

Tender Evaluation

Each Tender will be scored by Padbury Parish Council against each of the evaluation criteria in table 1 and as further detailed in table 2.

The scores achieved for the tender price and the quality criteria elements will be added together and the tenderer achieving the highest score will be successful.

The Council will not enter dialogue with unsuccessful tenderers. Whilst best value is key, we reserve the right not to procure based purely on the cheapest option offered.

Please complete this document and return with your tender. If the space is insufficient please complete a separate note cross referenced to this document. Failure to provide the information requested may lead to your tender being rejected.

Table 1 – Overall tender criteria

Tender Criteria	Weighting
Level 1 – Price	70%
Level 2 – Quality	30%

The quality aspect of the tender will take into account the criteria below in Table 2:

Table 2 – quality criteria

Criteria: 1. Project management		Level 2 weighting 30%
Question: Please describe how you will organise and run the project in order to meet the programme, avoid additional costs and ensure nearby residents and users of the sports field are not inconvenienced.	Question Weighting	75%
Response		
Question: Please describe how you will legally dispose of all waste materials (a copy of your waste disposal licence should be attached).	Question Weighting	25%
Response		

Criteria: 2. Functional and technical compliance with the invitation to tender and specifications		Level 2 weighting 20%
Question: Please provide details of any suggested improvements to the specification and explain why you believe these will be better.	Question Weighting	75%
Response		
Question: Please provide details of any guarantees/warranties that you (or any supplier to you) will provide to the Parish Council. Please indicate which of these will be backed by an insurance policy & give details of that policy.	Question Weighting	25%
Material / Item	Warranty Period (Years)	Conditions / Exclusions

Criteria: 3. Health & Safety		Level 2 weighting 30%
Question: Please explain how you will ensure that the construction site is compliant with Health & Safety Regulations at all times to ensure public and workforce safety.	Question Weighting	50%
Response		
Question: Please explain how you will ensure that the project will meet the requirements of the Construction (Design and Management) Regulations 2015 at all stages.	Question Weighting	50%
Response		

Criteria: 4. Programme of work		Level 2 weighting 10%
Question: Please provide a programme to show how the works will be implemented during the contract.	Question Weighting	100%
Response Please provide a separate document clearly marked 'Programme (+contractor's name)'.		

Criteria: 5. Payment schedule		
Question: Please provide a proposed schedule of payments required using a % figure of the total contract sum for the amounts.		Not scored
Response		

Criteria: 6. References		
Question: Please provide details of three recent similar projects including photographs and contact details for a referee in each case (please ensure you have asked permission before using their details).		Not scored

Name of Client	
Contact Name	
Contact Telephone	
Contact Email	
Location of work	
Value of Project (£)	
Description of Project	
Date of work	

Name of Client	
Contact Name	
Contact Telephone	
Contact Email	
Location of work	
Value of Project (£)	
Description of Project	
Date of work	

Name of Client	
Contact Name	
Contact Telephone	

Contact Email	
Location of work	
Value of Project (£)	
Description of Project	
Date of work	

Evaluation of the quality criteria.

In respect of each quality criteria in Table 2 a score will be awarded of 0-3 in accordance with the scale in Table 3:

The scoring system is set such that an acceptable standard would gain a score of at least 2. The Council reserves the right not to consider further any tender which does not achieve this score. The score would be awarded a response which shows that the Tenderer's solution demonstrated performance of the service to an acceptable standard in accordance with the Specification. Where the response is lacking in appropriate detail, only partially complete or inadequately justified, the overall score will be adjusted accordingly.

The score for each of the evaluation criteria will be multiplied by the weighted factor as follows to give an overall initial score:

(Actual score from table 3 / maximum score from table 3) x weighting from Table 2

Table 3

No. of Points	Definition
0	Response does not meet requirements, or no response is provided.
1	Response partially meets requirements but contains significant weaknesses, issues or omissions.
2	Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions.
3	Response meets requirements to a high standard. Robust and detailed in all respects.

Evaluation of the Tender Price payable by the Council:

Overall Pricing Criteria 70%	Weighting
Cost	100%

Table 4 sets out an example of how the price (costs payable by the Council) will be evaluated using 70% weighting as set out in table 1.

Table 4

	Example Cost of Proposal (£)	Calculation	Points
Tender 1	2000	(2000/2000) x 70%	70.0
Tender 2	2200	(2000/2200) x 70%	63.6
Tender 3	2400	(2000/2400) x 70%	58.3
Tender 4	2800	(2000/2800) x 70%	50.0