

**WITLEY & MILFORD PARISH COUNCIL
CONTRACT FOR GROUNDS MAINTENANCE
FOR THE PERIOD 1st MARCH 2025 – 28th FEBRUARY 2026**

SCORING MATRIX

1. Evaluation Criteria

Tenders will be evaluated to determine the bid which, in the opinion of the council, offers best value using the following criteria and weighting and will be assessed entirely on your response submitted.

The price to deliverability of works to quality ratio is 40:30:30

	Percentage
Quality Quality will be evaluated based on the responses in the Contractor's Proposal	30%
Deliverability Proposed schedule and references	30%
Price Pricing will be evaluated in accordance with your response in the Form of Tender and Pricing Schedule	40%

2. Public Liability Insurance

Public Liability Insurance of no less than £10,000,000 must be held to carry out the work. The successful contractor must prove this level of insurance is held before the work can proceed. The contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Risk Assessments and Method Statements must be received by Council before any work can proceed.

3. Quality Criteria (30%)

Quality will be assessed by your responses in the Contractor's Proposal and supporting paperwork provided by the Tenderer as detailed in the tables below, the Contractor's Proposal and Specification.

The proposal score will be assessed by evaluation of the response including addressing an understanding of what works is required. The award panel will consider how well this supporting information portrays the project/s and how easy it is to understand and interpret. The weightings are shown in the tables below.

When answering the questions Tenderers must make sure that they answer what is being asked including added value if allowed for in the scoring scale below. Anything that is not directly relevant to the particular question should not be included.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed schedules are (as relevant). It is useful to give examples and/or provide evidence to support your responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

Each Contractor's Proposal will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross refer to responses or information provided elsewhere in your tender.

Each quality criterion will be awarded a score in accordance with the scoring scale below (i.e. 0-5).

Score	Criteria for Award
0	The response raises major concerns about understanding and/or approach which are potentially highly detrimental to satisfactory service delivery or contract performance.
1	The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
2	The response suggests shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
3	The response raises no concerns about understanding or approach to service delivery or contract performance.
4	Response is above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance
5	Response is significantly above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance

NOTE: The Council may disqualify Contractors that score a 0 or 1 in any of the quality criteria and may disqualify Contractors that score two or more 2s in response to the quality criteria questions.

You will note that all questions have a % weighting clearly identified. Each score will be divided by the highest score available for that question (i.e., 5) to give a percentage score. The percentage score will then be multiplied by the question weighting to provide a weighted score for each question and the overall quality weighting will then be applied.

By way of a worked example:

Question	Question Weighting	Quality Assessment	Consensus Score Awarded	Score Calculation	Score Awarded
Presentation	40%	Above expectations	4	$(4/5) \times 40$	32
Play Equipment Play Value	40%	Meets expectations	3	$(3/5) \times 40$	24
Warranties & Guarantees	10%	Below Expectations	2	$(2/5) \times 10$	4
TOTAL	90%	Total Weighted Quality Score for Supplier 1			60

4. Deliverability (30%)

- 4.1 Tenderers are asked to address the deliverability of the works, and include reference from other similar contracts if possible

5. Price Criteria (40%)

- 5.1 Tenderers are asked to submit a pricing schedule, please provide a clear, detailed breakdown.

The maximum budget limit for this project is £30,000.00 inclusive of VAT. Any bids over this amount will be disqualified.

The price will carry **40%** of the final mark.

The lowest bid price will score full marks. The other offers will then receive scores expressed as an inverse proportion of the lowest price. The formula used will be:

$$(\text{Lowest bid price/bidder's price}) \times \mathbf{40} = \text{bidder's price score}$$

Price, schedule and quality scores will then be added together to produce the total score.

- i. The Council may obtain clarifications from Potential Suppliers to enable the Council to determine accurate price and quality scores.
- ii. The Council may obtain references to enable the scoring of the Council's quality criteria.
- iii. Should the Council, in its reasonable judgement, identify a fundamental failing or weakness in any bid then that Bid may, regardless of its other merits, be excluded from further consideration.