

Littlehampton Town Council

TENDER EVALUATION

1. INTRODUCTION

The principal purpose of this tender evaluation is to determine the tender which best meets the requirements of Littlehampton Town Council and delivers best value. It will be a rigorous examination and all submissions received will be assessed on an equal and consistent basis without bias

In respect of achieving the Town Council's aims through procurement, tender evaluation is the most crucial/important element of the procurement process. Identifying the right tenderer for the task.

2. PRINCIPLES

There are some guiding principles that relate to this evaluation exercise. These include:

- It is an absolute requirement of public sector competitions that all companies are given an equal opportunity to succeed.
- The criteria for evaluation has been established prior to Invitation to Tender and will remain consistent and objective throughout the process.
- The reasons for rejection will be documented and if challenged, backed up by full documentary evidence that will show that the evaluation has been properly conducted.

3. AWARD CRITERIA

The award criteria will be based on assessing the most economically advantageous tender (price/quality).

Stage 1 will assess whether the tender reaches a pre-determined quality threshold. Any tender that does not achieve 45% of the total score or receives a score of 0 in any quality will be rejected and will not be assessed for Stage 2.

Stage 1	Criteria	Marks
A	Very high standard with no reservations at all about acceptability	5
B	High standard but falls just short of A	4
C	Good standard	3
D	Generally of a good standard with some reservations	2
E	Basic compliance only	1
F	Fails to meet the minimum requirements (Bid rejected)	0

Tender Evaluation – Stage 1

Tenderer:.....

Assessor:.....

Quality Criteria	Weightings	Marks out of 5	Weighted Score
Methodology statement	30		
Relevant Experience	30		
Timetable	10		
Added value	10		
Capability / Capacity	20		
Total score	100		

The total score will be divided by 5 to provide the quality assessment mark

Tender Evaluation - Stage 2

Ranking by price and quality score

Bids will be discounted:

- That do not meet the predetermined quality threshold
- Which are unaffordable
- Where price is higher than tenders with a higher quality

The remaining tenders will be evaluated to determine which tender gives the most economically advantageous solution. In the event that the lowest price acceptable tender is not being recommended then the Town Council will need to demonstrate that the additional quality being procured is good value against the lower priced acceptable tender.