

Supplier Quality Questionnaire

[1] Company Information

[1.1]	Please state your full company name and address	
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[2] Main Contact

[2.1]	Please state the main contact's name	
[2.2]	Please state the main contact's telephone number	
[2.3]	Please state the contact's email address	
[2.4]	Please state if you will utilise a sub-contractor to deliver some or all of this contract	
[2.5]	Please state how many people you employ directly	

[3] Quality Questions - Maximum of 400 words for any answer

[3.1]	Please state how many grounds maintenance contracts you currently hold, including how many of these are with Local Government organisations. Please detail any experience of working with local authorities or public services that you feel relevant to this contract.	
[3.2]	Please detail the number of years you have been in business providing these types of services and explain the scale of your largest and smallest contracts.	
[3.3]	Consistency of service is important to our parishioners. Please explain how you will ensure consistency of service, should there be any issues with equipment or reduced manpower.	
[3.4]	Please describe how monitoring, management and supervision of the contract takes place, including the process used to respond to queries/complaints raised. Please detail	

	key on site and office staff proposed within the response.	
[3.5]	Please describe how you intend to mobilise the contract successfully (contract start date of 1 st March 2026) and identify any benefits in delivering services from your business location to Bishop's Itchington Parish Council.	
[3.6]	Please provide details of your Public Liability Insurance and any certificates you feel are relevant to deliver the services within the contract such as relevant certificates for spray operating and the use of machinery.	
[3.7 & 3.8]	Please provide details of two business references obtained in the last 2 years - including contact names, addresses and telephone numbers of referees. Please provide references that are relevant to our sector and size of contract where possible.	

Evaluation Model

Scoring Criteria: 60% Price and 40% Quality.

Price

The best (lowest) price receives the maximum score available in this section; the remaining bids receive a score pro rata to the best price using the following calculation.

$(\text{Lowest Bid divided by Tenderers Bid}) \times \text{maximum points available (60)}.$

This score will then be added to the Quality score to achieve an overall tender scoring placement.

Quality

Each Quality Statement (3.1-3.8) shall be scored 1-5 for a maximum of 40 points (%)

Score	Description	Explanation
1	Fails to Meet Criteria	The response does not meet the requirements, lacks evidence, and is insufficient or irrelevant.
2	Partially Meets Criteria	The response addresses some aspects of the requirements but is incomplete, weak, or supported by limited evidence.
3	Meets Criteria	The response meets the requirements adequately, provides sufficient evidence, and addresses the key points of the criteria.
4	Meets Criteria and Exceeds in Some Areas	The response goes beyond the basic requirements in some areas, is clear, detailed, and supported by good evidence.
5	Exceeds Criteria	The response significantly exceeds the requirements, is exceptionally clear, detailed, and supported by comprehensive evidence.