

## SCORING METHODOLOGY – BOILER RELOCATION TENDER

### Evaluation

- 7.1 The Contract will be awarded on the basis of the most economically advantageous Tender to the Horniman Museum and Gardens (HMG). HMG's decision to accept or reject a Tender will be in accordance with the Public Contracts Regulations 2015, as amended, the provisions of the Local Government Acts 1988 and 1992 and the various Regulations and Guidance issued thereunder.
- 7.2 Prior to evaluating the Tenders, HMG will carry out an initial review to confirm completeness and compliance with the Tender requirements and may, at its discretion, reject a Tender which is incomplete and/or non-compliant.
- 7.3 HMG has established an evaluation methodology and will be carrying out the evaluation of Tenders by applying the methodology set out in this document.
- 7.4 The evaluation criteria for this Procurement are set out in Table 2 below.
- 7.5 In Table 2 below, the overall weighting column shows the total weighting available for each of the evaluation criteria; the sub-headings weighting column shows the maximum marks available that will make up the overall weighting.
- 7.6 Cost is attributed a score out of 20 using a qualitative formula, making up 40% of the overall score.
- 7.7 All other criteria will be assessed qualitatively using the scale shown below in Table 1. Each of these criteria will be scored out of 5 and multiplied by the attributed weighting. The points will be awarded as follows:

Table 1 – Qualitative Scoring Guide

Points	Methodology
5	Very good response against the requirements of the project and exceeds HMG's expectations in major areas.
4	Good response against the requirements of the project and meets HMG's expectations in all material respect.
3	Response meets an acceptable standard in all material respects but falls short of HMG's expectations and/or has minor impact on cost and/or minor risk transfer to HMG.
2	Poor response which fall short of meeting an acceptable standard in some respects and/or fall short of HMG's expectations and/or has a material impact on cost and/or material risk transfer to HMG.
1	Very poor response which fails to meet an acceptable standard in some material respects and/or which fails to meet HMG's expectations in major areas and/or has a significant impact on cost and/or significant risk transfer to HMG.
0	No response submitted or a substantially incomplete response submitted or a response which cannot be accepted by HMG

HMG reserves the right to hold clarification and value engineering meetings with Tenderers and invite the relevant project lead to attend such meetings if required.

7.8 Tenders that do not contain all complete and correct information (including supporting evidence for evaluation purposes) may be rejected by HMG. HMG does not undertake to award the Contract to the lowest priced or any tender, and reserves the right to cancel or withdraw the Procurement at any stage; and/or not to award a Contract.

**8. Award of Contract.**

8.1 Following the evaluation process, interviews will be undertaken with the highest scoring appointable companies and responses analysed. Following interviews HMG will make a recommendation to award the contract through its internal governance procedures.

8.2 Once approval to award has been obtained, HMG will send letters via email to all those suppliers who submitted a tender to advise:

- whether your bid has been successful or unsuccessful;

- how to request feedback for unsuccessful bids

Table 2 - Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Sub Headings</b>	<b>Sub Headings Weighting</b>	<b>Overall Weighting</b>	<b>Evaluation</b>
<b>Quality:</b>	<ul style="list-style-type: none"> <li>- Company Profile</li> <li>- Recent relevant M&amp;E Experience</li> <li>- Recent relevant listed building experience</li> <li>- Current workload/ resource availability</li> <li>- Team proposed &amp; CV's</li> <li>- Proposed site/project managers experience</li> <li>- % of time to be dedicated to project</li> <li>- Health and Safety</li> <li>- Quality management processes</li> <li>- Project and site specific proposal</li> </ul>	Total of 150 marks	<b>30%</b>	Tender Document
<b>Programme:</b>	<ul style="list-style-type: none"> <li>- Proposed Programme</li> <li>- Minimising boiler downtime</li> <li>- Outline method statement</li> <li>- Delivery and waste routes</li> <li>- Proposed site set up generally</li> </ul>	Total of 100 marks	<b>20%</b>	
<b>Sustainability:</b>	<ul style="list-style-type: none"> <li>- Sustainable Supply Chain</li> <li>- Recycling/Re-use of materials, waste minimisation.</li> <li>- Environmental Policy</li> </ul>	Total of 50 marks	<b>10%</b>	
<b>Cost</b>		200 marks	<b>40%</b>	Completed Pricing Schedule
<b>Financial Stability</b>	Financial appraisal via Creditsafe, including credit score rating, balance sheets, P&L etc.		<b>Pass/Fail</b>	Financial Checks

## **9. Compliant Bid**

9.1 A compliant bid must include the following:

- Form of Tender duly signed
- Tender Sum Analysis (Pricing Document) fully priced.
- A detailed programme for the works with critical path and associated information required.
- Outline method statement with particular regards to Delivery and Waste routes as well as site set up generally.
- Evidence of your insurances, VAT registration and UTR - Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy.

9.2 You are welcome to submit any additional supporting documentation relating to the evaluation criteria listed in table 2 to support your tender bid.