

CROWBOROUGH TOWN COUNCIL

Tender Evaluation Criteria & Submission Requirements

Project: Crowborough Town Council Toilet Refurbishment

Location: Council Offices, Pine Grove, Crowborough TN6 1DH

Tender Date: January 2025

1. Compliance with Tender Requirements (Pass/Fail)

All tenders must comply with the following mandatory requirements to be eligible for evaluation. Failure to meet any of these will result in disqualification.

Mandatory Information for Submission

1. **Completed Form of Tender** – signed and dated.
 2. **Pricing Breakdown** – fully priced **Schedule of Works**.
 3. **Proposed Programme of Work** – detailing start date, work sequence, and completion time.
 4. **Company Profile & Experience** – including similar past projects.
 5. **Health & Safety Documents:**
 - Construction Phase Health & Safety Plan.
 - Company Health & Safety Policy & Risk Assessments.
 - Accident and enforcement history for the past five years.
 6. **Insurance Certificates:**
 - Public Liability Insurance (minimum £10M cover).
 - Employer's Liability Insurance.
 7. **Technical & Product Information:**
 - List of proposed materials/products (must meet the specification).
 - Any proposed product substitutions with justification.
 8. **Social & Environmental Plan** – detailing waste management, sustainability measures, and community benefits.
 9. **Subcontractor Details** (if applicable) – including their qualifications and scope of work.
 10. **Declaration of No Conflict of Interest** – ensuring fairness in tendering.
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2. Evaluation Criteria (Scoring System)

Tenders that meet the compliance requirements will be evaluated based on the following weighted criteria:

Category	Weighting Scoring Criteria	
1. Price Competitiveness	30%	<p>10 Points: Lowest tender receives full marks.7 Points: Up to 5% above the lowest bid.5 Points: Up to 10% above the lowest bid.3 Points: More than 10% above the lowest bid.0 Points: Bid is significantly higher than market rates without justification.</p>
2. Programme & Completion Time	15%	<p>10 Points: Meets the 4-week timeframe or proposes a faster schedule without reducing quality.7 Points: Completion in 4–5 weeks with justification.5 Points: Completion in 5–6 weeks with some risk of delays.3 Points: Completion in over 6 weeks without justification.0 Points: No clear programme provided.</p>
3. Quality of Proposed Work & Materials	20%	<p>10 Points: Fully complies with the Schedule of Works and Trovex Specification with no unapproved deviations.7 Points: Minor proposed deviations that meet equivalent standards.5 Points: Some proposed changes requiring additional review.3 Points: Significant deviations that may impact durability or performance.0 Points: Non-compliance with required materials.</p>
4. Experience & Track Record	15%	<p>10 Points: Proven experience on three or more similar projects (public sector preferred).7 Points: Experience with two similar projects with strong references.5 Points: Experience with one similar project.3 Points: Limited relevant experience.0 Points: No demonstrated experience.</p>
5. Health & Safety Compliance	10%	<p>10 Points: Submission of a comprehensive Health & Safety Plan, including risk assessments and past safety records.7 Points: Acceptable submission with minor gaps.5 Points: Basic information provided but lacks details.3 Points: Poor documentation with safety concerns.0 Points: No health & safety plan submitted.</p>
6. Social & Environmental Considerations	10%	<p>10 Points: Strong environmental plan with waste reduction strategies, use of sustainable materials, and local employment initiatives.7 Points: Moderate commitment to environmental and social benefits.5 Points: Some efforts but no clear plan.3 Points: Minimal consideration given to sustainability.0 Points: No commitment to environmental or social benefits.</p>

3. Final Score Calculation

Each category score is multiplied by its **weighting percentage**, and all are summed for a **total score out of 100**.