

1. TENDER EVALUATION

- 1.1 The weighting criteria set out below will be applied to the Further Competition Questionnaire and Price Proposal:

| Area | Where evaluated | Weighting |
|--------------|-----------------------------------|-------------|
| Quality | Further Competition Questionnaire | 30% |
| Price | Price Proposal | 70% |
| Total | | 100% |

Quality evaluation:

- 1.2 Supplier's responses to the Further Competition questionnaire will be evaluated against the following marking scheme.
- 1.3 The Further Competition questionnaire contains 4 sections. The score available to each section is set out below.

| SECTION NUMBER | SECTION | TOTAL SCORE AVAILABLE |
|----------------|--------------------------------|-----------------------|
| 1 | Company Information | Information Only |
| 2 | Contact Details | Information Only |
| 3 | Mandatory Supplier Information | Pass / Fail |
| 4 | Quality Questions | 30% |
| Total | | 30% |

- 1.4 The information to be provided in Sections 1 and 2 is for information only and is not evaluated.
- 1.5 The information to be provided in Section 3 is Pass / Fail - if a Potential Provider cannot or is unwilling to provide the relevant information that meets the requirements of the Department, their response will be deemed non-compliant and the Department will reserve the right to exclude them from the further competition.
- 1.6 The information to be provided in Section 4 is to be evaluated against the following evaluation criteria.

| Marking Scheme: | |
|---|---|
| The following marking scheme will be used to assess the response used to score this question: | |
| 0 | The proposal does not meet the requirements. |
| 20 | The response provides little confidence that the proposal will meet the requirements – e.g. where evidence has been provided there is a lack of convincing |

| | |
|-----|---|
| | detail. |
| 50 | The response provides a moderate level of confidence that the proposal will meet the requirements, although there are some concerns. |
| 70 | The response provides a high level of confidence that the proposal will meet the requirements – for example, including good supporting evidence. |
| 100 | The response provides an excellent level of confidence that the proposal will meet the requirements, with no concerns or weaknesses identified. |

The Department reserves the right to exclude suppliers who score 50 or less in the Quality evaluation.

1.7 Quality score = Evaluated score x 30%

Price evaluation:

1.8 An Evaluated Price will be taken from the sum of the annual premiums for the required insurance proposed in Appendix D – Price Proposal.

1.9 Your quoted Evaluated Price will be scored proportionally against the lowest quoted Evaluated Price from any Potential Supplier.

1.10 The price score will be calculated using the following formula:

$$\frac{\text{Lowest price received}}{\text{Bidder's price}} \times 70\%$$

1.11 This means the Potential Supplier with the lowest quoted Evaluated Price will score 70% (all available marks) in the price evaluation.

2. CONTRACT AWARD

2.1 Your total evaluated score will be the sum of:

- The Further Competition Questionnaire score
- The Price score

2.2 The supplier with the highest score will be identified as the preferred bidder.

2.3 In the event of a tie (if two responses have the same score) the total Further Competition Questionnaire score will be used as a tie breaker. The response with the highest total Further Competition Questionnaire score will be selected.