

Statement of Methodology and Criteria to be adopted in evaluating tenderers' submissions

Evaluation of PQQ's

The ECITB's PQQ process is designed to be fair, transparent and equitable and generate a shortlist of applicants who will be invited to tender.

On receipt of PQQ's, ECITB will conduct administrative checks to ensure the applicant has:

- Submitted the PQQ in the correct format and within the deadline applicable;
- Responded to all questions asked; provided all copy documents requested.

Following on from the above, the evaluative process deployed by ECITB is designed to determine suitability of potential suppliers in terms of:

- Technical knowledge and experience
- Capability/capacity
- Organisational and financial standing.

Applicants at PQQ stage must respond satisfactorily to all questions asked. A pass/fail will be recorded against the response to each question by way of a 'tick list' and maintained on file.

There are ten sections in the ECITB PQQ, the first eight of which are to be evaluated as follows. Section 9 is not evaluated & section 10 should be suitably signed and completed by the applicant). Replies to gateway questions should be evaluated first, as failure to provide suitable responses could lead to early rejection – these are highlighted in bold font.

1. Organisational Information

- Is the legal entity clear?
- Does the business (and its holding company if applicable) exist at the address quoted?
- **Are there any serious factors (Q1.15 and Q1.16) which should exclude ECITB from dealing with the applicant?**
- Are there any connections with ECITB which might prejudice a fair and equitable PQQ process?
- Is there any risk associated with use of partners/sub-contractors to deliver the proposed solution?

2. Technical Experience and References

- Does the applicant's business fit with the requirement being contracted for?
- Are the references provided relevant? Do they illustrate ability to carry out the ECITB contract (size of contract and value (as detailed in spec))?
- Is there exposure due to past unsuccessful contract performance?
- Quality management – score high marks for a certified Quality Management System, medium for proprietary QMS, zero marks for no QMS.

3. Insurance

- ELI is a legal requirement (except for sole traders) and must be in place for all applicants except those that are sole traders
- PLI and PI must meet minimum requirements as detailed in tender pack
- Is adequate insurance in place?

4. Professional Conduct

- If answer to Q5.1 is yes, the applicant should be dismissed from the PQQ process
- If applicant or proposed partners are currently involved in legal proceedings (including Arbitration), what are they and what is impact on suitability and ability to carry out ECITB contract?

Evaluation of Tenders

ECITB will evaluate all tenders on basis of Most Economically Advantageous Tender (MEAT).

As a minimum, MEAT criteria should evaluate quality and price, although in many cases other criteria will need to be considered. These might include delivery date, running costs, cost effectiveness, quality, aesthetic and functional characteristics, technical merit, after sales service, technical assistance and price.

Initially, definition must take place of weighting between price and non-price elements – for example 30% weighting on price and 70% on non-price elements. This will vary from contract to contract and in accordance with whether the contract procures goods or services. The actual weightings and criteria used to identify the Most Economically Advantageous Tender must not change from the advertised range.

The ITT incorporates the scoring system which will be used by the ECITB in the evaluation of the submitted tender.