Invitation to Tender for ‘i-Tree Eco Plot Survey – Portsmouth’

Reference: **CR2023/24/092**

Evaluation Matrix

| **Section** | **Description** | **Scoring** | **Scoring Criteria** |
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| 3.2 | Insurance | Pass or Fail | **Pass** – You must either confirm that you have the required levels of insurance in place or, alternatively, undertake that should you be successful, that such levels of insurance will be obtained by you, and will be maintained for the duration of the requirement.  **Fail** – If you cannot confirm or make such a commitment, your bid will fail in its entirety. |
| 3.3.1 | Health & Safety Policy Approach | Pass or Fail | **Pass** – Organisation has a current health and safety policy or, alternatively, has described briefly/outlined in its tender its approach to H&S, including:   * How Health & Safety is managed * Who holds accountability for H&S in its organisation * What risk assessments are done, and who does them, and how it ensures staff work safely.   **Fail** – Does not have a documented health and safety policy and has failed to provide information on its approach to health and safety. |
| 3.3.2  3.3.3 | Certifications / Qualifications | Pass or Fail (but only where relevant to the particular work being done) | **Pass** – Bidder has either explained/justified that no H&S-related certifications/qualifications are relevant or applicable to the specific work to be done under this contract OR has confirmed that it either has all the applicable certifications/ qualifications relevant to the work or that all such certifications/qualifications will be secured in advance of contract commencement.  **Fail** – Bidder has either not provided the necessary explanation/justification or the assurance that all certifications/qualifications will be secured in advance of contract commencement. |
| 3.3.6 | Risk Assessment Process | Pass or Fail | **Pass** - A relevant job specific risk assessment from previous contract has been provided that shows relevant hazards/risks and appropriate & adequate controls OR has provided a description of risk assessment process/ method that demonstrates an adequate understanding of the process.  **Fail** -Failed to demonstrate an adequate understanding of the risk assessment process appropriate to this work. |
| 3.3.8 | Lone Working Process | Pass or Fail | **Pass** – Supplier states it does not allow/will not conduct lone working OR, where it is conducted, the approach, system and controls/checks described gives confidence that the risks of lone working will be controlled to an acceptable level.  **Fail** – Lone working will be carried out, but explanation of process (system, controls, checks) does not provide sufficient level of confidence that risks will be controlled to an acceptable level/to ensure safety of personnel. |
| 3.4 | References | Pass or Fail | **Pass** – Two or more references relevant to the subject matter of this ITT have been provided and the authority is content that the minimum standards for reliability have been met. We will consider accepting a lower number of references depending on how long you have been in business.  **Fail** – References are not relevant OR a satisfactory number of references have not been provided OR the authority has evidence of the supplier’s failure to discharge its obligations under previous relevant contract(s) which may include minimum standards for reliability in performing such contracts having not been met. |
| 3.5.1 | How the tenderer will meet the requirements of this contract & previous experience in i-Tree Eco and/or equivalent field work etc | Scored and weighted (30%) | **0 – No response or totally inadequate**  No response or a wholly inadequate response.  **1 – Major Reservations / Constraints**  The response simply states that the supplier can meet some of the requirements set out in the question or Specification of Requirements, but has not given information or detail on how it will do this.  **2 – Some Reservations/Constraints**  Bidder has provided some information about how it proposes to meet most of the requirements as set out in the question or Specification of Requirements. There is some doubt in its ability to consistently meet the full range of requirements.  **3 – Fully Compliant**  Bidder has provided detailed information covering all elements of the question, detailing how it proposes to meet all the requirements as set out in the question or Specification of Requirements. This gives full confidence in its ability to meet the full range of requirements.  **4 – Exceeds Requirements**  Bidder meets the required standard in all respects and exceeds some or all of the main requirements, which in turn leads to added value within the contract or framework. |
| 3.5.2 | Compliant programme & timetable etc. | Scored and weighted (10%) |
| 3.6 | Pricing Schedule | Scored and weighted (60%) | The lowest priced tender will receive the maximum score available for this section. All other scores will be calculated by:  Lowest Tender Price x Score available  Tender Price |
| 3.7 | Terms and Conditions | Pass or Fail | **Pass**: Terms and Conditions have been accepted without any exceptions, or exceptions are minor and can be accommodated.  **Fail**: Exceptions noted have been discussed and are unable to be accommodated. |
| 3.8 | Declaration | Pass or Fail | **Pass**: Completed, signed declaration has been provided.  **Fail**: Declaration has not been signed or provided, or exceptions have been noted which cannot be accepted. |