

**PUDDLETOWN AREA PARISH COUNCIL**  
**TENDER RESPONSE EVALUATION - STATEMENT & PROCESS**

## 1. METHODOLOGY

The Evaluation Statement is designed to test Potential Providers' ability to deliver the requirement.

Potential Providers MUST answer all questions in full and to the best of their knowledge. The Parish Council reserves the right to challenge any information provided in response to the Tender and request further information in support of any statements made therein.

Potential providers will be marked in accordance with the marking scheme (outlined below). The standard ratio that will be used to evaluate the tenders is as follows:

- Price – 70%
- Quality – 30%

The contract will be awarded to the supplier with the highest Final Score.

Feedback will be supplied to unsuccessful bidders.

## 2. EVALUATION OF QUALITY

The minimum acceptable score, maximum score available, and weighting mechanism for evaluating responses are set out below:

ITEM	QUESTIONS	Item Weighting	Maximum Score available	Minimum Acceptable Score
<b>Health &amp; Safety</b>	Your response to our requirement number 1 in the Tender Brief (Site preparation, set-up and Health and Safety).  Note – it is acceptable to make this subject to a site visit.	<b>X1</b>	<b>10</b>	<b>6</b>
<b>Proposed Scheme – Essential Requirements</b>	The extent and quality of the response our requirements numbered 2-7 in the Tender Brief - 'Your Response'?  Note – it is acceptable to 'n/a' a specific requirement with explanation as to why it's optional or not recommended.	<b>X3</b>	<b>10</b>	<b>4</b>
<b>Value Add - Optional</b>	Does the proposal include options for consideration that will contain costs whilst maintaining value from the proposal?	<b>X2</b>	<b>10</b>	<b>0</b>
<b>References</b>	Have references been provided in response to 5.3 and do the references report a good service delivery?	<b>X2</b>	<b>10</b>	<b>0</b>
<b>Delivery Programme -</b>	Are the proposed timescales for implementation acceptable?	<b>X2</b>	<b>10</b>	<b>4</b>
<b>TOTAL SCORE = ALL ITEM SCORES (average of panel review * Item Weighting)</b>				
<b>WEIGHTED TOTAL SCORE (TOTAL SCORE x30%)</b>				
<b>MIMNIMUM ACCEPTABLE REQUIRIEMENTS MET</b>				<b>YES / NO</b>

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The questions which are indicated with appropriate weightings will be evaluated by a panel. The appropriate score will be agreed and will be weighted to give the final score for quality (Quality Score).

Potential Providers must achieve the minimum acceptable score, as described, for each of the questions in the Table above. Only those responses which achieve the minimum acceptable Quality Score will be included in the Price Evaluation Process.

Where only one (1) submission is received which does not meet the minimum acceptable score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.

Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the Tender Brief questions and preferably address each element in the order they are asked.

Potential Providers' responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.

### **Marking Scheme**

The scoring matrix:

<b>0</b>	Failed to address the question/issue.
<b>2</b>	An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
<b>4</b>	Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
<b>6</b>	Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.
<b>8</b>	Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply).
<b>10</b>	Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.

The weighting of each criterion has been applied based on a scale as below:

<b>1</b>	Important
<b>2</b>	Very Important
<b>3</b>	Extremely Important

### **3. EVALUATION OF PRICE**

For price, each submission will be assessed on the total cost of delivering the programme, using the following equation:

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$$\text{Price score} = \left( 100\% - \frac{(\text{Tendered price} - \text{lowest price})}{\text{Lowest price}} \right) \times \text{Price Weighting}$$

**4. WORKED EXAMPLE**

Standard Pricing mechanism		
A= Tendered price	See Bidder	
B= lowest price =	25,000	
PRICE WEIGHTING	70%	
<b>Price Score = (100% - (A-B) / B) * 70</b>		
<b>Bidder name</b>	<b>Tendered Price</b>	<b>Price Score</b>
1	25,000	70
2	30,000	56
3	35,000	42

The Price Score (70% weighting applied), is added to the total Weighted Quality Score (30% weighting applied), to give a final score for each Potential Provider (Final Score).

The contract will be awarded to the supplier with the highest Final Score.