**DOCUMENT N0. 5**

**METHOD STATEMENT RESPONSE TEMPLATE**

**1. General Instructions**

1.1 Tenderers are invited to respond to each of the method statement questions below and should ensure that all points are answered. Responses should be in full and supported by evidence, allowing evaluators to gain a good understanding of how your organisation intends to provide the services required. The Method statements will ultimately be incorporated into any subsequent contract.

1.2 Do not embed any pictures or documents e.g. image files, Adobe Acrobat documents or other word documents in your tender response submission, these should be sent as separate files or documents and your response should clearly reference the appropriate attachment.

**2.** **Technical & Quality Appraisal Scoring Criteria– Weighting 50%**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **Specification Requirement** | **Responses** | **Weight** | **Score** |
| 1 | What is your experience of undertaking similar switch panel replacement projects in a live hospitals environment and how did you maintain electrical supplies to the affected areas? |  | 10% | 0-4 |
| 2 | What do you see as the top 10 key risks on this project and how may they best be managed i.e. how will you manage and ensure business continuity in the areas affected by the design, supply and installation of the new switch panels |  | 10% | 0-4 |
| 3 | What ‘added value’ proposals can you recommend, including any lessons learnt from previous projects that you feel would add benefit to the switch panel replacement |  | 10% | 0-4 |
| 4 | With regards to shut downs and cable transfers, detail your proposed approach, methodology and risk assessment procedure |  | 10% | 0-4 |
| 5 | Whilst undertaking the switch panel replacement, if you identify a significantly damaged or defective cable how will you overcome this whilst still maintaining an operational power supply system |  | 10% | 0-4 |
|  | **Total Mark for Technical Compliance** | **50%** |  |