**APPENDIX 4 EVALUATION PROCESS**

**P1545 IMPROVEMENTS TO MANOR GROVE BIN STORES**

The following components contribute to the award criteria:

|  |  |  |
| --- | --- | --- |
| 1. Cost of proposals
 | * Price Schedule
 | 80% |
| 1. Method Statement
 | * Project Experience
 | 20% |

**Cost of proposals**

The company will award maximum marks to the lowest tender sum of each bid when compared against the other bids from the other bidders.

The lowest bid will achieve full marks available. Marks are then allocated to other bidders on a pro-rata basis as demonstrated in the example below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tenderer** | **Tendered Price** | **Calculation** | **Score** |
| Tenderer 1 | £80,000.00 | Maximum Score | 80% |
| Tenderer 2 | £100,000.00 | 80/100 x 80 | 64% |
| Tenderer 3 | £120,000.00 | 80/120 x 80 | 53% |

Aggressively low bids will be awarded 80%, but the company also reserves the right to award full marks to the next lowest bid in order to ensure that the standard deviation approach explained above is not undermined. It will then be weighed in accordance with the percentage weighing noted above.

Abnormally low bids will be rejected.

Tenderers should note that each method statement will be evaluated and scored independently; therefore tenderers are responsible for submitting the strongest response for each method statement. The evaluation team will not be responsible for considering anything outside of the specific method statement response.

Tenderers are to respond to the following method statement:

**Method Statement 1 – Project Experience – weighting 20%**

**(Maximum 750 words)**

Please provide details of relevant experience of works similar in size and nature to those required under this contract. Examples should be from schemes completed within the past five years and should include details of satisfactory completion of those works, when and where the works were carried out, the total contract value, and a statement as to their proper completion.

|  |  |
| --- | --- |
| **Score** | **Classification** |
| 100 | Exceptional response in all areas |
| 90 | Exceptional response with some minor shortcomings, or very good response with some exceptional elements |
| 80 | Very good response in all areas |
| 70 | Very good response with some minor shortcomings, or good response with very good elements |
| 60  | Good response in all areas |
| 50 | Good response with some minor shortcomings, or acceptable response with good elements |
| 40 | Acceptable response in all areas |
| 30  | Acceptable response with some minor shortcomings, or poor response with some acceptable elements |
| 20 | Poor response in all areas |
| 10 | Very poor response that is significantly below expectations in all areas |
| 0 | No response, or inappropriate response in all areas |