1. This is a restricted procurement procedure. The National Archives will select the five top ranked bidders to submit tender responses. Those bidders will be selected based on their responses to the following shortlisting questions.

**Q1** – A description of your experience in delivering works contracts of a similar type and scale – no more than 750 words;

**Q2** – A description of your experience in carrying out a CDM Principal Contractor role – no more than 500 words

**Q3** – A description of your approach to, and experience of, delivering works contracts in a public building, ensuring that the building remains operational throughout ­- no more than 750 words

**Q4** – A brief assessment of the market risks that you believe could impact the project and your ability to deliver it (e.g. price inflation, supply chain issues), and what associated mitigating actions you would put in place – no more than 500 words

1. Responses to each question will be allocated an unweighted score as follows:

**Q1** – Responses will be given a score of 0, 1, 4 or 7.

A score of 0 will be given if no response to the question is provided.

A score of 1 will be given if the response fails to address the question in a meaningful way. For example, the response simply lists previous projects without any explanation of how and why they are of a similar type and scale to our requirement.

A score of 4 will be given if the response gives an explanation as to how and why the experience described is of a similar type and scale to our requirement, and that explanation is largely, but not wholly, relevant.

A score of 7 will be given if the response gives an explanation as to how and why the experience described is of a similar type and scale to our requirement, and that explanation is both highly relevant and very convincing.

**Q2** – Responses will be given a score of 0, 1, 4 or 7.

A score of 0 will be given if no response to the question is provided.

A score of 1 will be given if the response fails to address the question in a meaningful way. For example, the response simply lists previous projects without any supporting explanation.

A score of 4 will be given if the response gives a good explanation of previous experience, and that explanation is largely, but not wholly, relevant.

A score of 7 will be given if the response gives a good explanation of previous experience, and that explanation is both highly relevant and very convincing.

**Q3** – Responses will be given a score of 0, 1, 4 or 7.

A score of 0 will be given if no response to the question is provided.

A score of 1 will be given if the response fails to address the question in a meaningful way. For example, the response simply lists previous projects without any supporting explanation.

A score of 4 will be given if the response covers most aspects of the requirement and is largely, but not wholly, convincing.

A score of 7 will be given if the response covers all aspects of the requirement and is very convincing.

**Q4** – Responses will be given a score of 0, 1, 4 or 7.

A score of 0 will be given if no response to the question is provided.

A score of 1 will be given if the response fails to address the question in a meaningful way. For example, the risks identified are largely irrelevant and/or are described with unconvincing mitigations.

A score of 4 will be given if the risks identified are largely relevant and the associated mitigations are largely, but not wholly, convincing.

A score of 7 will be given if the risks identified are comprehensive and highly relevant and the associated mitigations are very convincing.

The following weightings will be applied to arrive at a final score for each bidder:

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Maximum Available Unweighted Score** | **Weighting** | **Maximum Available Weighted Score** |
| **Q1** | **7** | **2** | **14** |
| **Q2** | **7** | **1** | **7** |
| **Q3** | **7** | **2** | **14** |
| **Q4** | **7** | **1** | **7** |
| **TOTAL** | **42** |