



The Conversion to a Library, 8 Boscawen Road

Refurbishment and Alterations

Tender Evaluation Methodology

Further to the Tender Documentation advertised on the Government Tender Website on 18 December 2024 by Crossley Hill Chartered Surveyors on behalf of Perranzabuloe Parish Council (PPC), it will be discussing your application at the next Finance & Operations Committee Meeting on 3 February 2024 and subsequently by Full Council on 24 February 2024. As an applicant who has submitted the Form of Tender, please read the following.

Section 1

Conditions of Tender – Council Warranties and Disclaimers

The fact that an applicant has been invited to bid does not necessarily mean that the Applicant has completely satisfied all PPC's criteria and PPC may require further information as appropriate and assess this as part of the evaluation process.

The Applicant shall have no claim whatsoever against PPC in respect of such matters and in particular (but without limitation)

Whilst the information in this document and the Tender Documentation has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, PPC does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. PPC does not make any representation or warranty (express or implied) with respect to the information contained in this document or the Tender Documentation or with respect to any written or oral information made or to be made available to any Applicant or its professional advisors.

Each Applicant to whom documents are sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.

This document is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded the Applicant to bid or enter into any other contractual agreement. Under no circumstances shall PPC be liable to an Applicant in respect of any costs incurred by an Applicant (whether directly or otherwise) in relation to the preparation or submission of an offer.

Discrepancies, Omissions and Enquiries concerning the Documents

Should the Applicant find discrepancies in, or omissions from, the procurement documents, PPC shall be immediately notified by the Applicant.

Should any additions or deletions arise from such notification, or in the event that PPC requires an amendment to be made, these will be issued by PPC to Applicants and will be deemed to form part of the documentation.

PPC reserves the right to extend any date of submission accordingly.

Relevant and Associated Legislation, Directives and Codes

This is a Tender, being conducted under Public Sector procurement rules and Regulations. The Applicant shall ensure that they are aware of their obligations and comply with all relevant Legislation and Regulatory matters, plus the obligations placed on PPC, particular reference shall be taken to the following Legislation:

Public Contracts Regulations 2015

<https://legislation.gov.uk/2015/102/contents>

The Bribery Act 2010

<https://www.legislation.gov.uk/ukpga/2012/3/contents>

Transparency Code 2015

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Modern Slavery Act 2015

<https://www.legislation.gov.uk/ukpga/2015/30/contents>

Study of the Documents

Documents issued by PPC to a prospective Applicant must not be passed on to a third party without the express permission of PPC.

Applicants are expected to read and understand all of the Tender Documentation.

The Applicant is required to obtain all the information as it may require them to make a bid. The Applicant shall be deemed to have satisfied itself as to the correctness and sufficiency of its bid. No claims whatsoever shall be entertained arising out of the Applicants failure to study the documents; the information provided will be relied upon as being true and accurate and will form part of the Contract with the successful Applicant. **If any of the information given by your organisation within the document is subsequently identified as being inaccurate, this may exclude your organisation from further consideration.**

The Applicant is responsible for all costs, expenses and liabilities incurred by the Applicant in connection with preparing its Bid.

Applicant Site Visits

Applicants should have visited site before submitting tenders (as confirmed on the Form of Tender). Claims on the grounds of lack of knowledge of site locations/conditions will not be accepted by PPC.

Budget

The total maximum budget available for this commission is £280,000 (excluding VAT) but inclusive of all expenses. **Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 2 and will reflect the degree to which there is a saving on the maximum budget.

Tender and commission timetable

Deadline to submit Tenders	29 January 2025
Evaluations made by the Finance & Operations Committee	3 February 2025
Award of Contract (Full Council Meeting)	25 February 2025
Pre-start Meeting	TBA

Please note that this timetable may be subject to change

Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interest. Therefore, **please confirm by mid-day (12pm) 29 January 2025** whether, to the best of your knowledge, there is any conflict of interest between your organisation and PPC or its programme team, that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest, which might

be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit PPC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

Any clarification queries arising from this Tender Documentation which may have a bearing on the offer should be raised by email by **14 January 2025** to:

daryl@chsurveyors.com or clerk@perranzabuloe-pc.gov.uk

Section 2 – Tender Evaluation Methodology

Each Tender will be checked for completeness and compliance with all requirements of the Tender Documentation. Tenders will be evaluated to determine the most economically advantageous tender, taking into consideration the award criteria. It should be noted that as per Financial Regulations 5.13, PPC shall not be obliged to accept the lowest or any tender, quote or estimate.

Tender returns will be assessed on the basis of the following tender award criteria

Scores will be given 1-10

	Percentage Weighting
Site Visit completed prior to tender deadline	Pass/Fail
Form of Tender completed, confirming that a site visit has been completed.	Pass/Fail
Clear statement received with regard to potential conflicts of interest	Pass/Fail
Financial Stability	Pass/Fail
3 years audited accounts	
Insurance	Pass/Fail
Employers Liability Indemnity Insurance £10,000,000 any one claim Public Liability Indemnity Limit £5,000,000 any one claim Products Liability Indemnity Limit £5,000,000 any one claim and in the aggregate	
Price	25%
Value for money, cost competitiveness, cost breakdown, assessment that costs	

have been included for all items, (including any required accommodation), contingency), payment terms.	
Examples of similar work	25%
Examples of two other similar projects that have been completed that demonstrate the ability and experience of the team being proposed and quality of work.	
CVs, capability and capacity	20%
CVs of all relevant members of the team being proposed to provide PPC with confidence that the tenderer has the capability and capacity to deliver the work in the time frame required.	
Understanding of the Drawings, Specification and Schedule of Works	25%
Crossley Hill Surveyors will undertake an evaluation of the tenderer's understanding of the project, including with regards to methodology and approach, compliance with specifications, programme of works. Contract period realistic to complete the works.	
Environmental Impact Statement	5%

Scoring Matrix

Score	Judgement	Interpretation
10	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the works. Full evidence provided where required to support the response.
8	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the works. Majority evidence provided to support response.

6	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource, and/or quality measures required to provide the works, with little or no evidence to support the response.
4	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the works, with little or no evidence to support the response.
2	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the works, with little or no evidence to support the response.
1	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills resource and/or quality measures required to provide the works with little or no evidence to support the response.