

Appendix B - Site Wide Environmental Monitoring System Replacement Project - Tender Scoring Matrix										add additional tenderers as required.											
Category	Category Percentage	Subcategory	% of category	Overall % available	Total cost / Score	%	Notes	total cost / Score	%	Notes	total cost / Score	%	Notes	total cost / Score	%	Notes	total cost / Score	%	Notes		
Cost (Delivery)	30%	Delivery Cost (Inverse Proportion): Cheapest quote gets 100% of the overall available. Remaining proposals get a proportion available based on comparison to cheapest proposal.	100%	30.0%	£ 40	30.00%		£ 50	24.00%		£ 60	20.00%		£ 70	17.14%		£ 80	15.00%			
Cost (Maintenance)	10%	Maintenance Cost (Inverse Proportion): Cheapest quote gets 100% of the overall available. Remaining proposals get a proportion available based on comparison to cheapest proposal.	100%	10.0%	£ 1.00	10.00%		£ 2.00	5.00%		£ 3.00	3.33%		£ 4.00	2.50%		£ 5.00	2.00%			
Commercial aspects	10%	Pirbright T&C Acceptance 0 - No Acceptance statement or not accepted 1 - Accepted with significant changes 2 - Accepted with minor changes 3 - Fully Accepted	30%	3.0%	3.00	3.00%		2.00	2.00%		1.00	1.00%		3.00	3.00%		3.00	3.00%			
		Pirbright Confidentiality Statement Acceptance 0 - No Acceptance statement or not accepted 1 - Accepted with significant changes 2 - accepted with minor changes 3 - Fully Accepted	10%	1.0%	3.00	1.00%		2.00	0.67%		1.00	0.33%		3.00	1.00%		3.00	1.00%			
		Contract Price Breakdown: 0 - Not offered. 1 - Significant omissions 2 - Minor omissions 3 - Fully completed	20%	2.0%	3.00	2.00%		2.00	1.33%		1.00	0.67%		3.00	2.00%		3.00	2.00%			
		Payment schedule agreed: 0 - not provided 1 - Provided but significant upfront payments 2 - Provided but significant pre-commissioning 3 - Provided and has sufficient retention against performance	20%	2.0%	3.00	2.00%		2.00	1.33%		1.00	0.67%		1.00	0.67%		1.00	0.67%			
		Insurance requirements at acceptable levels (Public, Employers, Contractors All Risks) 0 - No details 1 - Requires uplift / more details 2 - Acceptable 3 - Exceeds minimum levels	20%	2.0%	3.00	2.00%		2.00	1.33%		1.00	0.67%		1.00	0.67%		1.00	0.67%			
Technical / Quality aspects	30%	Technical Quality of Proposal (how specification will be met) : 0 - Very poor quality proposal 1 - Proposal / presentation of proposal is disjointed/difficult to understand 2 - Proposal is clear but technical content is limited 3 - Proposal is clear and technical content is high	35.0%	10.5%	3.00	10.50%		2.00	7.00%		1.00	3.50%		3.00	10.50%		2.00	7.00%			
		Tender documents completed: 0 - Not offered. 1 - 50% completed. 2 - 80% completed. 3 - 100% completed.	10.0%	3.0%	3.00	3.00%		2.00	2.00%		1.00	1.00%		2.00	2.00%		2.00	2.00%			
		Case study 1: 0 - Not offered 1 - Project not relevant 2 - Similar Project 3 - Relevant project	10.0%	3.0%	3.00	3.00%		2.00	2.00%		1.00	1.00%		2.00	2.00%		3.00	3.00%			
		Case study 2: 0 - Not offered 1 - Project not relevant 2 - Relevant project in a dissimilar industry 3 - Relevant project in a similar industry	10.0%	3.0%	3.00	3.00%		2.00	2.00%		1.00	1.00%		1.00	1.00%		2.00	2.00%			
		Case study 3: 0 - Not offered 1 - Project not relevant 2 - Relevant project in a dissimilar industry 3 - Relevant project in a similar industry	10.0%	3.0%	3.00	3.00%		2.00	2.00%		1.00	1.00%		2.00	2.00%		1.00	1.00%			
		Planned Servicing, Calibration and Reactive Maintenance: 0 - No Planned Servicing, Calibration or Reactive Maintenance Offered 1 - Supplier Offers Planned Servicing only 2 - Supplier Offers Planned Servicing and Calibration only 3 - Supplier Offers Planned Servicing, Calibration and Reactive Maintenance	10.0%	3.0%	3.00	3.00%		2.00	2.00%		1.00	1.00%		2.00	2.00%		1.00	1.00%			
		References offered: 0 - Not offered 1 - Offered, but not directly relevant 2 - Offered and relevant. But not on envisaged date 3 - Offered and relevant and on proposed date	5.0%	1.5%	3.00	1.50%		2.00	1.00%		1.00	0.50%		2.00	1.00%		1.00	0.50%			
		Environment & Safety Certifications: 0 - None / not offered 1 - Neither ISO / BS certifications but other in both areas 2 - ISO14001 or ISO 45001/BS OHSAS18001 with other in the other area 3 - ISO14001 and ISO 45001/BS OHSAS18001	2.5%	0.8%	3.00	0.75%		2.00	0.50%		1.00	0.25%		3.00	0.75%		3.00	0.75%			
		ISO 9001 & Business Continuity Certification: 0 - None / not offered 1 - Alternative system but not fully relevant 2 - ISO 9001 and Business Continuity but not fully relevant or fully relevant alternative system 3 - ISO 9001 and Business Continuity fully relevant	7.5%	2.3%	3.00	2.25%		2.00	1.50%		1.00	0.75%		3.00	2.25%		1.00	0.75%			
		Demonstration/ Interview	20%	Meet 'must have' requirements: 0 - Very poor quality proposal 1 - Proposal / presentation of proposal is disjointed/difficult to understand 2 - Proposal is clear but technical content is limited 3 - Proposal is clear and technical content is high	55.0%	11.0%	3.00	11.00%		2.00	7.33%		1.00	3.67%		2.00	7.33%		1.00	3.67%	
				Meet 'should have' requirements: 0 - Very poor quality proposal 1 - Proposal / presentation of proposal is disjointed/difficult to understand 2 - Proposal is clear but technical content is limited 3 - Proposal is clear and technical content is high	25.0%	5.0%	3.00	5.00%		2.00	3.33%		1.00	1.67%		1.00	1.67%		2.00	3.33%	
Meet 'could have' requirements: 0 - Very poor quality proposal 1 - Proposal / presentation of proposal is disjointed/difficult to understand 2 - Proposal is clear but technical content is limited 3 - Proposal is clear and technical content is high	20.0%			4.0%	3.00	4.00%		2.00	2.67%		1.00	1.33%		1.00	1.33%		3.00	4.00%			
100.0%			100.0%		100.00%			69.00%			43.33%			60.81%			53.33%				