



Statement of Methodology

Contract Reference: SP02-23

ECITB Websites hosting, maintenance, and refresh

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Statement of Methodology and Criteria

Adopted in evaluating tenderers' submissions.

Evaluation of PQQ's

The ECITB's PQQ process is designed to be fair, transparent, and equitable and to generate a shortlist of applicants who will be invited to tender.

On receipt of PQQ's, ECITB will conduct administrative checks to ensure the applicant has:

- Submitted the PQQ in the correct format and within the deadline applicable.
- Responded to all questions asked; provided all copy documents requested.
- Is a current supplier under the any Government Framework Agreement or any Crown Commercial framework

Following on from the above, the evaluative process deployed by ECITB is designed to determine whether a potential supplier:

- Is a current supplier under a current Government Framework Agreement or any Crown Commercial framework
- Can offer ongoing support and maintenance over the period of the contract.

Applicants at PQQ stage must respond satisfactorily to all questions asked. A pass/fail will be recorded against the response to each question by way of a 'tick list' and maintained on file.

Evaluation of Tenders

ECITB will evaluate all tenders on the basis of the following criteria:

The following are pass/fail requirements:

- 1) Suitability – the proposal must meet, at a minimum, the full specification
- 2) Evidence of understanding the brief

The following will be scored:

- 3) Project proposal [Weight 30%]
- 4) Expected total contract cost [Weighted 30%]
- 5) Ability to deliver to a high quality [Weighted 30%]
- 6) Social Value [Weighted 10%]