

Tender Evaluation

The Council will, upon receipt of your tender, initially check for compliance - if there are omissions in your tender or it is not in accordance with these instructions, we may not consider it. We will reject your Tender if you act improperly, for example, by agreeing to fix your prices, agreeing that others will not tender, offering any inducement, canvassing any officers or members of the Council or committing an offence under the Prevention of Corruption Act 1889 to 1916.

The weightings will be 15% for Price and 85% for Quality

If at any time during the tender period, there are any material changes to the information you have provided you must advise the Council promptly in writing before the end of the post tender clarification period on 25 February 2025. Any amendments to your tender will need to be agreed in writing.

Price Pass/ Fail

Can the scheme be delivered within the maximum budget of £170,000? Any tenders that exceed the maximum budget will fail.

Price Evaluation

Price will be evaluated based on the quote. Scoring will be based on ranking with the lowest price getting the maximum score of 10 with the remaining bidders receiving proportionate relative to the lowest price. See example:

Tenderer	Price	Rank	Score
Bid – A	160,000	2	14.4
Bid – B	170,000	4	13.6
Bid - C	155,000	1	15
Bid - D	165,000	3	13.9

Quality Pass/Fail

Is the tenderer registered with the Association of Play Industries? Any tenders that don't demonstrate this will fail.

Quality Evaluation

Tenderers' evaluation scores will be based on their written responses to Criteria 1-6 in the tables below:

Quality Scores

No submission	0 Points	No response was made
Very Poor	1 Point	Unacceptable, an unsatisfactory response
Poor	2 Points	Only some of the requirements met
Acceptable	3 Points	A satisfactory response, which meets the basic requirements
Good	4 Points	Good response, which meets all the requirements and gives some confidence
Excellent	5 Points	Outstanding response, exceeds expectations, add value, full of confident and includes innovation

The response to each question will be scored from 0 to 5 using the guidance above. These scores will then be divided by the maximum score available (5) and then multiplied by the weightings/sub weightings shown

Quality Award criteria and weightings

	Criteria	Weighting	Minimum Score
1	Technical experience, case studies, contract management and communication	5	3
2	Approach to design quality, overall appearance and layout	30	3
3	Variety of equipment offering diverse experience (sliding, climbing, spinning etc) suitable to age range and separation where mixed age ranges.	15	3
4	Inclusive play value	15	3

5	Suitability for location, surroundings and brief including resistant to ASB	5	3
6	Warranty and ongoing maintenance requirements	15	3
	TOTAL	85	

A maximum score of 85 can be achieved for responses to the quality evaluation criteria

The Council reserves the right to clarify by the following methods:

- By responses to clarification questions raised by the Council (if any)
- Clarification meetings if necessary

The Council requires submissions received to be of a consistently good level of quality across all areas. Tenders that do not score a minimum of 3 points in all of the criteria may not be considered further.

Ranking

At this stage, scores achieved from price and quality will be combined to give a total score which will be ranked.

Tenderer	Price	Quality	Score	Rank
Bid – A	14.4	60	74.4	3
Bid – B	13.6	54	67.6	4
Bid - C	15	75	90	2
Bid - D	13.9	85	98.9	1

Where a tenderer achieves the highest score across two categories the Council reserves the right to award contracts that give the Council the best value for money.

Tie Break

In the event of a tie break (where two or more top scoring tenderers have the same total weighted score including price and quality), the Council shall select from amongst those tenderers the submission with the highest weighted score for price.

Abnormally Low Bids

Notwithstanding the scorer methodology referred to above, Tenderers are advised that the Council will scrutinise very carefully any Tender that contains a price which appears very low (having regard, amongst other things, to the prices submitted in the

other tenders received). In this regard, Tenderers attention is drawn to the Lead Authorities' power under regulation 30(6) of the Public Contract Regulations 2006 (as amended) to disregard/reject any Tender that is abnormally low.