**40% PRICE ALLOCATION:** To be detailed within this written quotation submission, by the Provider.It is the requirement of the Council to maximize the budget available for this project. The Quotation is accepted on a “Fixed Price” basis and the Provider will not be entitled to claim any additional payments or expenses including but not limited to any increase in the price of the service. The prices included in the Quotation shall be the maximum payable by the Council for the duration of the contract.

Pricing Evaluation (40%) – Using the Prices submitted by Providers a percentage will be allocated to the total cost as follows:

* Score = (Lowest Price Quotation / Your Price) \* 40%.
* The Table below gives an example of how the methodology works when applied to contract prices. The prices used here are examples of the pricing methodology and do not reflect any expectation of this contract in relation to any aspect of the pricing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Bid A | Bid B | Bid C | Bid D |
| Programme Price | £250 | £500 | £300 | £250 |
| Points Score | 40% | 20% | 33.33% | 40% |

The scores awarded in the example table to Bid A and Bid D is calculated as follows:

* Bid A and Bid D with the lowest contract price in relation to the other bids are awarded the score of 40. The applied methodology gives a calculation as follows: (£14,000 / £14,000) x 40% = 40.00%.
* Bid B with the highest contract price in relation to the other bids is therefore the lowest scoring bid in the pricing section, awarded 37.3%. The applied methodology arrives at this score through a calculation as follows: (£14,000 / £15,000) x 40% = 37.3%.

**60% QUALITY ALLOCATION:** To be detailed within this written quotation submission, by the Provider, in Section A (Technical Questionnaire). Your quote in response to this brief should consider and provide the following:

|  |  |  |
| --- | --- | --- |
|  | **SECTION** | **SECTION WEIGHTING** |
|  | Demonstrable understanding of the service requirement and provision | 20% |
|  | Track record of delivery of similar media systems and services in Crematoriums | 15% |
|  | Telephone support for operational requirements and Fault repair | 25% |
|  |  |  |

Evaluation of Responses will be carried out on an individual question basis. Grade labels and definitions are as follows:

|  |  |
| --- | --- |
| **SCORING MATRIX** | **SCORE** |
| **Unacceptable / not answered** | Question not answered – and / or – Response to the question significantly deficient – and / or - raises fundamental concerns regarding the organization’s ability to successfully deliver the Contract. Answer does not provide satisfactory evidence as to the organization’s capability to deliver the contract successfully.  | 0 |
| **Poor** | A response that is inadequate or only partially addresses the question. Response provides only limited evidence as to the organization’s capabilities to deliver the contract successfully. Raises a large number of concerns and/or includes a large number of informational deficiencies. Does not raise any fundamental concerns regarding the organization’s ability. | 1 |
| **Acceptable** | An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides an average level of evidence as to the organization’s capability. The response raises some concerns and/or includes a significant number of informational deficiencies. Does not raise any fundamental concerns regarding the organization’s ability. | 2 |
| **Good** | A good response in terms of the level of detail, accuracy and relevance. The information provides good evidence of the ability of the organization to deliver the Contract successfully; but does raise minor concerns and/or includes deficiencies around some of the information provided in the response. Does not raise any fundamental concerns regarding the organization’s ability. | 3 |
| **Very Good** | A very good response in terms of the level of detail, accuracy and relevance. The information submitted provides significant evidence of the ability of the organization to deliver the Contract successfully. However, the response lacks a level of detail needed for full marks. The response raises no fundamental concerns regarding the organization’s ability. | 4 |
| **Excellent** | An excellent response in terms of the level of detail, accuracy and relevance. The level of information provided is comprehensive and evidences strongly an assurance as to the organization’s capability to deliver the contract successfully. The response raises no concerns and has no information deficiencies.  | 5 |

**Section A- Basic Contact Details & Technical Questionnaire**

|  |  |
| --- | --- |
| Contact name for enquiries aboutthis bid: |  |
| Address:Post Code: |  |
| Telephone Number: |  |
| Email Address: |  |
| Company Registration Number (if  this applies): |  |
| VAT Registration number: (if  this applies): |  |
| Have you ever been employed by this Council? (if yes please provide details) | Yes  No          |
| Please state if you have a relative(s) who is employed by the Council at a senior level or who is a Councilor? (if yes please provide details) | Yes  No          |

**PROSPECTIVE PROVIDER RESPONSE FORM**

**TECHNICAL QUESTIONNAIRE**

Please note that page limits are on the basis of font Arial 12 and also include charts, diagrams, tables etc. Additional appendices are not permitted other than CVs as details in question 3.

|  |
| --- |
| **1. Demonstrable understanding of the brief & requirements**Explain how you will deliver the brief as outlined within this specification. Set out the knowledge and expertise that you can bring to deliver a Media system of the highest quality.  (3 pages max. Weighting = 20%)  |
|  |
| **2. Track record of delivery of similar services, in Crematoriums**Please set out evidence of successful installations in other Crematoriums and the areas of expertise that you will bring to this contract(2 pages max. Weighting = 15%) |
|  |
| **3. Operational support and Fault repair**Provide details of the operational support you are able to provide and time scales for fault repair and equipment replacement(2 page max.. Weighting = 25% |
|  |
|  |
|  |

**PROSPECTIVE PROVIDER RESPONSE FORM**

**B – COMMERCIAL QUESTIONNAIRE**

|  |
| --- |
| Please provide a quote for the full cost of Installation and supply of this service please provide a breakdown of the full costs. Costs including but not limited to Music and Media management, Visual tributes, Media Players, ,Broadband, telephone, service recordings live webcasting enabling recording on to DVD/BLUE-RAY or USB and installation of any systems and ancillary equipment including outside of normal working hours, repair and maintenance(Weighting = 40%) |
|  |