

## A. Tender Evaluation and Award Criteria

- A.1. Dodington Parish Council does not undertake to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender submitted.

Each tender will be checked initially for compliance with all requirements of the Contract Documents.

During the evaluation period the Parish Council reserves the right to seek clarification in writing or by means of clarification meeting from any or all of the quoting companies, to assist it in its consideration of their tenders.

Tenders will be evaluated by a panel comprising of a minimum of two officers from Dodington Parish Council. Tenders will be evaluated to determine which tender is the most economically advantageous to the Parish Council. This will be done on the basis of:

- Price: 50% (50 Marks)
- Quality: 50% (50 Marks) with pass/fail elements

- A.2. Where applicable, sub-criteria are indicated in the relevant part of the tender documentation.
- A.3. A tender may not be accepted that significantly fails to satisfy any specific criterion, even if it scores relatively well against all other criteria.
- A.4. Following desktop evaluation of submitted tenders a final short-list of the highest scoring suppliers may be invited to attend an interview. The Parish Council's assessment of this will form part of the overall evaluation as shown above.

### **Price (50 Marks)**

The organisation with the lowest price will be given the maximum available marks; the other prices submitted will be scored as below:

$$\frac{\text{Lowest Price}}{\text{Your Tendered Price}} \times (\text{maximum available marks}) = \% \text{ mark}$$

### **Quality (50 Marks)**

Tenders will be evaluated on the following basis for quality:

Quality Criterion	Marks Available
Examples of recent commissions similar in size and nature	Pass/Fail
References	Pass/Fail
Project Team	25
Project Management / Programme / Methodology	25

**Please provide a method statement addressing each of the following questions in turn.** Answers provided must relate specifically to this contract:

Question No	Description	Marks
1.	<p><b>Grass Cutting, Hedge Trimming / Maintenance, Weed Control, Pitch Measuring / Marking</b> (depending which elements of contract you are quoting for will depend which of above you chose).</p> <p>If you are intending to subcontract elements of the work please mark this clearly in your response.</p> <p>We require whoever would be undertaking the works (either tenderer or subcontractor) to provide at least three examples of their most recent commissions that are of a similar nature to this proposed project. This must include details of when they were undertaken, the client organisation, the scope, length of contract and value.</p> <p>a) Tenderers must include examples of at least three recent commissions similar in nature to the requirements of this works. This must include details of when they were undertaken, the client organisation, the scope, time taken to complete and value.</p> <p>b) Please give details of one reference for each of the above mentioned projects who we can contact for further information.</p> <p><b>Pass</b> – details provided of three referees. Reference received confirms the service was provided as stated and in accordance with the Terms and Conditions of Contract.</p> <p><b>Fail</b> – less than two references provided and/or at least one referee not taken from examples provided in question 1 above.</p> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>Reference(s) received fail to confirm that the service was provided as stated and/or was not provided in accordance with the Terms and Conditions of Contract.</li> </ul>	<p>Pass / Fail</p> <p>Pass / Fail</p>

Question No	Description	Marks
2.	<p><b>Project Team weighting 25%</b></p> <p>Please set out your proposed approach to assembling and managing the team required to successfully deliver a contract, that is on time, on budget and to the required quality.</p> <p>Your response should include</p> <ul style="list-style-type: none"> <li>• Details of your proposed delivery team, including proposed suppliers and subcontractors (including roles of any suppliers or subcontractor and what your relationship to them is).</li> <li>• Details of your proposed delivery team's relevant qualifications and experience in terms of the delivery of similar schemes (which should highlight any particular achievements or expertise relevant to the project).</li> <li>• Demonstrate that sufficient resources are in place to ensure that this contract will be completed in accordance with timescales detailed in the tender documents.</li> </ul>	
2.	<p><b>Project Management, Approach, Programme and Methodology to demonstrate understanding of the project 25%</b></p> <p>Please provide a method statement setting out your approach and working method to manage the contract. Details provided should include a description of how you will manage the following:</p> <ul style="list-style-type: none"> <li>• Programme of works</li> <li>• Access to site(s)</li> <li>• Impact on other park users and adjacent school</li> <li>• Health and safety</li> <li>• Construction Risks</li> <li>• Reinstatement (if applicable)</li> </ul>	