|  |  |  |
| --- | --- | --- |
|  |  | T: 03459 335577helpline@defra.gov.ukwww.gov.uk/defra |
| Kings Meadow HouseReadingRG1 8DQ  |

# Tender evaluation model

The following table provides the quality/price and sub-criteria for this procurement, which will be used as a basis for evaluation of tenders.

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation criteria | Criteria weighting | Sub-criteria (quality) | Sub-criteria weighting |
| Quality | 40% | Methodology (Inc. programme and risk) | 40% |
| Staff (Inc. experience) | 30% |
| Health and Safety | 25% |
| Environmental characteristics | 5% |
| Price | 60% |  |  |

Each criterion will be allocated a score of between 0-10 for the documented response, based on the following table:

|  |  |
| --- | --- |
| **Rating of Response****The tenderer provides a response which in the opinion of the evaluators is:**  | **Score** |
| **Excellent:** *Addresses all of the requirements* and provides a response with relevant supporting information which *does not contain any weaknesses*, giving the Agency *complete confidence* that the requirements will be met. | 10 |
| **Very Good:** *Addresses all of the requirements* and provides a response with relevant supporting information, *which contains very minor weaknesses*, giving the Agency *high confidence* that the requirements will be met. | 8 |
| **Good:** *Addresses all of the requirements* and provides a response with relevant supporting information, which *contains minor weaknesses*, giving the Agency *reasonable confidence* that the requirements will be met.  | 6 |
| **Satisfactory:** *Substantially addresses the requirements* andprovides a response with relevant supporting information which *may contain* *moderate weaknesses,* but gives the Agency *some confidence* that the requirements will be met.  | 4 |
| **Weak:** *Partially addresses the requirements,* or provides supporting information that is of limited relevance or contains *significant weaknesses,* and therefore gives the Agency *low confidence* that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency *no confidence* that the requirements will be met.  | 0 |

The following table provides the quality sub-criteria for this procurement, which will be used as the basis for evaluation of tenders.

|  |  |
| --- | --- |
| Methodology (Inc. programme and risk) | Sub-criteria weighting 40% |
|  | The proposal illustrates the tenderer has a clear understanding of the requirement, understands the working restrictions on the site and provides a methodical proposal of how works will be completed within the required timeframes. Key risks have been identified, and appropriate mitigations have been proposed.The response includes an appropriate approach to communications, together with a clear and achievable programme. Where subcontractors are to be used, this is described in appropriate detail, with good management procedures in place. |
| **Key Staff** | Sub-criteria weighting 30% |
|  | The response demonstrates that a suitably resourced project team will be in place, with appropriately skilled and trained personnel. The proposal includes CVs of key members of staff showing qualified staff with experience of similar jobs (type of work activity and working environment, value).The response demonstrates where the tenderer has recently worked as part of an integrated team on relevant similar projects. Where subcontractors are to be used, this is described in appropriate detail, with good management procedures in place. |
| **Health and Safety** | **Sub-criteria weighting 25%** |
|  | The proposal demonstrates that the tenderer understands the key Health and Safety requirements of the site and the works, and provides clear methodologies and risk assessments for managing and mitigating these.Response gives confidence that the tenderer seeks to drive improvements in SHE performance in order to deliver the project.  |
| **Environmental Characteristics** | **Sub-criteria weighting 5%** |
|  | The proposal demonstrates that the tenderer understands the key environmental and sustainability requirements of the site and the works, and provides clear methodologies and risk assessments for managing and mitigating these.Response gives confidence that the tenderer seeks to drive improvements in SHE performance in order to deliver the project.  |