



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

**Bramley House, Bramley Road, London  
W10 6SX**

**External Refurbishment Works**

**Royal Borough of Kensington and Chelsea**

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**Invitation to Tender**

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## 1. Definitions

1.1. Any terms and expressions used in this ITT shall have the meaning set out below. In this ITT, except where the context requires otherwise, the singular includes the plural and vice versa.

<b>“Bidder”</b>	means an organisation to which the Tender Documents are issued (whether it is a single organisation or a Consortium) and such definition includes the Lead Organisation and any Relevant Organisation;
<b>“Borough”</b>	means the administrative area of the Royal Borough of Kensington and Chelsea;
<b>“Compliance Documents”</b>	means the documents uploaded to the Portal and detailed in paragraph 11.3 of this ITT which each Bidder is required to submit as part of its Tender;
<b>“Compliant Tender”</b>	means a Tender which is complete and meets all the submission requirements set out in the Tender Documents;
<b>“Consortium”</b>	means two (2) or more persons, at least one (1) of which is an economic operator acting jointly for the purpose of being awarded a public contract and the term "consortia" shall be construed; accordingly.
<b>“Contractor”</b>	means the contractor appointed to deliver the Works pursuant to this procurement process;
<b>“Contract Notice”</b>	means the notice relating to this opportunity posted on the Find a Tender Service with reference;
<b>“EIR”</b>	means the Environmental Information Regulations 2004;
<b>“FOIA”</b>	means the Freedom of Information Act 2000;
<b>“Interview”</b>	means the interview that will be attended by each Bidder as part of the quality evaluation;
<b>“Interview Questions”</b>	has the meaning given to it in paragraph 12.3.27;
<b>“ITT”</b>	means this Invitation to Tender;
<b>“Lead Contractor”</b>	means where a Bidder is proposing a sub-contracting arrangement, any lead contractor or Sub-Contractor in that arrangement that will be contractually responsible for the delivery of the Works;
<b>“Lead Organisation”</b>	means in the case of a single organisation, the Bidder; in the case of a Consortium Bidder and/or a Bidder proposing to use a Lead Contractor and Sub-Contractor arrangement, the organisation responsible for leading the Tender;
<b>“PCR 2015”</b>	means the Public Contracts Regulations 2015 (SI 2015/102) (as amended);
<b>“Portal”</b>	means the electronic tendering portal established for the purposes of this procurement process and where relevant

	documentation for this procurement process will be made available to Bidders and which can be accessed at: <a href="https://www.capitalesourcing.com">https://www.capitalesourcing.com</a> ;
<b>“Presentation”</b>	means the presentation that will be made by each Bidder as part of the quality evaluation;
<b>“Pricing Document”</b>	means the pricing document uploaded to the Portal which each Bidder is required to submit as part of its Tender;
<b>“Quality Questions”</b>	means the written quality questions uploaded onto the Portal which each Bidder is required to respond to as part of its Tender;
<b>“RBKC”</b>	means the Royal Borough of Kensington and Chelsea;
<b>“Relevant Organisation”</b>	means: <ul style="list-style-type: none"> <li>(a) where the Bidder is a Consortium, each Consortium member other than the Lead Organisation; and/or</li> <li>(b) where the Bidder or a Consortium Member is a Lead Contractor, each Sub-Contractor other than the Lead Organisation;</li> </ul>
<b>“Selection Questionnaire” or “SQ”</b>	means the selection questionnaire which is required to be completed using the online form on the Portal;
<b>“Specification Documents”</b>	means the documents which set out RBKC’s specification for the Works and which have been uploaded to the Portal;
<b>“Sub-Contractors”</b>	means where there is a sub-contracting arrangement, each proposed sub-contractor where that proposed sub-contractor will be contributing significantly, either in terms of value or importance, to the delivery of the Works;
<b>“Tender Deadline”</b>	has the meaning given to it in paragraph 10.1 of this ITT;
<b>“Tender Documents”</b>	means the documents published on the Portal which have been made available to Bidders for the purposes of this procurement;
<b>“Tender”</b>	means a Bidder’s response to the Tender Documents which includes a response to the Quality Questions and the Pricing Document;
<b>“Works”</b>	means the works to be provided by the Contractor in respect of RBKC’s housing management capital investment programme as more particularly described in the Specification Documents.

## **2. Site**

2.1. Address: **Bramley House, Bramley Road, London W10 6SX**

2.2. Planning authority: Royal Borough of Kensington and Chelsea

## **3. Works**

3.1. The works include the following principle elements;

- Scaffolding, providing high level access.
- Removal of existing roof coverings and build-up.
- Installation of a TA-30-W Langley Waterproofing Systems torch applied, high performance styrene-butadiene-styrene (SBS) elastomeric membrane Roof.
- Installation of a Sedum Blanket Green Roof, including all associated drainage / membrane systems.
- Installation of a Solar PV array, including mounting support frame system.
- Modifications and repairs to rooftop access doors.
- Removal of redundant water services on roof.
- New triple-glazed windows to flats.
- New hybrid triple and double-glazed windows to flats.
- New balcony doors to flats.
- Raising the height of the balcony handrails.
- Masonry repairs, including replacing brickwork, repointing works, crack stitch repairs and installation of soft movement joints.
- Raising the height of parapet walls.
- Lintel repairs and replacement works.
- Carbonation repairs to concrete walkways and soffits.
- Concrete repairs to stairs.
- Concrete repairs to roof towers.
- Mastic asphalt walkway repairs, including new PMMA coatings.
- Mastic asphalt roof covering repairs.
- Communal lighting works.
- Internal and external decorations
- Repairs to metal basement staircase.
- Repairs to eastern boundary wall.
- Isolated to tarmac at entrance.
- Underground drainage repairs

## **4. Key Issues / Constraint**

4.1. The key issues and site constraints are deemed as follows;

- Programme and phasing of the works.
- Movement and lifting of materials across the roofs.
- Disruption to existing residents living in the estate whilst works are on ongoing.
- Maintaining services to existing residents living in the estate whilst works are ongoing.

- Communication to existing residents of when and if existing services or areas of access should not be in use.
- Providing a safe working area for construction staff and residents.
- Restrictions on working hours as per local authority regulations.
- Restrictions on noise and noisy works as per local authority regulations.
- Separate supply chain programme.

## **5. Procurement**

- 5.1. Bidders are being invited to tender via the Capital E-Sourcing Tender Portal,. Initial details of this procurement are set out in the Contract Notice. This procurement is a below threshold procurement for the purposes of the PCR 2015 and therefore the form of procedures under the PCR 2015 do not apply to this procurement and RBKC is not using one of those procedures. RBKC is implementing its own form of tender process with a Selection Questionnaire and Tender to be completed by all Bidders.
- 5.2. The Tender Documents set out the rules for and conditions of participation in the procurement process and guides Bidders through the process in order to ensure Tenders are compliant, comprehensive and capable of evaluation by RBKC. Bidders should note that the Tender Documents are not subject to amendment or negotiation during the course of this procurement process.
- 5.3. This ITT is provided on the condition that it is used in connection with this procurement process and for no other purposes

## **6. The Contract**

- 6.1. The works are being procured on a single stage basis. The contract to be used is the JCT Intermediate Building Contract 2016 with Contractors Design, complete with RBKC Schedule of Amendments.
- 6.2. It is noted that RBKC has passed a key decision not to procure works / products from certain suppliers and all bidders should be aware and check these limitations in the published report. Refer to report dated 14 May 2021 by the Executive Director for Housing and Social Investment and the Chief Solicitor and Monitoring Officer, directing that:
  1. the companies referred to in this report will not be permitted to tender for any contracts with the Council; and,
  2. that no other company will be permitted to name any of those companies as a sub-contractor nor use any of their products in any contract with the Council
- 6.3 Refer to key decision, found in the below link:  
<https://www.rbkc.gov.uk/committees/Meetings/tabid/73/ctl/ViewMeetingPublic/mid/669/Meeting/8536/Committee/1605/Default.aspx>

## **7. Material Substitutions**

- 7.1. Any materials incorporated into the design that you wish to substitute must be equal and approved. The process will be;
  - i. Raise any potential substitutions as part of your tender return.

- ii. Provide technical submissions on request to demonstrate the substitution is equal.
- iii. Obtain approval from the Contract Administrator that the proposed substitution is approved and can be incorporated into the works.

## **8. Contractors Design Portion (CDP)**

8.1. The works deemed to form part of the Contractors Design Portion are:

- Basement Staircase Structural Plate Repair.
- Mastic Asphalt Works.
- Lintels.
- Windows & Doors.
- Concrete Roof Tower Slabs.
- Solar PV.
- Communal Lighting.
- Tarmac Pathway Extension & Accessible Ramp.

8.2. Please refer to Specification of Works for further details.

## **9. Responses Required**

9.1. Responses to Quality Questions

9.2. Bidders must provide responses to the Quality Questions set out in Appendix M of the Full Specification of Works. This will form part of the Bidder's Tender.

Submission Requirements

9.3. Bidders must provide complete responses to the Quality Questions as set out in the Quality Questions Template as part of their Tenders in accordance with the instructions below:

- 9.3.1.1. each response must include information that is specific to the requirements set out in the question in order to be assessed and evaluated effectively.
- 9.3.1.2. unless specifically requested, no additional information e.g., appendices, sales literature, standard terms of trading et cetera should be submitted with the Bidder's response to each Quality Question. Any such information/literature will be disregarded prior to the evaluation process.
- 9.3.1.3. Bidders' responses to the Quality Questions constitute the Bidder's proposals for the delivery of the Works and will be incorporated into the Contract following contract award. As such, Bidder's responses should be written in language which is clear and certain; and
- 9.3.1.4. Bidders' responses to the Quality Questions must be written with sufficient clarity and certainty so that its contents can be interpreted in one way. Sufficient detail should be provided so that it is clear what is expected from each party in order to fulfil its obligations to the other.

9.3.2. Bidders' responses to the Quality Questions must be submitted using the template MS Word document provided and uploaded in the technical envelope on the Portal. Bidders must ensure that the document uploaded is in PDF format.

Return will be assessed in competition, along with their commercial bid. Refer to Appendix M for Scoring Criteria and Questions in the Specification of Works.

#### 9.4. Health & Safety

For Health and Safety questionnaire, outlining any supporting information that is also to be provided with submission, refer to Appendix C for questionnaire and Appendix M for Scoring Criteria and Questions in the Specification of Works.

#### 9.5. Pricing

Bidders must complete the Pricing Document set out at in Section 4 of the Specification of Works and in full accordance with the instructions therein. This will form part of the Bidder's Tender.

9.6. The Pricing Document is an excel spreadsheet which will be incorporated into the Contract. Bidders should therefore be aware that any prices submitted cannot be revised or amended following submission of their Tenders and RBKC will not be liable for any inaccuracies or errors made by Bidders in their Pricing Document.

9.7. Bidders should read the instructions provided by RBKC in the Pricing Document prior to completing their Pricing Document.

#### 9.8. Contractors Proposals to CDP items

The Bidders are to provide their contractors Proposals for the CDP items listed above. This should outline the proposed specialist subcontractor developing the design, proposed products, manufacturers, installers and any design details available

#### 9.9. Advance payments

Advance payment is only applicable for placing order of windows. An advance payment bond will be required for advance payment which is deemed required for a. It is not expected that any other advance payments will be required. If you require anything to be paid outside of the normal periodic payment terms of the RBKC amended JCT Contract you should list any items here for due consideration.

Provide further information and justification to any proposed advance payment requirements, when submitting tender.

### 10. Tender Timetable

10.1. The deadline for return of Tenders via the Portal is **12.00hrs (midday) (BST) on 17 February 2023** (the "**Tender Deadline**"). The timetable set out below is intended as a guide only and, whilst RBKC does not intend to depart from this timetable, it reserves the right to do so at any time. If RBKC wishes to exercise this discretion, it shall notify all Bidders via the Portal.



Event	Date
ITT issued to Bidders	13 January 2023
Site visit (first 2 weeks from tender issue)	23 January 2023 - 03 February 2023 – via appointment only
Deadline for receipt of Bidder clarifications in relation to the ITT	12:00hrs (midday) (BST) 03 February 2023
Deadline for Tender Return	12:00hrs (midday) (BST) 17 February 2023
Evaluation of Tenders	20 February 2023 – 20 March 2023
Presentation	20 March 2023 – 29 March 2023
Interviews	05 April 2023 – 14 April 2023
Evaluation of Presentations	17 April 2023
Section 20 Notice & Consultation Period	24 April 2023 - 16 June 2023
Notification of award	20 June 2023
Standstill period	21 June 2023 – 06 July 2023  10 calendar day period following contract award decision being notified to Bidders
Confirmation to successful bidder	07 July 2023
Execute contract with successful bidder	10 July 2023 – 21 July 2023

10.2. Bidders are advised to familiarise themselves with the Portal in advance of the Tender Deadline. Requests for extensions of the Tender Deadline due to problems incurred with internet connections, computer connections, or any other problems cited to do with information technology shall not be considered by RBKC. Bidders should be aware that the process for uploading completed Tenders is not instantaneous and relies upon the services provided by the Bidder's internet service provider, broadband width and speed. Bidders must allow enough time to upload Tenders. Guidance is provided on the Portal to assist with downloading and uploading documentation and Bidders are advised to read all instructions on the Portal and follow them carefully.

- 10.3. RBKC shall have no responsibility for Tenders which are not submitted by the Tender Deadline and shall reject any Tender received after the Tender Deadline in its entirety and exclude the Bidder from further participation in the procurement process.

## **11. Compliant Tenders**

- 11.1. In order to be able to meet the minimum bidding requirements, the relevant bidder is to successfully pass the Selection Questionnaire and provide all supporting information to meet the SQ demands.
- 11.2. In order to submit a Compliant Tender, Bidders must have responded to this ITT in full, including satisfying and completing all aspects of the Compliance Documents.
- 11.3. The Compliance Documents are available on the Portal in the qualification envelope and comprise of:
- 11.3.1. Form of Tender;
  - 11.3.2. Bona Fide Tender Declaration and Non-Collusion Certificate;
  - 11.3.3. FOIA and Disclosure of Confidential and Commercially Sensitive Information;
  - 11.3.4. Confidentiality Undertaking;
  - 11.3.5. Conflict of Interest Declaration; and
  - 11.3.6. Anti-Fraud and Safeguarding Statement.
- 11.4. Bidders can either:
- 11.4.1. upload wet signature copies of the Compliance Documents to the Portal;
  - 11.4.2. include an electronic signature on the Compliance Documents and upload to the Portal; or
  - 11.4.3. include a typed name on the Compliance Documents of the individual with authority to sign on the Bidder's behalf and send notification via the Portal of the name and status of the name included on the Compliance Documents.
- 11.5. Bidders should note that all Compliance Documents must be signed:
- 11.5.1. by two directors or a director and the secretary if the Bidder is a limited company; or
  - 11.5.2. by two partners if the Bidder is a partnership.
- 11.6. In the event that a Tender does not constitute a Compliant Tender, RBKC shall, subject to its right to clarify pursuant to paragraph 9 of this ITT, exclude that Bidder from the procurement process with immediate effect. RBKC shall have no responsibility for Tenders which are not compliant.

A checklist has been included at Appendix 1 of this ITT and details each of the documents that Bidders are required to complete and submit in response to this ITT.

## **12. Evaluation of Tenders**

### **12.1. General**

- 12.1.1. RBKC will evaluate Tenders submitted by Bidders in accordance with the evaluation methodology set out below. RBKC will award a Contract to the Bidder with the most

economically advantageous Tender subject to such Tender having been submitted in accordance with RBKC's instructions and having met all of RBKC's requirements.

- 12.1.2. Tenders should be specific and responses to the Quality Questions should be illustrated by examples if applicable. Generic or brochure material is generally not acceptable in response to a Quality Question unless it clearly answers a specific question or clearly addresses a specific requirement. Where this is the case, it should be annotated accordingly. Generic material which does not clearly answer a specific question or clearly address a specific requirement will be discounted by RBKC.
- 12.1.3. Bidders must ensure that any responses do not exceed the word limits. Any text that exceeds the word limits detailed on the Portal against each Quality Question will not be evaluated by RBKC.
- 12.1.4. Before evaluating Tenders, RBKC will check each Tender for compliance in accordance with the ITT.
- 12.1.5. In the event that a Tender is not compliant or remains non-compliant following clarification by RBKC, RBKC shall exclude that Bidder from the procurement process as a whole with immediate effect.
- 12.1.6. All Tenders must be submitted in English. Any Tender that is not in English shall be rejected by RBKC.
- 12.1.7. All rates and prices must be expressed in pounds sterling and any failure by a Bidder to do so will result in its Tender being rejected.
- 12.1.8. No unauthorised alteration or addition (save for the inclusion of the relevant information) should be made to the Tender or to any part of the Tender Documents. Tenders must not be qualified in any way apart from as allowed under the ITT and must be submitted strictly in accordance with the instructions set out in this ITT and on the Portal. Tenders must not be accompanied by any covering letter or any statement that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders.
- 12.1.9. Bidders shall keep their Tenders valid and open for acceptance for 9 months following the Tender Deadline.
- 12.1.10. All costs, expenses and liabilities incurred by any Bidder or any third party acting under instructions from them in connection with the preparation and submission of a Tender or in connection with the execution of all and any Contract, whether incurred directly or indirectly by them or any third party (including their advisers or sub-contractors) are to be borne by that Bidder.
- 12.1.11. RBKC is not bound to accept the lowest or any Tender and reserves the right to accept any Tender either in whole or in part or parts.
- 12.1.12. Nothing in this ITT shall oblige RBKC to award a Contract, and RBKC shall be able, in its sole discretion, to withdraw from this procurement process, cancel the process (in whole or in part) and/or consider alternative procurement options.
- 12.1.13. RBKC reserves the right to vary or amend the Tender Documents and/or the procurement process in general. Any such variations or amendments will be issued to all Bidders simultaneously via the Portal and Tenders will be assumed to take such variations or amendments into account.

### 12.1. Selection Questionnaire

- 12.1.1. The Selection Questionnaire will be determined as a “Pass/Fail” - each Bidder’s response will be evaluated against the questionnaire. If a Bidder receives a “Fail”, it will be excluded from the procurement process and it will not be able to next stage.

### 12.2. ITT Evaluation Criteria

- 12.2.1. The weightings assigned to each element of the evaluation is set out below:

Criteria	Weighting	Sub-Criteria	Weighting
Quality	80%	Quality Questions	70%
		Presentation	7%
		Interview	3%
Price	20%		

- 12.2.2. The evaluation of Tenders will consist of the following three (3) stages:

- 12.2.2.1. Stage 0 – Selection Questionnaire.
- 12.2.2.2. Stage 1 - Evaluation of quality including, responses to Quality Questions, the Presentations and Interviews; and
- 12.2.2.3. Stage 2 - Evaluation of pricing.

### 12.3. Quality Evaluation

- 12.3.1. This section details RBKC’s approach to evaluating the quality elements of each Tender. Bidders are required to complete the Quality Questions uploaded to the Portal as part of the technical envelope, prepare a presentation to demonstrate how they will meet RBKC’s requirements as set out in the Specification Documents and deliver a successful project, as well as attend an interview with residents.

- 12.3.2. The quality elements of this procurement account for eighty per cent (80%) of the total score available but this has been further split between the Quality Questions, Presentation and Interviews as follows:

Quality Evaluation 80%	
Quality Sub-Criteria	Sub-Weighting (80%)

Quality Questions	70%
Presentation	7%
Interview	3%

12.3.3. The quality elements of this procurement are either:

12.3.3.1. **“Scored and Weighted”** - each Bidder’s response will be evaluated against the relevant scoring matrix as set out in Appendix 2 (Quality Questions), Appendix 3 (Presentations) or Appendix 4 (Interviews) of this ITT and allocated a score between 0 – 5. If a Bidder receives a score of 0, 1 or 2 for any question, whether a Quality Question, for the Presentation or for an Interview Question, its Tender will not be evaluated further and it will be excluded from the procurement process; or

12.3.3.2. **“Pass/Fail”** - each Bidder’s response will be evaluated against the relevant scoring matrix as set out in Appendix 2 (Quality Questions) of this ITT. If a Bidder receives a “Fail” for any question, it will be excluded from the procurement process and its Tender will not be evaluated further.

12.3.4. The Quality Questions, their evaluation method and their sub-weighting are appended to the Specification of Works, refer to Appendix M.

#### **Quality Questions**

12.3.5. Tenderers should note that a Tender must score 3 or above for each Quality Question, otherwise it will be rejected.

12.3.6. Members of the evaluation team will meet and will consider each Tender and a consensus on scoring for each Tenderer’s responses to the award criteria will be reached. If during the evaluation team’s consensus meeting a Tender is scored 2 or less for a response to any of the award criteria the Tender may not be further considered. For those Tenders which at the evaluation team’s meeting score 3 or above for all responses to the award criteria the evaluation will proceed.

12.3.7. Each Quality Question which is **“Scored and Weighted”** has been allocated a weighting as detailed on the Portal and summarised in the table above. All weighted scores will be rounded to two (2) decimal places with the normal rules of rounding applying (i.e. .001 to .004 will be rounded down and scores between .005 to .009 will be rounded up). Bidders must provide a response to all of the Quality Questions in order to be considered a Compliant Tender.

12.3.8. A Bidder’s score for its responses to Quality Questions will be calculated by adding together each of the weighted scores for the Quality Questions.

#### **Presentation**

- 12.3.9. The top 5 scoring bidders will be invited to provide a presentation. The presentation will be of a technical nature and will take place at RBKC's offices or possibly over Microsoft Teams.
- 12.3.10. Bidders will be invited to make a Presentation between [20 March 2023 – 29 March 2023] (excluding weekend dates).
- 12.3.11. Bidders should keep this range of dates available and each Bidder will be notified by [15 March 2023] at the latest which date they have been allocated and where the Presentation will take place.
- 12.3.12. If it is not possible for Bidders to attend a Presentation in person due to the coronavirus pandemic, then Bidders may be considered be invited to either make its Presentation using Skype or Microsoft Teams or submit a written version of its presentation. RBKC shall confirm the presentation arrangements via the Portal.
- 12.3.13. Only three (3) representatives for each Bidder are permitted to attend the Presentation.
- 12.3.14. The Presentations will be attended by resident volunteers and RBKC officers. If there are insufficient numbers of resident volunteers then the Presentations will be attended by officers.
- 12.3.15. If a Bidder fails for any reason to attend the Presentation, the Bidder shall be eliminated from this procurement process and its Tender will not be considered further.
- 12.3.16. Each Presentation will be audio recorded to enable RBKC to evaluate the responses. The Presentation has been allocated a weighted score as set out in the table below. The weighted scores will be rounded to two (2) decimal places with the normal rules of rounding applying (i.e. .001 to .004 will be rounded down and scores between .005 to .009 will be rounded up).

Presentation Question Evaluation	
Reference	Sub-Weighting
Presentation	7%

- 12.3.17. As the Presentation is “**Scored and Weighted**”, each Bidder's Presentation will be allocated a score from 0 – 5 in accordance with the scoring matrix in Appendix 3 of this ITT. Any Bidder which receives a score of 0, 1 or 2 will be excluded from the procurement process.

## Interview

- 12.3.18. The top 3 scoring bidders will be invited to interview as set out above. The interviews will be of a technical nature and will take place at the RBKC's offices or possibly over Microsoft Teams. There will be three questions set, each with a score of 1%, totalling 3%. These questions will be given when the top three bidders are asked to interview.
- 12.3.19. Bidders will be invited to attend an Interview between [05 April 2023 – 14 April 2023] (excluding weekend dates).
- 12.3.20. Bidders should keep this range of dates available, and each Bidder will be notified by [03 April 2023] at the latest which date they have been allocated and where the Interview will take place.
- 12.3.21. If it is not possible for Bidders to attend an Interview in person due to the coronavirus pandemic, then RBKC may consider Bidders may be invited to either attend an Interview using Skype or Microsoft Teams. RBKC shall confirm the Interview arrangements via the Portal.
- 12.3.22. Only three (3) representatives for each Bidder are permitted to attend the Interview. The questions which will be asked at the Interviews will focus on issues that are important to RBKC's residents. All questions will be the same for every interview being held.
- 12.3.23. If a Bidder fails for any reason to attend the Interview they shall be eliminated from this procurement process and its Tender shall not be considered further.
- 12.3.24. The Interviews will be conducted by up to five (5) RBKC officers and residents. If there are insufficient numbers of resident volunteers, then the Interviews will be conducted by RBKC officers. There will be three (3) questions asked at the Interview stage.
- 12.3.25. All Bidders will have five (5) minutes to answer each question. Bidders will be notified when the time limit has been reached and will not be permitted to provide any additional response.
- 12.3.26. All responses provided by Bidders during the Interviews will be audio recorded to enable the responses to be evaluated in accordance with the criteria set out below.
- 12.3.27. As set out above, the Interview is made up of three (3) questions (the "**Interview Questions**"). Each of the Interview Questions have been allocated a weighted score in accordance with the scoring set out in this part three of the Evaluation Methodology. All weighted scores will be rounded to two (2) decimal places with the normal rules of rounding applying, that is scores between .001 and .004 will be rounded down and scores between .005 and .009 will be rounded up. Each Bidder must respond to all Interview Questions in order to be considered a Compliant Tender submission.
- 12.3.28. The weightings allocated to each Interview Question has been set out in the table below:

Quality - Interview Questions	
Interview Question	Weighting (3%)
Interview Question 1	1%
Interview Question 2	1%
Interview Question 3	1%

12.3.29. The Interview Questions will be scored out of five (5) for the extent to which a Bidder has provided evidence in its responses to demonstrate that it will address issues highlighted by residents. RBKC will score each of the Interview Questions in accordance with the general principles and descriptions shown in the scoring matrix in Appendix 4 of this ITT.

12.3.30. A Bidder's final weighted score for quality will be calculated by adding its overall weighted score for the Quality Questions to its weighted score for the Presentation and Interview Questions. A further weighting of 80% will be applied to determine the final weighted score for quality.

12.3.31. No more than 3 attendees from each Bidder should be present for the tender interviews.

12.3.32. **The interview topics as noted above, will be released nearer to the date of the interview.**

#### 12.4. Pricing Evaluation

12.4.1. Bidders submitting a Tender are required to complete the Pricing Document uploaded to the Portal as part of the commercial envelope. Each Bidder's completed Pricing Document will be evaluated by RBKC.

12.4.2.

Price Evaluation 20%	
Pricing Element	Weighting (20%)
Bramley House External Works Project – Total Commercial Bid	20%

12.4.3. STAGE 3 – PRICE (COMMERICAL ENVELOPE IN CAPITALSOURCING) 20%

12.4.4. The Tender with the lowest total will automatically score 20% in the Commercial Envelope. Thereafter each other Tender is compared against the lowest priced Tender in accordance with the following formula to arrive at a score to one decimal point:



$$(A+B) \times C = X$$

Where:

A = the lowest submitted price of all Tenders

B = the total price submitted by Tenderer

C = the maximum percentage score i.e., 20%

X = the score for Price

- 12.4.5. Based on a notional figure of £60,000 for the lowest Tender price using the formula set out in paragraph 14.4.4 above the Commercial Envelope score for price would be as set out below and then weighted by 20% and awarded as follows:

TENDERER	PRICE	SCORE AWARDED (X)
1	£60,000 (A)	20%
2	£70,000 (B)	14%
3	£80,000 (B)	10%
4	£90,000 (B)	6.7%

#### 12.5. Final Score

- 12.5.1. Each Bidder's final score will be calculated by adding its weighted quality score to the weighted pricing score.

### 13. Clarification Process for Bidders

- 13.1. All information about this procurement has been made freely available to Bidders on the Portal. Bidders should check the Portal regularly for any updated information relating to the procurement.
- 13.2. The background details set out in the Tender Documents, together with the data available through the Portal should provide Bidders with all the information they require. However, Bidders may ask questions or seek clarification from RBKC to enable them to complete their Tenders.
- 13.3. However, Bidders should note that any communication with RBKC must be via the Portal and all clarifications must be received by 12:00hrs (midday) (BST) [27 January 2023]. RBKC reserves the right not to reply to any clarification submitted after that date.
- 13.4. Any Bidder which attempts to communicate or contact any member of RBKC's staff, officers, Cabinet members or councillors in a manner not permitted by this ITT will result in the Bidder being disqualified from the procurement process and not being considered further. Any action taken by RBKC is without prejudice to any other civil remedies available to RBKC and without prejudice to any criminal liability which such conduct by a Bidder may attract.
- 13.5. RBKC intends to conduct the procurement process in a way which is fair, transparent and does not risk distorting competition or unfairly discriminating for or against any Bidder. Accordingly, clarifications and RBKC's responses will be circulated to all Bidders unless

they are commercially sensitive. The identity of the Bidder which submitted the clarification will not be circulated.

- 13.6. Should Bidders wish to avoid disclosure of responses to clarifications, the clarification must be clearly marked **“Confidential – not to be circulated to other Bidders”** and the Bidder must set out its reason(s) for non-disclosure. A Bidder’s reason(s) for non-disclosure should be well constructed, thought out and meaningful and not simply a broad statement that covers matters clearly in the public domain or not commercially sensitive.
- 13.7. RBKC will consider each request for non-disclosure on its merits, taking into account in particular (but without limitation) whether any legislation or considerations of probity or interests of open and fair competition require the request to be denied. Where RBKC decides that the clarification and RBKC’s response cannot be withheld, the Bidder will have the opportunity to withdraw the clarification or to re-present it in a different format. The Bidder must confirm to RBKC in writing whether the clarification has been withdrawn, re-presented in a different format or can be circulated to the other Bidders. RBKC will deem that the clarification has been withdrawn if RBKC is not contacted by the Bidder within three (3) days following RBKC’s notification to the Bidder that its request for confidentiality has been denied.
- 13.8. Where RBKC’s considers that a clarification is commercially sensitive, but the point is of general application, a distilled and sanitised version of the clarification and RBKC’s response may be circulated to all Bidders.

#### **14. Clarifications by RBKC**

- 14.1. Clarifications may be requested by RBKC via the Portal for the purposes of confirming aspects of a Tender which are unclear, inconsistent or ambiguous. Clarifications will not be used to enhance a Bidder's Tender.
- 14.2. RBKC's clarifications may be standard clarifications asked of all Bidders and/or specific questions relating to an individual Tender. Information received by RBKC may be used to inform its evaluation of the relevant Tender(s).
- 14.3. RBKC may request clarification where a Bidder has made an "obvious mistake", in the sense that it is plainly apparent what the Bidder's intentions were, but this intention was not correctly communicated, such as:
  - 14.3.1. administrative mistakes - referring to a document "attached" to the Tender when it has been omitted;
  - 14.3.2. "typos" - where percentages in a column add up to 10%, but 100% has been written (the extra "0" added by mistake);
  - 14.3.3. glaring omissions - the working of a calculation has been shown, but the answer left blank;
  - 14.3.4. inconsistencies and confused document structure - when there is conflicting information in the document or a whole section has been omitted; and/or

- 14.3.5. lack of clarity – if a Bidder's response is unclear, RBKC may look at responses received from other Bidders to the same question and consider whether the question itself is ambiguous.
- 14.4. It will not be appropriate for RBKC to request clarification is where a Bidder has chosen to provide brief responses. However, if all Bidders have been light on information in the same area, then it may be possible for RBKC to request for more information from all Bidders, since the principle of equal treatment will have been adhered to.

## **15. Due Diligence**

- 15.1. RBKC does not, unless expressly stated otherwise, warrant any information provided to Bidders through the procurement process. Bidders must satisfy themselves as to the accuracy, completeness and sufficiency of any information provided and RBKC shall not be liable in the event that any of the information subsequently proves to be inadequate, incorrect or misleading.
- 15.2. Upon receipt of a Tender, RBKC will assume that Bidders have conducted detailed due diligence and obtained all the information necessary to submit complete and accurate Tenders. RBKC will therefore not permit prices or related aspects of a Tender to be revised after submission as a consequence of any discrepancies arising from the fact that the Bidder failed to obtain full information or, if obtained, the information was subsequently found to be inaccurate or incomplete – this is the Bidders' risk.

## **16. Bidder Warranties**

- 16.1. In submitting a Tender, each Bidder warrants, represents and undertakes to RBKC that:
- 16.1.1. all information, representation other matters of fact communicated (whether in writing or otherwise) to RBKC by the Bidder, its employees or agents in connection with or arising out of the Tender are true, complete and accurate in all respects;
- 16.1.2. it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the Tender;
- 16.1.3. it is satisfied itself as to the correctness and sufficiency of the information it has inserted in the price schedules, and included in its responses;
- 16.1.4. it has full power and authority to enter into contract and undertake the Works;
- 16.1.5. it is of sound financial standing and has, and will have sufficient premises, working capital, skilled personnel, vehicles, plant, goods and materials and other resources available to it to carry out the Works;
- 16.1.6. it will retain all necessary consents, licences and permissions to enable it to carry out the Works and will from time to time obtain and maintain all further and other necessary consents, licences and permissions to enable it to continue to do so; and
- 16.1.7. it will not at any time claim or seek to enforce a lien, charge, or other encumbrances over property of whatever nature owned by RBKC and that is for the time being in the possession of the Bidder.
- 16.2. If it is determined that any information supplied by a Bidder was inaccurate, incomplete or untrue and was relied upon for evaluation purposes, then RBKC shall exclude the Bidder

from the procurement process. In addition, RBKC shall reserve the right to pursue all costs which may be incurred in re-commencing the procurement process and any other remedies available to RBKC in law.

- 16.3. The Bidder shall indemnify and keep indemnified RBKC against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Bidder of any of its obligations in this ITT. Any Bidder that submits a Tender will be deemed to have accepted this requirement without qualification.

## **17. Liability of RBKC**

- 17.1. Neither RBKC nor any of its representatives (including its officers, members, employees and advisors) shall, under any circumstances, be liable in any way to any Bidder for any costs, expenses or losses incurred by any Bidder or other person in relation to their participation in this procurement or otherwise.
- 17.2. Except in cases of fraud, RBKC, its officers, members, employees, agents or advisers do not accept any responsibility or liability whatsoever for any loss or damage of whatever kind and howsoever caused arising from the Tender Documents.
- 17.3. All submissions received will be evaluated. RBKC makes no representation regarding any Bidder's financial stability, technical competence or ability in any way to carry out the Works.
- 17.4. The subject matter of this ITT and the procurement process as a whole shall only have contractual effect when it is contained in the express terms of a Contract. No statement or matter contained in the Tender Documents or made or undertaken as part of this procurement process is intended to or shall be taken as constituting a contract, agreement, warranty or representation between RBKC and any other party.
- 17.5. In so far as a Tender by a Bidder made in response to this ITT forms (or is deemed to form) a contractual relationship between RBKC and that Bidder governing the relationship of the parties during this procurement process until an award is made (if any), the terms and conditions of such contract shall be as expressly set out in this ITT. The ITT forms the entire agreement between the parties relating to the procurement process and the submission of Tenders and there shall not be implied into any such contract any further terms, obligations or restrictions on the Bidder.

## **18. Leaseholder Consultation**

- 18.1. Bidders shall provide RBKC or its agents and appointees any information that it may require in order to fulfil its obligations to consult leaseholders pursuant to the Landlord and Tenant Act 1985 as amended by the Commonhold and Leasehold Reform Act 2002 and the Service Charges (Consultation Requirements) (England) Regulations 2003, and shall hereby waive any rights of confidentiality in respect of its Tender including information submitted in its Tender relating to pricing.

## **19. Confidentiality and Communications**

- 19.1. Bidders must treat all information supplied by RBKC in connection with this procurement process as confidential (and shall ensure that their employees, consultants, Sub-Contractors, advisers, insurers and funders shall treat documentation supplied in relation to this ITT is confidential) and shall not, without the written consent of RBKC, at any time make use of the Tender Documents for its own purposes or disclose such information to any person unless required or permissible by law. Bidders are referred to the FOIA and Disclosure of Confidential and Commercially Sensitive Information document uploaded to the Portal.
- 19.2. Bidders shall not undertake (or permit to be undertaken) at any time, during the procurement process or after completion, any publicity activity with any section of the media in relation to the Works, or procurement process other than with the prior written agreement of RBKC. Such agreement shall extend to the content of any publicity. In this paragraph the word "**media**" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media.
- 19.3. If a Bidder fails to observe the conditions set out in this paragraph 19, or in any other way does not treat any of the Tender Documents as confidential, RBKC shall, without limitation to any other remedies it may have, exclude the relevant Bidder from further participation in this procurement process.
- 19.4. RBKC may disclose detailed information relating to Tenders to RBKC's members, directors, officers, employees, agents or advisors and RBKC may make the key procurement documents available for private inspection by RBKC's members, directors, officers, employees, agents or advisors. RBKC also reserves the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its Tender. RBKC will act reasonably as regards the protection of commercially sensitive information relating to the Bidder in the light of the latest published guidance on this area.

## **20. Freedom of Information**

- 20.1. RBKC is subject to the FOIA and the EIR. This means that, subject to certain exemptions, an individual may request access to any information held by them and RBKC may have to accede to such a request. This may include information in respect of a Tender or details of the procurement process. Bidders are referred to the FOIA and Disclosure of Confidential and Commercially Sensitive Information document uploaded to the Portal.
- 20.2. If a Bidder thinks that any specific information given in its submissions is either commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) or confidential in nature, then it should be clearly marked as 'not for disclosure to third parties'. Bidders should also give valid reasons in support of the information being exempt from disclosure under the FOIA and the EIR.
- 20.3. RBKC will endeavour to consult with Bidders and consider comments and any objections before any information identified by Bidders as commercially sensitive or confidential is released to a third party under the FOIA or the EIR. However, RBKC will be entitled to

decide in its absolute discretion whether any information is exempt from disclosure or if it must be disclosed in response to a request for information.

- 20.4. Any decision made by RBKC on disclosure must be in line with the provisions of the FOIA or the EIR and RBKC can only withhold information if it is covered by an exemption from disclosure, and if relying on a qualified exemption, that the public interest favours maintaining the exemption.
- 20.5. RBKC will not be held liable for any loss or prejudice caused by the disclosure of information that:
  - 20.5.1. has not been clearly marked as 'not for disclosure to third parties' with supporting reasons (referring to the relevant category of exemption under the FOIA or EIR where possible); and/or
  - 20.5.2. does not fall into a category of information that is exempt from disclosure under the FOIA or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); and/or
  - 20.5.3. or where it is in the public interest to disclose this and there is no statutory duty to withhold it.

## **21. Changes to the Status of Bidders**

- 21.1. Each Bidder must keep RBKC informed of any changes and developments that affect its legal status or eligibility, technical ability and/or economic and financial standing that occur following the submission of its Tender. RBKC reserves the right to keep these matters under review and shall exclude a Bidder from further participation in the procurement process where any such change renders such Bidder incapable of meeting RBKC's requirements.
- 21.2. RBKC recognises that arrangements in relation to subcontracting may be subject to future change and may not be finalised until a later date. However, Bidders should be aware that where information provided to RBKC indicates that Sub-Contractors are to play a significant role in delivering key contract requirements, any changes to those subcontracting arrangements may affect the ability of the Bidder to proceed with the procurement process or to provide the Works required. Bidders should therefore notify RBKC immediately of any change in its proposed subcontracting arrangements. RBKC reserves the right to deselect any Bidder prior to any award of contract based on an assessment of the updated information.

## **22. Canvassing**

- 22.1. Any Bidder which, in connection with this procurement:
  - 22.1.1. offers any inducement, fee or reward to any member or officer of RBKC or any person acting as an advisor for RBKC in connection with this procurement;
  - 22.1.2. directly or indirectly canvasses any of the persons referred to above in connection with this procurement, or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Bidder or Tender submitted by any other Bidder;

- 22.1.3. does anything which would constitute an offence under the Bribery Act 2010 or under Section 117 of the Local Government Act 1972; and/or
- 22.1.4. contacts any officer of RBKC about any aspect of this procurement in a manner not permitted by this ITT, will be disqualified from this procurement process (without prejudice to any other civil remedies available to RBKC and without prejudice to any criminal liability which such conduct by a Bidder may attract).

## **23. Non-Collusion**

23.1. Any Bidder which, in connection with this procurement:

- 23.1.1. fixes or adjusts the nature or price of any aspect of any Tender by or in accordance with any agreement or arrangement with any other Bidder;
- 23.1.2. enters into any agreement or arrangement with any other Bidder that they shall refrain from producing a Tender or as to the nature or pricing of any Tender to be submitted;
- 23.1.3. causes or induces any person to enter into any such agreement as is mentioned in either section above or to inform the Bidder of the nature or pricing (whether actual or approximate) of any rival Tender;
- 23.1.4. devises or amends the content of its Tender submission in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, Sub-Contractor, Consortium member or provider of finance;
- 23.1.5. offers or agrees to pay or gives or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or omission; and/or
- 23.1.6. communicates to any person other than RBKC the nature or pricing (whether actual or approximate) of its proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender (for example, for insurance, a contract or guarantee)),

will be disqualified (without prejudice to any other civil remedies available to RBKC and without prejudice to any criminal liability that such conduct by a Bidder may attract). Bidders are referred to the Certificate of Non-Collusion they are required to sign as part of their Tenders and their obligations and responsibilities contained therein.

## **24. Conflicts of Interest**

- 24.1. It is each Bidder's responsibility to effectively manage any conflicts of interest whether through the imposition of information barriers or as otherwise appropriate. A Bidder must advise RBKC as soon as practicable in the event of a conflict of interest arising in respect of its Tender or its involvement in the procurement process. In such circumstances, RBKC may require further information from the Bidder. RBKC will disqualify a Bidder from further involvement in the procurement process in the event of a conflict of interest where that conflict of interest cannot be effectively managed or remedied.
- 24.2. The concept of a conflict of interest, includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the

procurement procedure. Please note that routine pre-market engagement carried out by RBKC should not represent a conflict of interest for a Bidder, provided that the engagement has been carried out in a transparent manner.

- 24.3. It is each Bidder's responsibility to ensure that its constituent members and advisers do not have conflicts of interest in relation to other Bidders for the Works or in relation to RBKC themselves, including in circumstances where it is proposed that constituent members and/or advisers attached to an unsuccessful Bidder join the team of another Bidder still in the process.

## **25. Copyright and Intellectual Property Rights**

- 25.1. The copyright in the Tender Documents and all other documents issued by RBKC is vested in RBKC and its advisers, as appropriate, and their content may not be reproduced, copied or stored in any medium without the prior written consent of RBKC. Such documents are and shall remain the property of RBKC and must be returned immediately upon demand.
- 25.2. By submitting a Tender each Bidder agrees and acknowledges that it shall have granted to RBKC and its advisers for all purposes related to the Works a non-exclusive, irrevocable, perpetual, royalty free licence to use, copy, modify, adapt and translate any drawings, specifications, materials, data and other information related to any element of any Tender proposed by the Bidder during the procurement process (together with the right to grant sub-licences).
- 25.3. Each Bidder warrants to RBKC that no document that it prepares as part of its response infringes any Intellectual Property Right.
- 25.4. Each Bidder undertakes to indemnify RBKC against all actions, claims, demands, liability, proceedings, damages, costs, charges and expenses whatsoever arising out of or in connection with any breach of the provisions of paragraph 25 of this ITT.



**Appendix 1**  
**Tender Checklist**

<b>Submission Item</b>	<b>Completed</b>
<b>Quality Questions – completed on the Portal</b>	
Quality Question 1 – Skills of Operational Staff Delivering the Works	
Quality Question 2 – High quality and “Right First Time” Approach	
Quality Question 3 – Risk Assessment of the Delivery of the Works	
Quality Question 4 – Sustainability	
Quality Question 5 – Resident Engagement	
Quality Question 6 – Social Value	
Quality Question 7 – Roofing Systems	
Quality Question 8 – Windows & Doors	
Quality Question 9 – Emergency Call Out Response	
Quality Question 10 – Health & Safety	
<b>Pricing Document – completed on the Portal</b>	
<b>Health and Safety documents – uploaded to Portal</b>	
<b>CV’s of proposed team – uploaded to Portal</b>	
<b>Programme – uploaded to Portal</b>	
<b>Site management and logistics information – uploaded to Portal</b>	
<b>Contractors Proposals to CDP items – uploaded to Portal</b>	
<b>Presentation – verbal submissions to be provided</b>	
<b>Interview – verbal submissions to be provided</b>	
<b>Form of Tender – signed and uploaded to the Portal</b>	
<b>Bona Fide Tender Declaration and Non-Collusion Certificate – signed and uploaded to the Portal</b>	
<b>FOIA and Disclosure of Confidential and Commercially Sensitive Information – completed and uploaded to the Portal</b>	
<b>Conflict of Interest Declaration and Anti-Fraud and Safeguarding Statement – signed and uploaded to the Portal</b>	

## Appendix 2

### Scoring Matrixes for Quality Questions

Scoring Matrix – Skills of Operational Staff Delivering the Works	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that suitably skilled, experienced and dedicated staff will develop, design and deliver the Works.
1	The information provides RBKC with little confidence that suitably skilled, experienced and dedicated staff will develop, design and deliver the Works.
2	The information provides RBKC with some confidence that suitably skilled, experienced and dedicated staff will develop, design and deliver the Works.
3	The information provides RBKC with satisfactory confidence that suitably skilled, experienced and dedicated staff will develop, design and deliver the Works.
4	The information provides RBKC with high confidence that suitably skilled, experienced and dedicated staff will develop, design and deliver the Works.
5	The information provides RBKC with complete confidence that suitably skilled, experienced and dedicated staff will develop, design and deliver the Works.

Scoring Matrix – High quality and “Right First Time” Approach	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Works will be delivered successful on time and with zero defects.
1	The information provides RBKC with little confidence that the Works will be delivered successful on time and with zero defects.
2	The information provides RBKC with some confidence that the Works will be delivered successful on time and with zero defects.
3	The information provides RBKC with satisfactory confidence that the Works will be delivered successful on time and with zero defects.

4	The information provides RBKC with high confidence that the Works will be delivered successful on time and with zero defects.
5	The information provides RBKC with complete confidence that the Works will be delivered successful on time and with zero defects.

Scoring Matrix – Risk Assessment of the Delivery of the Works	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Bidder has the team and resources to deliver the project successfully.
1	The information provides RBKC with little confidence that the Bidder has the team and resources to deliver the project successfully.
2	The information provides RBKC with some confidence that the Bidder has the team and resources to deliver the project successfully.
3	The information provides RBKC with satisfactory confidence that Bidder has the team and resources to deliver the project successfully.
4	The information provides RBKC with high confidence that the Bidder has the team and resources to deliver the project successfully.
5	The information provides RBKC with complete confidence that the Bidder has the team and resources to deliver the project successfully.

Scoring Matrix – Sustainability	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Bidder will be sustainable throughout the Term of the project.
1	The information provides RBKC with little confidence that the Bidder will be sustainable throughout the Term of the project.

2	The information provides RBKC with some confidence that the Bidder will be sustainable throughout the Term of the project.
3	The information provides RBKC with satisfactory confidence that the Bidder will be sustainable throughout the Term of the project.
4	The information provides RBKC with high confidence that the Bidder will be sustainable throughout the Term of the project.
5	The information provides RBKC with complete confidence that the Bidder will be sustainable throughout the Term of the project.

Scoring Matrix – Resident Engagement	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Bidder will effectively manage resident engagement when delivering the Works.
1	The information provides RBKC with little confidence that the Bidder will effectively manage resident engagement when delivering the Works.
2	The information provides RBKC with some confidence that the Bidder will effectively manage resident engagement when delivering the Works.
3	The information provides RBKC with satisfactory confidence that the Bidder will effectively manage resident engagement when delivering the Works.
4	The information provides RBKC with high confidence that the Bidder will effectively manage resident engagement when delivering the Works.
5	The information provides RBKC with complete confidence that the Bidder will effectively manage resident engagement when delivering the Works.

Scoring Matrix – Social Value	
Score	Criteria for awarding the score

0	The information provides RBKC with no confidence that the Bidder will work with RBKC to deliver social value throughout the Term of the project.
1	The information provides RBKC with little confidence that the Bidder will work with RBKC to deliver social value throughout the Term of the project.
2	The information provides RBKC with some confidence that the Bidder will work with RBKC to deliver social value throughout the Term of the project.
3	The information provides RBKC with satisfactory confidence that the Bidder will work with RBKC to deliver social value throughout the Term of the project.
4	The information provides RBKC with high confidence that the Bidder will work with RBKC to deliver social value throughout the Term of the project.
5	The information provides RBKC with complete confidence that the Bidder will work with RBKC to deliver social value throughout the Term of the project.

Scoring Matrix – Roofing Systems	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Bidder will work with RBKC to deliver a suitable roofing solution, with high quality materials and finish and performance.
1	The information provides RBKC with little confidence that the Bidder will work with RBKC to deliver a suitable roofing solution, with high quality materials and finish and performance.
2	The information provides RBKC with some confidence that the Bidder will work with RBKC to deliver a suitable roofing solution, with high quality materials and finish and performance.
3	The information provides RBKC with satisfactory confidence that the Bidder will work with RBKC to deliver a suitable roofing solution, with high quality materials and finish and performance.
4	The information provides RBKC with high confidence that the Bidder will work with RBKC to deliver a suitable roofing solution, with high quality materials and finish and performance.
5	The information provides RBKC with complete confidence that the Bidder will work with RBKC to deliver a suitable roofing solution, with high quality materials and finish and performance.

Scoring Matrix – Windows & Doors	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Bidder will work with RBKC to deliver a suitable set of windows and doors, with high quality materials, finish, and performance.
1	The information provides RBKC with little confidence that the Bidder will work with RBKC to deliver a suitable set of windows and doors, with high quality materials, finish, and performance.
2	The information provides RBKC with some confidence that the Bidder will work with RBKC to deliver a suitable set of windows and doors, with high quality materials, finish, and performance.
3	The information provides RBKC with satisfactory confidence that the Bidder will work with RBKC to deliver a suitable set of windows and doors, with high quality materials, finish, and performance.
4	The information provides RBKC with high confidence that the Bidder will work with RBKC to deliver a suitable set of windows and doors, with high quality materials, finish, and performance.
5	The information provides RBKC with complete confidence that the Bidder will work with RBKC to deliver a suitable set of windows and doors, with high quality materials, finish, and performance.

Scoring Matrix – Emergency Call Out Response	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Bidder will be able to provide a rapid response in dealing with emergency call outs.
1	The information provides RBKC with little confidence that the Bidder will be able to provide a rapid response in dealing with emergency call outs.
2	The information provides RBKC with some confidence that the Bidder will be able to provide a rapid response in dealing with emergency call outs.

3	The information provides RBKC with satisfactory confidence that the Bidder will be able to provide a rapid response in dealing with emergency call outs.
4	The information provides RBKC with high confidence that the Bidder will be able to provide a rapid response in dealing with emergency call outs.
5	The information provides RBKC with complete confidence that the Bidder will be able to provide a rapid response in dealing with emergency call outs.

Scoring Matrix – Health & Safety	
Score	Criteria for awarding the score
0	The information provides RBKC with no confidence that the Bidder will be able to demonstrate H&S compliance as set out by the Principal Designer.
1	The information provides RBKC with little confidence that the Bidder will be able to demonstrate H&S compliance as set out by the Principal Designer.
2	The information provides RBKC with some confidence that the Bidder will be able to demonstrate H&S compliance as set out by the Principal Designer.
3	The information provides RBKC with satisfactory confidence that the Bidder will be able to demonstrate H&S compliance as set out by the Principal Designer.
4	The information provides RBKC with high confidence that the Bidder will be able to demonstrate H&S compliance as set out by the Principal Designer.
5	The information provides RBKC with complete confidence that the Bidder will be able to demonstrate H&S compliance as set out by the Principal Designer.

### Appendix 3

#### Scoring Matrixes for “Scored and Weighted” Presentation

Scoring Matrix – Presentation	
Score	Criteria for awarding the score
0	The Bidder’s presentation gave the residents no confidence that the Bidder will manage, design and complete the Project Works successfully.
1	The Bidder’s presentation gave the residents little confidence that the Bidder will manage, design and complete the Project Works successfully.
2	The Bidder’s presentation gave the residents some confidence that the Bidder will manage, design and complete the Project Works successfully.
3	The Bidder’s presentation gave the residents sufficient confidence that the Bidder will manage, design and complete the Project Works successfully.
4	The Bidder’s presentation gave the residents high confidence that the Bidder will manage, design and complete the Project Works successfully.
5	The Bidder’s presentation gave the residents complete confidence that the Bidder will manage, design and complete the Project Works successfully.



#### Appendix 4

##### Scoring Matrix for “Scored and Weighted” Interview Questions

Scoring Matrix – Interview Questions	
Score	Criteria for awarding the score
0	The Bidder’s response gave the residents and/or officers no confidence that the Bidder will manage the site and deliver the works successfully.
1	The Bidder’s response gave the residents and/or the officers little confidence that the Bidder will manage the site and deliver the works successfully.
2	The Bidder’s response gave the residents and/or the officers some confidence that the Bidder will manage the site and deliver the works successfully.
3	The Bidder’s response gave the residents and/or the officers sufficient confidence that the Bidder will manage the site and deliver the works successfully.
4	The Bidder’s response gave the residents and/or officers high confidence that the Bidder will manage the site and deliver the works successfully.
5	The Bidder’s response gave the residents and/or officers complete confidence that the Bidder will manage the site and deliver the works successfully.