided of how the tenderer will ensure that the fixing methods advised by the Authority, meet the requirements of the local cemetery/churchyard authorities including processes/procedures to be used to ensure local regulations are met and adhered to. Detailed evidence of how sub-contractors will be managed and how the tenderer will ensure that the correct fixing regulations will be adhered to by all fixers. |

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| **Confidence Score banding 2 to 4:** Some evidence provided that the tenderer intends to employ , or sub-contract, qualified fixers to meet the Authorities requirements, that all personnel to be utilised by the tenderer in the fixing of memorials are or will be, by October 2019, members of a nationally recognised register of qualified fixers; and have experience in common memorial fixing methods. Evidence of how the tenderer will ensure that the fixing methods to be used, comply with the requirements of the local cemetery/churchyard authorities including processes/procedures to be used to ensure local regulations are met and adhered to. Evidence of how sub-contractors will be managed and how the tenderer will ensure that the correct fixing regulations will be adhered to by all fixers. |

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| **Concern Score banding 0-1:** Limited or no evidence provided; and/or a lack of understanding of the requirement. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |
| **Evaluators Comments(section is expandable):** |

**Serial 4**

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| **Background:** The tenderer will be required to package and deliver memorials to other geographical areas within the UK and overseas. |

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| **Evidence required:**   * How will the tenderer package memorials for delivery within the UK? * How will the tenderer package memorials, arrange for overseas shipping and ensure compliance with overseas customs regulations? * Experience of, or knowledge of, how to ship/transport heavy items and the issues involved within the UK and/or overseas. * How would the tenderer manage/resolve any issues/problems encountered with shipping memorials overseas, or delivery in the UK (e.g. lost export paperwork, transport/shipping delays)? * How will the tenderer manage and ensure a door to door service? |

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| **High Confidence Score banding 5 to 6:**  Knowledge of and/or experience of shipping/arranging transport of heavy and fragile items, within the UK and/or overseas.Detailed evidence of packaging and delivery methods that will be used to meet the requirements both within the UK and overseas including how the tenderer will arrange delivery/shipping of memorials within the UK/overseas; how the tenderer will ensure that local customs and export regulations are adhered to, to ensure a seamless service of door to door delivery; how the tenderer will ensure the protection of memorials in transit and meet delivery deadlines. |

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| **Confidence Score banding 2 to 4**  An understanding of the requirements for shipping items nationwide and overseas, including information on, packaging and delivery methods that will be used, and the factors to be considered when shipping long distances or across national borders. |

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| **Concern Score banding 0-1**  Limited or no details provided; and/or a lack of understanding of the requirement, or confidence in overcoming issues in the movement and tracking of memorials. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |

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| **Evaluators Comments (section is expandable):** |

**Serial 5**

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| **Background:** The tenderer will be expected to use suitably qualified or trained staff to carry out the various technical aspects of the requirement. |

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| **Evidence required:**   * What qualifications and experience are held by those staff who will be utilised to undertake the technical aspects of this contract, to include cutting, shaping, lettering, engraving, finishing, fixing and transporting memorials? * What training will be sourced /provided for personnel joining the tenderer to allow new and existing staff to acquire or maintain enough experience to undertake cutting, lettering, engraving, finishing, fixing and transporting memorials? * How will the tenderer ensure that all technical aspects of the contract will be done to the required specification? * How will the tenderer manage any shortages of suitably qualified staff to meet the requirement and timescales? |

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| **High Confidence Score banding 5 to 6:** Detailed evidence provided of the experience and qualifications of all current staff that will be utilised in the technical aspects for this requirement to include cutting, shaping, engraving, finishing, transporting and fixing memorials; showing experience levels, qualifications, training undertaken, use of Continual Professional Development (CPD); sharing of knowledge and skills; contingency planning: and quality control of completed work. The provision of a robust plan for ensuring sufficiently skilled staff are available to meet the requirement. |

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| **Confidence Score banding 2 to 4:**  Some evidence provided of the experience and qualifications of all current staff that will be utilised in the technical aspects for this requirement to include cutting, shaping, engraving, finishing, transporting and fixing memorials; showing experience levels, qualifications, training undertaken, use of Continual Professional Development (CPD); sharing of knowledge and skills; contingency planning: and quality control of completed work. The provision of a robust plan for ensuring sufficiently skilled staff are available to meet the requirement. |

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| **Concern Score banding 0-1:** Limited or no evidence provided; and/or a lack of understanding of the requirement. |

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| **Tenderers Response:** |

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| **Evaluators Score:** |

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| **Evaluators Comments:** |

**Serial 6**

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| **Background:** The Tenderer will be required to provide various administrative documents, within set timescales and formats, as detailed in the SOR and to protect information in accordance with Data Protection legislation. |

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| **Evidence required:**   * That the tenderer has or will train staff in the relevant skills to complete the administrative tasks required within the SOR? * How will the tenderer produce layouts of the memorials? * How will the provision of the paperwork required relating to individual orders (to include the layouts, Confirmation of Orders, Certificates of Compliance, copies of guarantees, digital photographs) be managed? * How will the tenderer communicate with the Authority to advise when memorials are ready, and when they have been fixed? * How does the tenderer intend to ensure that all paperwork relating to the contract will be held securely? * How will the tenderer ensure confidentiality of the information provided to them and compliance with Data Protection requirements? * How will the tenderer ensure that Orders for memorials are handled and monitored to meet the requirements? |

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| **High Confidence Score banding 5 to 6:** Detailed evidence provided of administrative procedures to be used to ensure timeliness and accuracy of completion of the documentation required; monitoring of orders and resources to show how time scales will be met; details showing capacity to absorb extra workload; how information will be protected, and what training has been/will be undertaken to ensure that the administrative aspects under this requirement are fulfilled; how will any issues/delays relating to an order be managed. |

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| **Confidence Score banding 2 to 4:**  Some evidence provided of administrative procedures to be used to ensure timeliness and accuracy of completion of the documentation required; monitoring of orders and resources to show how time scales will be met; details showing capacity to absorb extra workload; how information is to be protected/stored, and what training has been/will be undertaken to ensure that the administrative aspects under this requirement are fulfilled, how will any issues/delays relating to an order be managed. |

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| **Concern Score banding 0-1:** Limited or no evidence provided; and/or a lack of understanding of the requirement. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |

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| **Evaluators Comments (section is expandable):** |

**Serial 7**

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| **Background:** The tenderer may be required to produce and fix an anticipated annual requirement of up to 60 best quality Basebed Portland Stone memorials to set timescales as specified in the Annex A to Schedule 2 (Statement of Requirement) paragraphs 13 - 24. There is the potential that this requirement could increase (or decrease). |

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| **Evidence required:**   * How the tenderer will ensure that enough quantities of best Basebed Portland Stone are obtained to meet the requirements of the contract? * How will the tenderer achieve the manufacture, dispatch and fixing of memorials in the required timeframes? * How the tenderer will manage any additional or surge requirements, or lack of resources, to ensure that the requirements of this contract are met? * What quality control measures will the tenderer put in place to ensure they will consistently receive/utilise best quality Basebed Portland stone to meet this requirement? |

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| **High Confidence Score banding 5 to 6:** Detailedevidence provided of how best quality Portland Stone will be sourced; plus, the quality control measures that will be used for the selection of the raw materials. How the required numbers of memorials will be produced in the timeframes; and what resources (machinery and staff) will be used to meet this requirement, including a detailed plan of how any additional requirement above 60 memorials per annum will be managed. Evidence could include an explanation of how similar manufacturing requirements have been met. |

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| **Confidence Score banding 2 to 4:** Some evidence provided of how best quality Portland Stone will be sourced, the quality control measures that will be used for the selection of the raw materials. How the required numbers of memorials will be produced in the timeframes; and what resources (machinery and staff) will be used to meet this requirement, including a detailed plan of how any additional requirement above 60 memorials per annum will be managed. |

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| **Concern Score banding 0-1:** Limited or no evidence provided; and/or a lack of understanding of the requirement. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |

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| **Evaluators Comments (section is expandable):** |

**Serial 8**

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| **Background:** The tenderer may be required to produce and fix an estimated annual requirement of up to 15 best quality Karin Granite memorials to set timescales as specified in Annex A to Schedule 2 (Statement of Requirement) paragraphs 13 - 24. There is the potential that this requirement could increase (or decrease). |

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| **Evidence required:**   * How the tenderer will ensure that enough quantities of Karin Granite are obtained to meet the requirements of the contract? * How will the tenderer achieve the manufacture, dispatch and fixing of memorials in the required timeframes? * How the tenderer will manage any additional or surge requirements, or lack of resources, to ensure that the requirements of this contract are met? * What quality control measures will the tenderer put in place to ensure they will consistently receive/utilise best quality Karin Granite to meet this requirement? |

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| **High Confidence Score banding 5 to 6:** Detailedevidence provided of how best quality Karin Granite will be sourced; plus, the quality control measures that will be used for the selection of the raw materials. How the required numbers of memorials will be produced in the timeframes; and what resources (machinery and staff) will be used to meet this requirement, including a detailed plan of how any additional requirement above 15 memorials per annum will be managed. Evidence could include an explanation of how similar manufacturing requirements have been met. |

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| **Confidence Score banding 2 to 4:** Some evidence provided of how best quality Karin Granite will be sourced, the quality control measures that will be used for the selection of the raw materials. How the required numbers of memorials will be produced in the timeframes; and what resources (machinery and staff) will be used to meet this requirement, including a detailed plan of how any additional requirement above 15 memorials per annum will be managed. |

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| **Concern Score banding 0-1:** Limited or no evidence provided; and/or a lack of understanding of the requirement. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |
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| **Evaluators Comments (section is expandable):** |

**Serial 9**

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| **Background:** The tenderer may be required to produce and fix an anticipated annual requirement of up to 25 best quality Nabresina Limestone (or Nabresina Light) memorials to set timescales as specified in Annex A to Schedule 2 (Statement of Requirement) paragraphs 13 - 24. There is the potential that this requirement could increase (or decrease). |

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| **Evidence required:**   * How the tenderer will ensure that enough quantities of best quality Nabresina Limestone (or Nabresina Light) are obtained to meet the requirements of the contract? * How will the tenderer achieve the manufacture, dispatch and fixing of memorials in the required timeframes? * How the tenderer will manage any additional or surge requirements, or lack of resources, to ensure that the requirements of this contract are met? * What quality control measures will the tenderer put in place to ensure they will consistently receive/utilise best quality Nabresina Limestone (or Nabresina Light) to meet this requirement? |

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| **High Confidence Score banding 5 to 6:** Detailedevidence provided of how best quality Nabresina Limestone (or Nabresina Light) will be sourced; plus, the quality control measures that will be used for the selection of the raw materials. How the required numbers of memorials will be produced in the timeframes; and what resources (machinery and staff) will be used to meet this requirement, including a detailed plan of how any additional requirement above 25 memorials per annum will be managed. Evidence could include an explanation of how similar manufacturing requirements have been met. |

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| **Confidence Score banding 2 to 4:** Someevidence provided of how best quality Nabresina Limestone (or Nabresina Light) will be sourced, the quality control measures that will be used for the selection of the raw materials. How the required numbers of memorials will be produced in the timeframes and what resources (machinery and staff) will be used to meet this requirement, including a detailed plan of how any additional requirement above 25 memorials per annum will be managed. |

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| **Concern Score 0-1:** Limited or no evidence provided; and/or a lack of understanding of the requirement. |

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| **Tenderers Response (section is expandable):** |

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| **Evaluators Score:** |

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| **Evaluators Comments (section is expandable):** |

**Social Value**

Overview

Social value has a lasting impact on individuals, communities, and the environment. Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. It cannot afford not to. A missed opportunity to deliver social value may lead to costs that the taxpayer has to absorb elsewhere through public procurement.

A competitive and diverse supply landscape can help to deliver innovation in public services, manage risk and provide greater value for taxpayers’ money.

As a result, the Social Value Model (SVM) has been created which details 5 Themes, 8 Policy Outcomes and 24 Model Award Criteria (MACs). The SVM MACs are questions which relate to Social Value. The use of the SVM is mandatory in all central government procurements using Public Contracting Regulations (PCR) 2015 and Defence and Security Public Contracting Regulations (DSPCR) 2011 above financial threshold and exempt procurements.

Defence is focusing on three, out of the five, priority Social Value themes that are most relevant for Defence:

* Tackling economic inequality
* Fighting climate change; and
* Equal opportunity.

The Social Value Scoring Criteria is listed below, under Appendix 2. Please use this and the information provided within the SVM to compile your responses to the SVM MAC and Model Evaluation Question (MEQ) asked. In compiling your answer, please refer to the SVM Quick Reference Table. Under Model Response Guidance for tenderers and evaluators examples of types of evidence the tender evaluators are looking for can be found.

Alongside the Standard Reporting Metrics (SRM), Social Value Key Performance Indicators (KPIs) will be used within this contract. KPIs will be generated from the Potential Provider’s social value response it is therefore important that measurable commits are included in the response (both commitments against the SRMs and other metrics as may be appropriate. KPIs will be agreed between the parties and included in the contract at Contract Award.

In accordance with the DEFFORM 47, please ensure that your written submission is in 11pt Arial.

For this procurement, the following SVM MAC have been selected as being appropriate.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Theme | | | Policy Outcome | | | Model Award Criteria (MAC) | | Weighting (of overall Tender Eval) | |
| MAC No. | MAC Description |
| 2 | Tackling Economic Inequality | 1 | | Increase supply chain resilience and capacity | 3.3 | | Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. | 5 % |
|  |  |  | |  | 7.2 | |  |  |

**Further Social Value Guidance can be found:**

a) Social Value Model (SVM), Government Commercial Function, Edition 1.1 – 3 Dec 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/940827/Guide-to-using-the-Social-Value-Model-Edn-1.1-3-Dec-20.pdf

b) Guide to Using the Social Value Model, Government Commercial Function, Edition 1.1 – 3 Dec 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf

c) Social Value Model Quick Reference Table, Government Commercial Function, Edition 1.1 – 3 Dec 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf

**Aim**

The aim of the following SVM MACs is to understand the Potential Providers Social Value Commitment that this procurement programme will provide within the geographical location(s) that is will be delivered from.

In your written response you should provide convincing arguments, including suitable evidence, of What your understanding of Social Value is, in relation to this procurement, and How you will instil confidence in the Authority in your ability to deliver against the Social Value requirements for this procurement.

A list of some of the key response documents that the Authority would expect you to provide are provided below. However, within the overall limit of pages you should supplement your written submission with other documents you consider will build confidence in your ability to maximise Social Value Commitments.

You should provide, for each MAC MEQ:

* your ‘Method Statement,’ stating how you will achieve this and how your commitment meets the SVM Model Award Criteria (MAC), and
* a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
  + timed action plan
  + use of metrics
  + tools/processes used to gather data
  + reporting
  + feedback and improvement
  + transparency
* how you will influence your: staff, supply chains, 3rd party suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering.

From the information that you provide, the evaluators will assess, Qualitatively, your response, based on the information that you provide within your tender response.

Alongside their Commitments against the SRMs, the successful Potential Provider’s method statement will form the basis of Key Performance Indicators and jointly managed throughout the life of the contract.

The Potential Providers must ensure that they answer the SVM MACs asked. Any additional information which is not specific to the contract being procured will not be considered.

The Potential Providers responses are to set out the additional Social Value benefits that they will deliver against the Policy Outcomes for this procurement. It is not sufficient to only reference/use to their Corporate Social Responsibility (CSR) and or Environmental, Social and Governance (ESG) documents.

|  |  |  |
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|  | **Criteria for awarding score** | **Score** |
| **Excellent**: (exceeds all of the Model Award Criteria (MACs)). | The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:   * Very good understanding of the requirements. * Excellent proposals demonstrated through relevant evidence. * Considerable insight into the relevant issues. * The response is also likely to propose additional value in several respects above that expected. * The response addresses the social value policy outcome and also shows in-depth market experience. | 4 |
| **Very good**: (exceeds some of the Model Award Criteria (MACs)) | The response meets the required standard in all material respects. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:   * Good understanding of the requirements. * Sufficient competence demonstrated through relevant evidence. * Some insight demonstrated into the relevant issues. * The response addresses the social value policy outcome and also shows good market experience. | 3 |
| **Good**: (meets all of the Model Award Criteria (MACs)) | The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:   * Good understanding of the requirements. * Sufficient competence demonstrated through relevant evidence. * Some insight demonstrated into the relevant issues. * The response addresses most of the social value policy outcome and also shows general market experience. | 2 |
| **Poor**: (meets some of the Model Award Criteria (MACs)) | The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:   * There is at least one significant issue needing considerable attention. * Proposals do not demonstrate competence or understanding. * The response is light on detail and unconvincing. * The response makes no reference to the applicable sector but shows some general market experience. * The response makes limited reference (naming only) to the social value policy outcome set out within the invitation. | 1 |
| **Fail** | The response completely fails to meet the required standard or does not provide a proposal. | 0 |

**Serial 10 – Social Value question 1**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Theme** | | **Policy Outcome** | | **Weighting** | | **(As percentage of Social Value):** | **% Out of 10%** |
| 3 | Fighting Climate Change | Effective Stewardship of the Environment | | **MAC** | 4.1 | Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. | |
|  | Model Evaluation Question (MEQ) | Using a maximum of 4 pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include:  ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and  ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:   * timed action plan * use of metrics * tools/processes used to gather data * reporting * feedback and improvement * transparency   The award criteria and sub-criteria (listed above) will be used to evaluate the response. | | | |
|  | Sub-Criteria for MAC: | Additional environmental benefits | | | |
|  | Model Response Guidance: | The award criteria and sub-criteria will be used to evaluate the response. Activities that demonstrate and describe the tenderer’s existing or planned:  ● Understanding of additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative example: conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract.  ● Collaborative way of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions.  ● Delivery of additional environmental benefits through the performance of the contract, including working towards net zero greenhouse gas emissions. Illustrative examples:  ○ Enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators.  ○ Green space creation in and around buildings in towns and cities, e.g. green walls, utilising roof tops for plants and pollinators.  ○ Improving air quality. | | | |
|  | Illustrative examples: | * Enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators. * Green space creation in and around buildings in towns and cities, e.g. green walls, utilising roof tops for plants and pollinators. * Improving air quality. | | | |
|  | Standard Reporting Metrics | ● Number of people-hours  spent protecting and  improving the environment  under the contract, by UK  region.  ● Number of green spaces  created under the contract, by  UK region.  ● Annual:   * Reduction in emissions of greenhouse gases arising from the performance of the contract, measured in metric tonnes carbon dioxide equivalents (MTCDE). * Reduction in water use arising from the performance of the contract, measured in litres. * Reduction in waste to landfill arising from the performance of the contract, measured in metric tonnes. | | | |
|  | Potential Provider's Response | In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement. | | | |
| Please insert response here | | | | | | | |

**Serial 11 – Social Value Question 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Theme** | | **Policy Outcome** | | **Weighting** | | **(As percentage of Social Value):** | **% Out of 10%** |
| 3 | Fighting Climate Change | Effective Stewardship of the Environment | | **MAC** | 4.2 | Influence staff, suppliers, customers, and communities through the delivery of the contract to support environmental protection and improvement. | |
|  | Model Evaluation Question (MEQ) | Using a maximum of 4 pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include:  ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and  ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:   * timed action plan * use of metrics * tools/processes used to gather data * reporting * feedback and improvement * transparency   The award criteria and sub-criteria (listed above) will be used to evaluate the response. | | | |
|  | Sub-Criteria for MAC: | Influence environmental protection and improvement | | | |
|  | Model Response Guidance: | Activities that demonstrate and describe the tenderer’s existing or planned:  ● Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement.  ● Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it. Illustrative examples:   * Engagement to raise awareness of the benefits of the environmental opportunities identified. * Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives. * Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract. * Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives.   Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact. | | | |
|  | Illustrative examples: | * Engagement to raise awareness of the benefits of the environmental opportunities identified. * Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives. * Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract. * Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives. * Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact. | | | |
|  | Standard Reporting Metrics | ● Number of people-hours  spent protecting and  improving the environment  under the contract, by UK  region.  ● Number of green spaces  created under the contract, by  UK region.  ● Annual:   * Reduction in emissions of greenhouse gases arising from the performance of the contract, measured in metric tonnes carbon dioxide equivalents (MTCDE). * Reduction in water use arising from the performance of the contract, measured in litres. * Reduction in waste to landfill arising from the performance of the contract, measured in metric tonnes. | | | |
|  | Potential Provider's Response | In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement. | | | |
| Please insert response here | | | | | | | |

**Section 2 Part B - Technical Evaluation – Sample Tender Response Evaluation sheet – Portland Stone**

Technical Requirement

**Tenderers unique reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(as provided by the Commercial Team through the DSP)

The tenderer is required to provide asample Urn Plot Marker stone measuring 30.48cm x 30.48cm x 5.08cm (12” x 12” x 2”), but made from best qualityBasebed Portland stone, to the Portland Technical Specifications as laid out in Annex B to Schedule 2 (Technical Specifications) and drawing A/74/1 (Army), using the MoD standard character template engraved with the following:-

**Royal Military Police Crest** (*Drawing provided – cut to*

*specified size)*

**12345678TH • CORPORAL** *(using appropriate sized lettering*

*for* ***inscription*** *iaw drawing A/74/1)*

**Portland SAMPLE** *(using appropriately sized lettering for* ***name*** *iaw drawing A/74/1)*

**Please ensure that the sample is annotated on the back with the Tenderers unique reference number provided by the Authority in the Special Notices and Instructions to Tenderers.**

**(The tenderer must certify that the sample was made by the tenderer’s company/or by the company to be used in fulfilment of the contract, if awarded, by completing the Table 2 in the Commercial Evaluation Tender Response Sheet)**

**Tenderers unique reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Serial 12**

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| --- |
| **Background:** The tenderer will be required to provide a Military Memorial, in best quality Basebed Portland Stone in accordance with the Technical Specifications Annex B to Schedule 2 (Technical Specifications). |

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| --- |
| **Evidence required:** A Portland stone sample provided using best quality Basebed Portland stone as detailed in Annex B to Schedule 2 (Technical Specifications). |

|  |
| --- |
| **Confidence Attained:** The Portland stone sample provided is best quality Basebed Portland Stone, uniform in colour and texture; free from obvious imperfections; and must not have been artificially dried. Fossil markings will be accepted, except where it would affect the strength of the stone; show in the face of the stone after carving; or be liable to break away from the stone. |

|  |
| --- |
| **Concern:** The Portland Stone sample provided is not best quality Basebed Portland Stone; and/or shows some irregularity in colour and texture; and/or shows imperfections; and/or has been artificially dried; and/or has fossil markings on the face after carving and/or fossil markings that are liable to break away from the stone. |

|  |
| --- |
| **Evaluators Comments** *(\*Delete as appropriate)***:**  **Does the Portland Stone sample meet the technical requirements in terms of:-**  ***Quality of Portland used*? Yes (Confidence) / No (Concern)\***  **Comments:**  ***Uniformity of colour?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Uniformity of texture?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Imperfections?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***How the stone has been dried?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Fossil markings?* Yes (Confidence) / No (Concern)\***  **Comments** |

**Serial13**

|  |
| --- |
| **Background:** The tenderer will be required to provide Portland Military Memorials cut and finished in accordance with the Technical Specification Annex B to Schedule 2 (Technical Specifications). |

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| --- |
| **Evidence required:** The Portland stone sample provided must be cut and finished as detailed in Annex B to Schedule 2 (Technical Specifications). |

|  |
| --- |
| **Confidence Attained:** The Portland stone sample has been machine cut; shows a chamfered arris on either face and on all edges of the sample, not exceeding 0.15cm (1/16”); shows a fine, neat carborundum/diamond smooth finish; and is free from rubbing marks. |

|  |
| --- |
| **Concern:** The Portland stone sample provided has not been machine cut; and/or does not show a chamfered arris on either face or on all edges, and/or the chamfered arris exceeds 0.15cm (1/16”); and/or does not show a fine carborundum/diamond smooth finish; and/or is not free from rubbing marks. |

|  |
| --- |
| **Evaluators Comments** *(\*Delete as appropriate)***:**  **Does the Portland Stone sample meet the technical requirements in terms of:-**    ***Cutting of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Face of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Edges of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Finish of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 14**

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| --- |
| **Background:** The tenderer will be required to provide Portland Military Memorials engraved in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| --- |
| **Evidence required:**  The Portland stone sample must be machine engraved as detailed in the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

|  |
| --- |
| **Confidence Attained:** The Portland stone sample provided has been machine engraved; shows letters and figures that have been cut to the MoD standard character template with a “V” shaped incision at an angle of 60 degrees; numbers are cut on a level horizontal line; with appropriately sized lettering as detailed in drawing number A/74/1. |

|  |
| --- |
| **Concern:** The Portland stone sample has not been machine engraved; and/or the letters and figures do not meet the MoD standard character template; and/or the letters and figures have not been engraved with a “V” shaped incision and/or the angle of the “V” shaped incision is not 60  degrees; and/or the numbers have not been cut on a level horizontal line; and/or the size of the letters and figures are incorrect. |

|  |
| --- |
| **Evaluators Comments** *(\*Delete as appropriate)***:**  **Does the Portland Stone sample meet the technical requirements in terms of:-**  ***Engraving – Machine cut?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – MoD standard character template used?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – “V” cut?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – 60 degree angle?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving - numbers on a level horizontal line?***  **Yes (Confidence) / No (Concern)**  **Comments:**  ***Engraving – font size?* Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 15**

|  |
| --- |
| **Background:** The tenderer will be required to provide Portland Military Memorials machine engraved with Service Crests/Badges and Emblems in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| --- |
| **Evidence required:**  The Portland stone sample must be machine engraved with the Service Crest as detailed in the Technical Specifications Annex B to Schedule 2 (Technical Specifications). |

|  |
| --- |
| **Confidence Attained:** The Portland stone sample provided has been machine engraved with the crest; shows the crest has been cut, shaped and detailed in relief; the crest has been placed in a 17.78cm (7”) circle which has a flat background; the edge of the circle has been cut at an angle of 60 degrees; and is cut to a uniform depth of 0.635cm (1/4”). All letters within the crest have been incised and conform to the MoD standard character template; all letters are vertical to any curve and uniform in height, width and spacing. |

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| --- |
| **Concern:** The Portland stone sample provided has not been machine engraved with the crest; and/or the crest has not been cut, shaped and detailed in relief; and/or the crest has not been placed in a 17.78cm (7”) circle; and/or the circle does not have a flat background; and/or the edge of the circle has been not been cut at an angle of 60 degrees; and/or the circle has not been cut to a uniform depth of 0.635cm (1/4”); and/or the letters within the crest have not been incised; and/or the letters do not conform to the MoD standard character template; and/or the letters are not vertical to any curve and/or the letters are not uniform in height, width and spacing. |

|  |
| --- |
| **Evaluators Comments** *(Delete as appropriate)***:**  **Does the Portland Stone sample meet the technical requirements in terms of:-**  ***Crest – Quality of engraving (Machine engraved, shaped, detailed in relief)?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Crest – circle (size, flat background, edge, uniform depth)?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Crest – engraving (cut in relief, MoD standard character template, vertical to curve, uniform height/width/spacing)?***  **Yes (Confidence) / No (Concern)\***  **Comments:** |

**Section 2 Part C - Technical Evaluation – Sample Tender Response Evaluation sheet – Karin Granite**

Technical Requirement

**Tenderers unique reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(as provided by the Authority in the Special Notices and Instructions to Tenderers)

The tenderer is required to provide asample Urn Plot Marker stone measuring 30.48cm x 30.48cm x 5.08cm (12” x 12” x 2”), made from best qualityKarin Granite, to the Karin Granite Technical Specifications as laid out in Annex B to Schedule 2 (Technical Specifications) and drawing A/74/1 (Army), using the MoD standard character template engraved with the following:-

**Royal Military Police Crest** (*Drawing provided – cut to*

*specified size)*

**12345678TH • CORPORAL** *(using appropriately sized lettering*

*for* ***inscription*** *iaw drawing A/74/1)*

**KARIN GRANITE** *(using appropriately sized lettering*

*for* ***name*** *iaw drawing A/74/1)*

**Please ensure that the sample is annotated on the back with the Tenderers unique reference number provided by the Authority in the Special Notices and Instructions to Tenderers.**

**(The tenderer must certify that the sample was made by the tenderer’s company/or by the company to be used in fulfilment of the contract, if awarded, by completing the Table 2 in the Commercial Evaluation Tender Response Sheet)**

**Serial 16**

|  |
| --- |
| **Background:** The tenderer will be required to provide Karin Granite Military Memorials in best quality Karin Granite in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications) |

|  |
| --- |
| **Evidence required:** A Karin Granite sample provided using best quality Karin Granite as detailed in the Technical Specifications in Annex B to Schedule 2 (Technical Specifications) |

|  |
| --- |
| **Confidence Attained:** The Karin Granite sample provided is best quality Karin Granite, uniform in colour and texture and free from obvious imperfections. |

|  |
| --- |
| **Concern:** The Karin Granite sample is not best quality Karin Granite; and/or is not uniform in colour and texture and/or is not free from obvious imperfections. . |

|  |
| --- |
| **To be completed by Evaluator \****(Delete as appropriate)***:**  **Does the Karin Granite sample meet the technical requirements in terms of:-**  ***Quality of Karin Granite used*? Yes (Confidence) / No (Concern)\***  **Comments:**    ***Uniformity of colour?* Yes (Confidence) / No (Concern)\***  **Comments:**    ***Uniformity of texture?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Imperfection*s?Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 17**

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| --- |
| **Background:** The tenderer will be required to provide Karin Granite Military Memorials cut and finished in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| --- |
| **Evidence required:** The Karin Granite sample must be cut and finished as detailed in the Technical Specifications in Annex B to Schedule 2 (Technical Specifications) |

|  |
| --- |
| **Confidence Attained:** The Karin Granite sample has been machine cut; shows a chamfered arris on either face and on all edges of the sample, not exceeding 0.15cm (1/16”); has a polished face; and unpolished and smooth sides. |

|  |
| --- |
| **Concern:** The Karin Granite sample provided has not been machine cut; and/or does not have a chamfered arris on either face and/or edges; and/or the chamfered arris exceeds 0.15cm (1/16”); and/or does not have a polished face; and/or the sides are polished and/or not smooth. |

|  |
| --- |
| **To be completed by Evaluator** *(\*Delete as appropriate)***:**  **Does the Karin Granite sample meet the technical requirements in terms of:-**    ***Cutting of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Face of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Edges of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Finish of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 18**

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| --- |
| **Background:** The tenderer will be required to provide Karin Granite Military Memorials engraved in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| --- |
| **Evidence required:**  The Karin Granite sample must be engraved as detailed in the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| --- |
| **Confidence Attained:** The Karin Granite sample provided shows lettering and figures cut true to the MoD standard character template to a uniform depth of no less than 1/8” and a maximum of 3/16”; numbers cut on a level horizontal line; and with appropriate sized lettering as detailed in drawing number A/74/1 that has been incised and painted with sign writing black enamel with a gloss finish. |

|  |
| --- |
| **Concern:** The Karin Granite sample provided does not show the lettering and figures cut true to the MoD standard character template; and/or the letters and figures are not to a uniform depth; a minimum depth of 1/8” and a maximum of 3/16”; and/or numbers have not been cut on a level horizontal line; and/or the letters and figures are the incorrect size; and/or the letters and figures have not been painted with sign writing black enamel with a gloss finish. |

|  |
| --- |
| **To be completed by Evaluator** *(\*Delete as appropriate)***:**  **Does the Karin Granite sample meet the technical requirements in terms of:-**  ***Engraving – gritblasted and/or machine engraved?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – MoD standard character template used?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – letters of uniform depth Yes (Confidence) / No (Concern)\****  ***Comments:***  ***Engraving – letters/numbers to a depth of no less than 1/8” and no greater than 3/16”***  ***Yes (Confidence) / No (Concern)\****  ***Comments:***  ***Engraving – numbers engraved on a level horizontal line?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – font size?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – enamelling?* Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 19**

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| **Background:** The tenderer will be required to provide Karin Granite Military Memorials gritblasted or machine engraved with Service Crests/Badges and Emblems in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| **Evidence required:**  The Karin Granite sample must be gritblasted or machine engraved with the Service Crest as detailed in the Technical Specifications Annex B to Schedule 2 (Technical Specifications). |

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| **Confidence Attained:** The Karin Granite sample provided shows the crest has been cut, shaped and detailed in relief; the crest has been placed in a 17.78cm (7”) circle which has an even background to a uniformed depth of no less than 1/8” and a maximum of 3/8”. All letters within the crest have been incised and conform to the MoD standard character template; all letters are vertical to any curve and uniform in height, width and spacing; all lettering within the crest has been incised and painted with sign writing black enamel with a gloss finish. |

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| **Concern:** The Karin Granite sample has not been gritblasted or machine engraved with the crest; and/or the crest has not been cut, shaped and detailed in relief; and/or the crest has not been placed in a 17.78cm (7”) circle; and/or the circle does not have an even background; and/or the circle has not been cut to a uniform depth of no less than 1/8”; and a maximum of 3/8”; and/or the letters within the crest have not been incised; and/or the letters do not conform to the MoD standard character template; and/or the letters are not vertical to any curve; and/or the letters are not uniform in height, width and spacing; and/or all letters within the crest have not been incised and painted with sign writing black enamel and/or the inscription does not have a gloss finish . |

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| **To be completed by Evaluator** *(\*Delete as appropriate)***:**  **Does the Karin Granite sample meet the technical requirements in terms of:-**  ***Crest – Quality of engraving (gritblasted or machine engraved, shaped, detailed in relief)?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Crest – circle (size, even background, edge, uniform depth)?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Crest – engraving (letters incised, MoD standard character template, vertical to curve, uniform height/width/spacing, enamelling, finish)?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Crest – engraving depth of no less than 1/8” and maximum of 3/16”***  ***Yes (Confidence) / No (Concern)\****  ***Comments:*** |

**Section 2 Part D - Technical Evaluation – Sample Tender Response Evaluation sheet – Nabresina Limestone (or Nabresina Light)**

Technical Requirement

**Tenderers unique reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(as provided by the Authority in the Special Notices and Instructions to Tenderers)

The tenderer is required to provide asample made to the technical specifications of an Urn Plot Marker, from best qualityNabresina Limestone (or Nabresina Light), as laid out in the Annex B to Schedule 2 (Technical Specifications) and drawing UPM/Army/1, using the MoD standard character template engraved with the following: -

**Royal Military Police (***Drawing provided proportionately reduced as required to fit)*

**12345678TH • CORPORAL (***using appropriate sized lettering iaw UPM/Army/1)*

NABRESINA SAMPLE(*using appropriate sized lettering iaw UPM/Army/1)*

**ROYAL MILITARY POLICE** *(using appropriate sized lettering iaw UPM/Army/1)*

**1ST AUGUST 2011 • AGE 19** *(using appropriate sized lettering iaw UPM/Army/1)*

**Please ensure that the sample is annotated on the back with the reference number provided by the Authority in the Special Notices and Instructions: To Tenderers.**

**(The tenderer must certify that the sample was made by the tenderer’s company/or by the company to be used in fulfilment of the contract, if awarded, by completing the Table 2 in the Commercial Evaluation Tender Response Sheet)**

**Tenderers unique reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Serial 20**

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| **Background:** The tenderer will be required to provide Nabresina Limestone Military Memorials in best quality Nabresina Limestone (or Nabresina Light) with light even colouring and markings in accordance with the Technical Specifications Annex B to Schedule 2 (Technical Specifications). |

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| **Evidence required:** A Nabresina Limestone sample provided using best quality Nabresina Limestone (or Nabresina Light); with light even colouring and markings as detailed in the Technical Specifications Annex B to Schedule 2 (Technical Specifications) |

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| **Confidence Attained:** The Nabresina Limestone sample provided is best quality and has light even colouring and markings. |

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| **Concern:** The Nabresina Limestone sample provided is not best quality and/or is not of light even colouring and markings. |

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| **Evaluators Comments** *(\*Delete as appropriate)***:**  **Does the Nabresina Limestone (or Nabresina Light)** **sample meet the technical requirements in terms of:-**  ***Quality of Nabresina Limestone (or Nabresina Light) used*? Yes (Confidence) / No (Concern)\***  **Comments:**    ***Light Even Colouring and markings?* Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 21**

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| **Background:** The tenderer will be required to provide Nabresina Limestone (or Nabresina Light) Military Memorials cut and finished in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| **Evidence required:** The Nabresina Limestone (or Nabresina Light) sample must be cut and finished in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications) |

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| **Confidence Attained:** The Nabresina Limestone (or Nabresina Light) sample has been machine cut; to the dimensions specified; all surfaces are fine honed finished; and shows a chamfered arris on all edges. |

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| **Concern:** The Nabresina Limestone (or Nabresina Light) sample provided has not been machine cut; and/or is not to the stated dimensions; and/or the surfaces are not fine honed finished and/or the edges do not show a chamfered arris. |

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| **Evaluators Comments** *(\*Delete as appropriate)***:**  **Does the Nabresina Limestone (or Nabresina Light)** **sample meet the technical requirements in terms of:-**    ***Cutting of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Surfaces of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Edges of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Finish of the sample?* Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 22**

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| **Background:** The tenderer will be required to provide Nabresina Limestone (or Nabresina Light) Military Memorials engraved in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| **Evidence required:**  The Nabresina (or Nabresina Light) sample must be engraved as detailed in the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| **Confidence Attained:** The Nabresina Limestone (or Nabresina Light) sample provided shows lettering and figures that have been machine engraved; cut to the MoD standard character template with a “V” shaped incision at an angle of 60 degrees; numbers cut on a level horizontal line; with appropriate sized lettering; and have been incised and painted with sign writing black enamel with a gloss finish. |

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| **Concern:** The Nabresina Limestone (or Nabresina Light) sample has not been machine engraved; and/or the lettering and figures do not meet the MoD standard character template; and/or the letters and figures have not been engraved with a “V” shaped inclusion; and/or the angle of the “V” shaped incision is not 60 degrees; and/or numbers have not been cut on a level horizontal line; and/or the letters and figures are the incorrect size; and/or the letters and figures have not been painted with sign writing black enamel with a gloss finish. |

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| **Evaluators Comments** *(\*Delete as appropriate)***:**  **Does the Nabresina Limestone (or Nabresina Light)** **sample meet the technical requirements in terms of:-**  ***Engraving –Machine engraved?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – MoD standard character template used?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – “V” cut?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – 60 degree angle?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – numbers engraved on a level horizontal line?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – font size?* Yes (Confidence) / No (Concern)\***  **Comments:**  ***Engraving – enamelling?* Yes (Confidence) / No (Concern)\***  **Comments:** |

**Serial 23**

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| **Background:** The tenderer will be required to provide Nabresina Limestone (or Nabresina Light) Military Memorials machine engraved with Service Crests/Badges and Emblems in accordance with the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| **Evidence required:**  The Nabresina Limestone (or Nabresina Light) sample must be machine engraved with the Service Crest as detailed in the Technical Specifications in Annex B to Schedule 2 (Technical Specifications). |

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| **Confidence Attained:** The Nabresina Limestone (or Nabresina Light) sample provided has been machine engraved with the crest; shows the crest has been cut, shaped and detailed in relief; the crest has been placed in a 17.78cm (7”) or proportionally reduced circle which has a flat background; the edge of the circle has been cut at an angle of 60 degrees; and is cut to a uniform depth of 0.635cm (1/4”). All letters within the crest have been incised and conform to the MoD standard character template; all letters are vertical to any curve and uniform in height, width and spacing; all lettering within the crest has been incised and painted with sign writing black enamel with a gloss finish. |

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| **Concern:** The Nabresina Limestone (or Nabresina Light) sample has not been machine engraved with the crest; and/or the crest has not been cut, shaped and detailed in relief; and/or the crest has not been placed in a 17.78cm (7”) or proportionally reduced circle; and/or the circle does not have a flat background; and/or the edge of the circle has been not been cut at an angle of 60 degrees; and/or the circle has not been cut to a uniform depth of 0.635cm (1/4”); and/or the letters within the crest have not been incised; and/or the letters do not conform to the MoD standard character template; and/or the letters are not vertical to any curve; and/or the letters are not uniform in height, width and spacing; and/or all letters within the crest have not been incised and painted with sign writing black enamel and/or the inscription does not have a gloss finish . |

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| **Evaluators Comments** *(Delete as appropriate)***:**  **Does the Nabresina Limestone (or Nabresina Light)** **sample meet the technical requirements in terms of:-**  ***Crest – Quality of engraving (Machine engraved, shaped, detailed in relief)?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Crest – circle (size, flat background, edge, uniform depth)?***  **Yes (Confidence) / No (Concern)\***  **Comments:**  ***Crest – engraving (letters incised, MoD standard character template, vertical to curve, uniform height/width/spacing, enamelling, finish)?***  **Yes (Confidence) / No (Concern)\***  **Comments:** |