**Nantwich Civic Hall Flat Roof**

**TENDER**

To be returned and received by post no later than **4.30pm – 8 October 2021**

**TENDER EVALUATION PROCEDURE**

Nantwich Town Council: will evaluate the tender as a two stage process.

**Stage 1:** will be an assessment of compliance to responses to ITT and supporting documents.

Suppliers who self-certify that they meet the requirements of the tender will be required to provide

evidence of such if they are successful at contract award stage

Tenderers will be required to submit by post

• The form of Tender

• The Relevant Experience document

• A document showing any exclusions or clarifications.

**Tender Award Stage:** Contractors to be considered further will be asked to submit the following:-(contractors may choose to submit the following documents with their initial tender) but will be requested to submit the following documents within 7 days if their tender submission is to be considered further.

• A Priced Schedule of Works

• A draft detailed Programme which will be subject to further discussion with the CA and Client

**Stage 2:** will be a desk based evaluation of the ITT responses using a balance of 60% Quality and 40% Price.

All tenders will be evaluated against pre-determined Tender Evaluation Criteria. The award will be on the basis of the ‘most economically advantageous’ tender, taking into account the following criteria (In no particular order of preference):

**Price: - 40%**

The tender price accounts for 40% of the overall score. When the total cost of each bid has been established these costs should be converted to a score of 100. All other bids should be scored using the formula:

Bid’s score = 100 x (lowest cost / this cost)

Example

Bid A £120,000

Bid B £124,000

Bid C £142,000

Bid A is the lowest and scores 100.0 x 40% = adjusted price score of 40

Bid B = 100 x 120/124 = 96.8 x 40% = adjusted price score of 38.7

Bid C = 100 x 120/142 = 84.5 x 40% = adjusted price score of 33.8

**Quality Criteria: (60%)**

Quality of submission 40%,

(inclusive of the compliance with the tender documents, preliminaries, preambles, Schedule of Works, and specifications.

Relevant Experience 10% and

Reference 10%

Each question within the above criteria has been allocated with a weighting (each question’s weighting are provided in brackets), and will be scored against the following criteria:

|  |  |
| --- | --- |
| **Score** | **Criteria** |
| 0 | Fails to provide any information / information totally inadequate |
| 1 | Information incomplete - significant indications that company lacks ability / experience /  expertise / resources / structures etc to deliver service required |
| 2 | Information complete – however concerns that company may lack certain essential  requirements in this area to achieve the required standard to deliver the goods and services  required. |
| 3 | Information complete - Indicating the potential to deliver the Council’s requirements. |
| 4 | Information complete – sufficient to indicate the company is clearly capable of delivering  the goods and/or services to the required and standard, identifying potential additionality  in service provision |