

Haverhill South BMX Pump Track – Greenfield Way

Evaluation of Tenders

Evaluation will be carried out in 2 separate stages.

Stage 1 – Initial Evaluation of Pass / Fail Questions

The following PASS / FAIL test will be applied for each and every Tender submitted:

Number	Criteria	Evaluation
1.1	Proposals for liaison with People's Forum present in bid?	PASS/FAIL
1.2	Provision of a viable design that, in the opinion of the panel, meets all or most of the specifications set out in the design diagram?	PASS/FAIL
1.3	Evidence present of method of support for matters of planning and other permissions?	PASS/FAIL
1.4	Clear fixed-price quotation for the design specifications provided?	PASS/FAIL
1.5	Ability to complete the works during 2017-18 clearly set out?	PASS/FAIL
1.6	Demonstrable track record in design and build of BMX tracks	PASS/FAIL
1.6	Evidence relevant and sufficient Insurances in place?	PASS/FAIL
1.7	Confirmation of understanding Health & Safety requirements for BMX tracks and general conditions of works	PASS/FAIL
1.8	Quotation Reply Form Declaration completed?	PASS/FAIL

Only Tenders which achieve a PASS against every question within the Tender documents listed above will be taken forward to Stage 2. Any Tender with a FAIL against any of the questions will be eliminated from the evaluation process.

Stage 2 – Evaluation of Price and Scored Questions

The following SCORED criteria for this Invitation to Tender will be evaluated, for each and every Tender submitted:

2.1	Price	SCORED
2.2	Qualitative/Technical Proposals	SCORED

At the end of Stage 2 – the Council will collate all of the scores for the scored criteria, and complete the ranking of Tender submissions in order of highest score to lowest score. The Tender with the highest score will become the “Preferred Supplier”.

If for any reason the Preferred Supplier is unable to accept the contract, the Council Reserves the right to offer the contract to the next highest scoring bidder.

Award criteria:

Tenders will be subject to an assessment which will be weighted 60% Cost to the Council and 40% Quality and standard of service parameters.

Evaluation criteria	%	Demonstrated criteria	Information submitted with tender
Price	60%	Most economic price	Fixed price quotation

Quality and technical

Evaluation criteria	%	Demonstrated criteria	Information submitted with tender
QUALITATIVE CRITERIA	40%	As per information provided in Tender	Tender to be completed with requested information

Award criteria are summarised in the table below:

Award criteria	% of scoring
Price	60%
Qualitative and Technical Criteria	40%
TOTAL	100%

Price

For each and every tender which has passed Stage 1 of the Evaluation Process will be evaluated.

The Bidder proposing the lowest price will receive the full 60% weighting. Thereafter the evaluation of the next lowest will be calculated using the following formula:

*The Figures shown below are examples to demonstrate the mathematical model and **not** the expected contract value and uses a price weighting of 60%*

Firm	Bidder	Bidder	Bidder	Bidder
	A	B	C	D
Price	£80,000	£60,000	£40,000	£50,000
% Score	30%	45%	60%	52.5%

Qualitative/Technical Proposals

For each and every tender which has passed Stage 1 of the Evaluation Process will be evaluated.

The method(s) used to evaluate the qualitative proposals submitted as part of the Tender is as detailed below.

QUALITATIVE CRITERIA

Criteria		%
i.	Quality of liaison proposals	4%
ii	Quality of design	14%
iii	Method of inclusion of elements in design specification	10%
iv	Method of support for matters of planning and other permissions?	4%
v	Proposals to complete work during 2017-18	4%
vi	Quality of track record in design and build of BMX tracks	4%
Total		40%

Bidders will be scored against the following

SCORE AWARDED	MEANING
0 Points	Failed to answer the question correctly
1 Point	Poor answer – Insufficient information provided to demonstrate that the Bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the service, with little or no evidence to support the response.
2 Points	Acceptable answer - Response demonstrates some lack of understanding of requirement or evidence of ability to deliver; low risk that relevant resources will not be available.
3 Points	Good answer – Response provides clear evidence that resources and/or relevant experience available and provides confidence that relevant ability, understanding, experience, skills, resource & quality measures
4 Points	Excellent answer – Above average response giving real confidence that the Bidder will provide excellent services with relevant experience. Response identifies factors that will offer potential added value, with evidence to support the response.
5 Points	Outstanding answer - Response identifies factors that will offer potential added value, innovative approach in meeting requirements with detailed evidence to support the response. Exceptional demonstration by the Bidder of the relevant ability, understanding, experience, skills, and resource and quality measures required to provide the service.

The Council will collate all of the scores for all of the SCORED Questions, and complete the ranking of Tender submissions in order of highest score to lowest score. The Quotation with the highest score will become the Preferred bidder. The Council will then offer the contract to the Preferred Bidder. If for any reason the Preferred Bidder is unable to accept the contract, the Council Reserves the right to offer the contract to the next highest scoring bidder.

Acceptance

The successful bidder will be notified by the Council of the award of the contract in writing within 4 weeks of the Tender Submission Date.

The Council does not bind itself to accepting the lowest or any Tender received as part of this procurement process. The Council also reserves the right to negotiate with bidders after the receipt of Tenders, should it deem this to be a worthwhile exercise.