

SCORING METHODOLOGY – STAFF RECEPTION AND REST AREA REFURBISHMENT TENDER

Evaluation

- 7.1 The Contract will be awarded on the basis of the most economically advantageous Tender to the Horniman Museum and Gardens (HMG). HMG's decision to accept or reject a Tender will be in accordance with the Public Contracts Regulations 2015, as amended, the provisions of the Local Government Acts 1988 and 1992 and the various Regulations and Guidance issued thereunder.
- 7.2 Prior to evaluating the Tenders, HMG will carry out an initial review to confirm completeness and compliance with the Tender requirements and may, at its discretion, reject a Tender which is incomplete and/or non-compliant.
- 7.3 HMG has established an evaluation methodology and will be carrying out the evaluation of Tenders by applying the methodology set out in this document.
- 7.4 The evaluation criteria for this Procurement are set out in Table 2 below.
- 7.5 In Table 2 below, the overall weighting column shows the total weighting available for each of the evaluation criteria; the sub-headings weighting column shows the maximum marks available that will make up the overall weighting.
- 7.6 Cost is attributed a score out of 300 using a qualitative formula, making up 60% of the overall score.
- 7.7 All other criteria will be assessed qualitatively using the scale shown below in Table 1. Each of these criteria will be scored out of 5 and multiplied by the attributed weighting. The points will be awarded as follows:

Table 1 – Qualitative Scoring Guide

Points	Methodology
5	Very good response against the requirements of the project and exceeds HMG's expectations in major areas.
4	Good response against the requirements of the project and meets HMG's expectations in all material respect.
3	Response meets an acceptable standard in all material respects but falls short of HMG's expectations and/or has minor impact on cost and/or minor risk transfer to HMG.
2	Poor response which fall short of meeting an acceptable standard in some respects and/or fall short of HMG's expectations and/or has a material impact on cost and/or material risk transfer to HMG.
1	Very poor response which fails to meet an acceptable standard in some material respects and/or which fails to meet HMG's expectations in major areas and/or has a significant impact on cost and/or significant risk transfer to HMG.
0	No response submitted or a substantially incomplete response submitted or a response which cannot be accepted by HMG

HMG reserves the right to hold clarification and value engineering meetings with Tenderers and invite the relevant project lead to attend such meetings if required.

- 7.8 Tenders that do not contain all complete and correct information (including supporting evidence for evaluation purposes) may be rejected by HMG. HMG does not undertake to award the Contract to the lowest priced or any tender, and reserves the right to cancel or withdraw the Procurement at any stage; and/or not to award a Contract.
- 7.9 Whilst HMG have issued a scoring matrix, HMG fully reserves the right not to be bound by this in awarding the contract.
- 7.10 **IMPORTANT:** Please note, we are anticipating a large number of responses to this tender opportunity. Therefore the adjudication panel will be undertaking a two stage scoring method. All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 60% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the four (possibly more) most economically competitive tenders only.

- 7.11 For the avoidance of doubt, if your submission is not within the four returns that score the highest for cost, the quality responses will not be assessed, and you will only receive a score against the cost evaluation.
- 7.12 The Horniman museum and gardens reserves the right to evaluate and appoint further returns outside of the shortlisted four, if their quality submissions are deemed to be unsatisfactory.

8. Award of Contract.

- 8.1 Following the evaluation process, if required, interviews will be undertaken with the highest scoring appointable companies and responses analysed. Following interviews (if deemed necessary) HMG will make a recommendation to award the contract through its internal governance procedures.
- 8.2 Once approval to award has been obtained, HMG will send letters via email to all those suppliers who submitted a tender to advise:
- whether your bid has been successful or unsuccessful;
 - how to request feedback for unsuccessful bids

Table 2 - Evaluation Criteria

Evaluation Criteria	Sub Headings	Sub Headings Weighting	Overall Weighting	Evaluation
Cost		Total of 300 marks	60%	Completed Pricing Schedule
Quality:	<ul style="list-style-type: none"> - Comprehensive Programme. - Completed quality questionnaire. 	Total of 200 marks	40%	Tender Document
Financial Stability	Financial appraisal via Creditsafe, including credit score rating, balance sheets, P&L etc.	Pass/Fail		Financial Checks

No.	Question	Max Word Count	Weighting = 40% of total score
1	Resource: <ul style="list-style-type: none"> - Provide details on site supervision, first aid provision, project management and quality assurance processes. - Provide details on what concurrent work your company has. - Provide details of any construction accreditations your company has. - Detail makeup of team undertaking work. Directly employed operatives or sub-contracted etc. - References from three recent relevant projects. (as appendices, not subject to word count) - Include CVs for key individuals (as appendices, not subject to word count) 	500	15%
2	Health, Safety and Security: <ul style="list-style-type: none"> - Outline concisely; - How Health and Safety is managed within your organisation. - Responsibilities of the main staff involved within this contract. - Detail how you will manage site logistics. (Drawings allowed, not subject to word count) - What health, safety and security risks do you foresee on this contract and how will you control them. 	600	15%
3	Working in a live environment: <ul style="list-style-type: none"> - The staff reception is staffed 24 hours a day 365 days a year by our security team. Staff and business visitors use the area every day. How will you ensure the works do not impact negatively on the performance of their job, their health or welfare during the construction period? - How will you manage communication with the on-site team, including security? - How will you prevent damage to critical safety and security systems that are housed or run through the work site? 	800	30%
4	Sustainability: The Horniman has declared a climate and ecological emergency. Please read our manifesto here to understand our priorities. Please provide specific information on the sustainable management of the contracted works and actions you will be taking. Including how you will be: <ul style="list-style-type: none"> - Reducing and recycling waste. - Reducing the carbon impact of the project including deliveries etc. - How can you evidence a sustainable supply chain? - Provide details of any relevant accreditations. 	800	30%
5	Programme: <ul style="list-style-type: none"> - A detailed programme for the works with critical path and associated information required - Please explain how you will mitigate any supply chain disruption. 	N/A	10%

Table 3 – Quality Questions, maximum word count and quality assessment weighting, equalling a maximum of 40%.

9. Compliant Bid

9.1 A compliant bid must include the following:

- Form of Tender duly signed
- Tender Sum Analysis (Pricing Document) fully priced and arithmetically accurate.
- A detailed programme for the works with critical path and associated information required.
- Evidence of your insurances, VAT registration and UTR - Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy
- A completed set of quality assessment questions, within the maximum word count for each question.
- Both paper and digital tender submissions must be received by their associated deadlines, as stated in the tender invitation.
- A completed anti-fraud and bribery statement.
- Health and Safety information as required by clause F 550 in Appendix B of the schedules of work.

9.2 You are welcome to submit any additional supporting documentation relating to the evaluation criteria listed in table 2 to support your tender bid.