

## Annex A -

### OFFICIAL-SENSITIVE-COMMERCIAL (When Completed)

#### EVALUATION MATRIX FOR FLEET/00347

1. Assessments are determined by awarding a score out of 3 against responses to each component in the Evaluation Matrix at Part 1 below and as follows:

3 = (Good) **Total Compliance** – The Authority is fully satisfied about the potential supplier's ability to fully meet the criteria.

2 = (Acceptable) **Reservations** – The Authority has some reservations about the potential supplier's ability to meet the detailed criteria due to a lack of specific information and /or proposals provided. The Authority would require further detailed clarification in order to determine the suitability of a potential supplier's proposal.

1 = (Poor) **Unacceptable**– The evaluation team has serious reservations about the prospective supplier's ability to meet the detailed criteria. The evaluation team do not consider it worth pursuing further.

0 = (Not Answered) **Non Compliant**– The Authority considers that the proposal from the potential supplier does not demonstrate an ability to meet the detailed criteria.

**All scores will require formal comment on the reasoning behind the mark given.**

2. These scores are then weighted against the figure stated in this matrix
3. Where stated, a **Pass/Fail Criteria** will apply (**any FAIL on a Pass/Fail question will result in rejection of the ITT**).
4. Any question not answered will be awarded a score of zero.

**The evaluation is out of 100** (as this represents 100% of the total score) and the split is 60/40 Technical/Commercial.

5. In the event of a tie-break, potential suppliers who have passed all PASS/FAIL questions and have an overall Technical & Commercial pass will be selected by the progressive removal of the least important questions from the scoring matrix until an overall winner is selected.

OFFICIAL-SENSITIVE-COMMERCIAL (When Completed)

Annex A -

OFFICIAL-SENSITIVE-COMMERCIAL (When Completed)

PART ONE – TECHNICAL QUALITY EVALUATION QUESTIONS FOR FLEET/00347

| Questions  | Score (0-3) | Level of Importance | Comments |
|--|-------------|---------------------|----------|
| • Has the Tenderer provided evidence of Conformance of the SOR and understanding of all the relevant tasks.        |             | High                |          |
| • Overall Clarity & Confidence generated by the Tender Proposal.   |             | High                |          |
| • Past Performance – Details of all relevant public or private sector contracts performed during the past 3 years. |             | High                |          |
| • Staff – Details of qualifications of staff carrying out installation and commissioning of items.                 |             | High                |          |
| Technical Total  |             |                     |          |

**Annex A -**

**OFFICIAL-SENSITIVE-COMMERCIAL (When Completed)**

**PART TWO COMMERCIAL EVALUATION QUESTIONS FOR FLEET/00347**

| Questions  | Score (0-3) | Total Marks | Level of Importance | Comments |
|--|-------------|-------------|---------------------|----------|
| Acceptance of all Terms and Conditions of the contract.  |             | Pass/Fail   |                     |          |
| Has the Tenderer provided Provision of firm prices and completion of a fully costed and budgeted proposal as per the Pricing Schedule. |             | Pass/Fail   |                     |          |
| Has the Tenderer provided Financial Accounts for the last financial year.  |             | Pass/Fail   |                     |          |
| Has the Tenderer signed up to/ showed their willingness to trade via P2P   |             | Pass/Fail   |                     |          |
| DEFFORM 47 Annex A (Offer) completed correctly.  |             | Pass/Fail   |                     |          |
| Late Tender  |             | Pass/Fail   |                     |          |
| • For the Benefit of all Companies the Authority will compare Firm Prices offered for the services listed on the Pricing Schedule.     |             |             | Medium/ High        |          |
| Commercial Total   |             |             |                     |          |
| Total (technical + commercial)   |             |             |                     |          |

|  |   |
|--|---|
| <p>TECHNICAL ASSESSMENT:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p> | <p>COMMERCIAL ASSESSMENT:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p> |
|--|---|

**OFFICIAL-SENSITIVE-COMMERCIAL (When Completed)**

**Annex A -**

**OFFICIAL-SENSITIVE-COMMERCIAL (When Completed)**

**OFFICIAL-SENSITIVE-COMMERCIAL (When Completed)**