|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Technical Expertise & Qualifications | 20% |
| Cost & Pricing Structure | 50% |
| Reference & Past Performance | 20% |
| Innovation & Value Added Services | 10% |
| **Total** | **100%** |

Each question within the elements listed above will be scored using the following scale of awarding marks between 1 and 10:

|  |  |
| --- | --- |
| 0-3 | Completely unsatisfactory response – limited or no relevant information. Respondent would have serious difficulty delivering the required standard. |
| 4 | Fair response – Respondent would only meet some of the requirements of the contract some of the time. |
| 5-6 | Acceptable response – Respondent would be likely to meet basic contract standards but further work required to ensure standards are met consistently. |
| 7-8 | Good response – clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards.   |
| 9-10 | Excellent response - clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards and includes robust and deliverable proposals to provide additional benefit to the Council.    |

**Technical Expertise & Qualifications**

The following questions will form part of your tender submission and count for a total of 20% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

|  |  |
| --- | --- |
| **Technical Expertise & Qualifications**  |  **Score** |
| 1. *Certifications and accreditations*
 |  |
| 1. *Knowledge of required systems, platforms, and technologies*
 |  |
| 1. *Compliance with industry standards (e.g., British Standards and Building regulations Part L)*
 |   |
| *Total* |  |

**Cost & Pricing Structure**

The following questions will form part of your tender submission and count for a total of 50% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

|  |  |
| --- | --- |
| **Cost & Pricing Structure**  |  **Score** |
| 1. *Transparent pricing model*
 |  |
| 1. *Additional charges/rate card for emergency support or out-of-scope work including maintenance & servicing*
 |   |
| 1. *Warranties & assurances*
 |  |
| *Total*  |  |

**Cost & Pricing Structure**

The following questions will form part of your tender submission and count for a total of 50% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

|  |  |
| --- | --- |
| **Cost & Pricing Structure**  |  **Score** |
| 1. *Transparent pricing model*
 |  |
| 1. *Additional charges/rate card for emergency support or out-of-scope work including maintenance & servicing*
 |   |
| 1. *Warranties & assurances*
 |  |
| *Total*  |  |

**Innovation & Value-Added Services**

The following questions will form part of your tender submission and count for a total of 10% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

|  |  |
| --- | --- |
| **Innovation & Value-Added Services**  |  **Score** |
| 1. *Proactive maintenance and monitoring*
 |  |
| 1. *Economical and environmental*
 |   |
| 1. *Additional services (staff BMS training, fault diagnostics)*
 |  |
| *Total* |  |

**Step-by-Step Scoring Method**

1. **Score each criterion** out of its **maximum score** based on how well the submission meets the expectations.
2. **Convert each raw score into a weighted score** using the formula:

Weighted Score=(Score GivenMax Score)×WeightingWeighted Score=(Max ScoreScore Given​)×Weighting

(Make sure the weighting is in percentage form, e.g., 20% = 20)

1. **Add all the weighted scores** to get the **final total score out of 100**.

**🧮 Example**

Let’s say a submission gets the following scores:

| **Criteria** | **Weighting** | **Max Score** | **Score Given** |
| --- | --- | --- | --- |
| Technical Expertise | 20% | 30 | 24 |
| Cost & Pricing | 50% | 30 | 27 |
| References & Past Performance | 20% | 20 | 16 |
| Innovation & Value Added | 10% | 20 | 10 |

Now calculate:

* Technical: 2430×20=163024​×20=16
* Cost: 2730×50=453027​×50=45
* References: 1620×20=162016​×20=16
* Innovation: 1020×10=52010​×10=5

**Total Score = 16 + 45 + 16 + 5 = 82/100**