

Section 3: Evaluation Criteria

Selection Questionnaire

- 3.1 Tenderers are required to complete the Selection Questionnaire (SQ) set out on the Tender Portal. The SQ is located as a link on the Tender Portal. The SQ is a Pass / Fail response with no specific evaluated sections.

Quality Evaluation

- 3.2 The scored Quality criteria will account for 60% of the total score. These will be assessed as set out in Section 4. Questions that are labelled “For Information Only” and “Pass/Fail” are not evaluated.
- 3.3 Any word limits, referred to on the Tender Portal for a question are the **maximum** number of words applicable to the relevant response. No additional information or supplementary documentation should be appended to these responses. Any additional information provided with a Tender response will be disregarded and will not be scored as part of the evaluation process.

Commercial Evaluation

- 3.4 The scored Commercial criteria will account for 20% of the total score.

Social Value Evaluation

- 3.5 The scored Social Value criteria will account for 10% of the total score. The responses in this section will be evaluated in line with the scoring criteria at Table 2.

Supplier Charter Evaluation

- 3.6 The scored Supplier Charter criteria will account for 10% of the total score. The responses in this section will be evaluated in line with the scoring criteria at Table 2.

Contract

- 3.7 The Form of Contract is available on the Tender Portal at Appendix 5. The Open Procedure does not allow for the Contract to be negotiated after the decision to award has been made, or during the evaluation process. Where Tenderers do not accept the proposed contract, they are required to mark-up their proposed amendments and The Crown Estate in its discretion shall determine during the evaluation stage whether the proposed amendments are proceedable. Tenderers should ensure that they have read and understood the terms of the Contract prior to submitting their Tenders and receive sign-off as necessary from their board/executive members, legal advisers and insurers.
- 3.8 Tenderers are required to obtain sign-off on the Contract from their legal advisers and insurers and confirm within their proposals that they are able to enter into contract with The Crown Estate on the form of contract. The Crown Estate will not enter into negotiation with a Tenderer either during or after the award decision.
- 3.9 By confirming acceptance of the Form of Tender, Tenderers are indicating their unequivocal acceptance of the contractual documentation in the forms attached to this ITT. The Crown

Estate reserves the right to reject any Tender where the Tenderer subsequently seeks any amendments, either pre- or post-award.

Section 4: Evaluation methodology

Evaluation Methodology

- 4.1 The Crown Estate will conduct an evaluation of the Tenders received. The Contract will be awarded on the basis of the most economically advantageous tender and in accordance with the methodology set out below. Tenders must be submitted alongside the completed Annex 1 Form of Tender in the ITT (and for the avoidance of doubt, Tenders must include all mandatory documents as detailed in Annex 5 (Supplier ITT Tender Return Checklist). Failure to submit a completed Form of Tender will render the submission incomplete and not submitted within the Submission Deadline. This is to form Stage 1 of the evaluation process.

The Evaluation Team

- 4.2 An evaluation team will undertake a comprehensive, systematic and consistent evaluation of each Tender. The evaluation team will be made up of subject matter experts of The Crown Estate and The Crown Estate's technical and legal advisers, where required.

General information on the evaluation process

- 4.3 Tenders will be subject to a six (6) stage evaluation process:

Stage 1 – Initial Screening Assessment ;

Stage 2 – Selection Questionnaire (Assessment of completed Selection Questionnaire on the Tender Portal);

Stage 3 – Quality Evaluation (Evaluation of completed Technical envelope on the Tender Portal);

Stage 4 – Social Value Evaluation (Evaluation of completed Social Value on the Tender Portal);

Stage 5 – Supplier Charter Evaluation (Evaluation of completed Supplier Charter on the Tender Portal); and

Stage 6 – Commercial Evaluation (Evaluation of completed Commercial envelope on the Tender Portal).

Stage 7 – Presentation Interview (Confirmation Only) for a maximum of up to five (5) Tenderers with the highest agreed total scores

Stage 1 – Initial Screening Assessment

- 4.4 Tenders will be subject to an initial screening assessment to confirm the Tender includes all the mandatory documents set out in the checklist at Annex 5 (Supplier ITT Tender Return Checklist) of this ITT.
- 4.5 **Tenders that are not substantially complete, which are non-compliant with the requirements of the ITT as noted in the Instructions to Tender Section 1, or which do not include all the mandatory documents referred to in Annex 5 (Supplier ITT Tender Return Checklist) may be excluded at this stage and not considered further.**

Stage 2 – Selection Questionnaire Evaluation

- 4.6 Tenderers who successfully pass the Stage 1 Initial Screening Assessment will be subject to a suitability assessment review made up of the questions set out in the SQ set out on the Tender Portal. The Crown Estate will evaluate the SQ for all Tenders that are not excluded in Stage 1 as set out above.

Stages 3 to 6 – Quality, Commercial, Supplier Charter and Social Value Evaluations

- 4.7 During Stages 3 – 6, The Crown Estate reserves the right to request clarification from Tenderers, as appropriate, to assist with its evaluation of the Tenders. Clarifications from The Crown Estate will be raised with the Tenderer via the Tender Portal.
- 4.8 The successful Tender will be the Tender which has achieved the best overall score. The Tenders will be assessed according to the criteria set out below in Table 2 and each section will carry the following weightings. The sub criteria for each section are identified in Table 1:

STAGE	SECTION	PERCENTAGE %
3	Quality	60
4	Social Value	10
5	Supplier Charter	10
6	Commercial	20

Table 1 – Question Detail and Weighting

Question number	Quality Question	Question Weighting
	Section Weighting 45%	
4.1	Method Statement – Auction Software	66.67%
4.2	Method Statement – Auction Experience	33.33%
	Section Weighting 15%	
5.1	Experience	66.67%
5.2	Experience	33.33%
Question number	Commercial Question	Question Weighting
	Section Weighting 20%	
6.1	Pricing	100%
Question number	Supplier Charter Question	Question Weighting
	Section Weighting 2%	
8.1	Health, Safety & Wellbeing	33.33%
8.2	Health, Safety & Wellbeing	33.33%
8.3	Health, Safety & Wellbeing	33.33%
	Section Weighting 2%	
9.1	Sustainability	100%
	Section Weighting 2%	
10.1	Information Security and Data Residency	33.33%
10.2	Information Security and Data Residency	33.33%
10.3	Information Security and Data Residency	33.33%

	Section Weighting 2%	
11.1	Ethical and Inclusive Practices	16.67%
11.2	Ethical and Inclusive Practices	16.67%
11.3	Ethical and Inclusive Practices	16.67%
11.4	Ethical and Inclusive Practices	16.67%
11.5	Ethical and Inclusive Practices	16.67%
11.6	Ethical and Inclusive Practices	16.67%
	Section Weighting 2%	
12.1	Data Protection and GDPR	25%
12.2	Data Protection and GDPR	25%
12.3	Data Protection and GDPR	25%
12.4	Data Protection and GDPR	25%
Question number	Social Value Question	Question Weighting
	Section Weighting 10%	
13.1	Social Value	100%
	Total available	

Table 2 – Scoring Criteria

Scoring 0-5	Scoring Criteria
0	(No response) Failure to submit an answer or confirmation.
1	(Poor response) The question is not directly addressed, and the answer demonstrates minimal understanding of the subject.
2	(Weak response) The answer only addresses some aspects of the question and/or demonstrates a partial or unfocused understanding of the subject matter.
3	(Satisfactory response) The answer addresses some aspects of the question and demonstrates sufficient understanding of the subject matter, although there may be some uncertainty or gaps in how it applies to this project.
4	(Good response) The answer addresses all aspects of the question and demonstrates a clear understanding of the subject matter with good consideration of how it applies to this project.
5	(Excellent response) The answer addresses all aspects of the question in a high level of detail that demonstrates a clear understanding of the subject matter and a thorough consideration of how it applies to this project.

- 4.9 Each of the "scored" Quality Criteria, Supplier Charter Criteria and Social Value Criteria in Table 1 will be marked out of 5 using the scoring scale set out in Table 2. Each member of the evaluation team will mark individually and allocate individual scores. These scores will then be subject to moderation and the evaluation team will meet to agree a final score by consensus. The agreed final scores of the panel will then be weighted in accordance with the percentage weightings set out in Table 1.
- 4.10 The Crown Estate shall invite a maximum of up to five (5) Tenderers with the highest agreed total scores to a presentation interview performed remotely. The purpose of the interview session will be for 'in-person' confirmation only of any detail in the submission that The Crown Estate chooses to confirm. Scores will not be increased as an outcome to these interviews but scores in the Quality section may be decreased in accordance with the evaluation methodology if something The Crown Estate has relied upon in the submissions is proven to be untrue. Where a Tenderer(s) is subject to a decrease in their total score which places them outside the top five ranked positions The Crown Estate in its discretion may elect to invite the next highest ranked Tenderer to the interview stage.
- 4.11 **Where a Tenderer receives a score of 0, 1 and/or 2 on more than one scored question following the consensus review the submission will be considered a fail overall and excluded.**

- 4.12 All weightings, including sub-weightings are based on a percentage of the total score available in respect of each of the criteria. Once each score has been weighted in accordance with the percentage weightings set out in Table 1, the weighted score will be added together to identify the total score in respect of each criteria for that Tender.

Stage 6 – Commercial Evaluation

- 4.13 Following completion of Stage 3, 4 and 5 (Quality, Supplier Charter and Social Value Evaluation), Tenders will be evaluated under Stage 6 (Commercial Evaluation) at 20 marks (%) from the Auction Procurement Price Schedule (Appendix 4).

12 marks (%) have been allocated to the fixed price element and 8 marks (%) have been allocated to the variable cost element, making up the total of 20 marks (%) for price.

A Tenderer's total price score will be the sum of their scores across the fixed and variable price questions.

- 4.14 Fixed Pricing for Auction Platform Software: Tenderers have been asked to provide a fixed price for use of their auction software including the services detailed in Instructions to Suppliers – Scopes of Services (Appendix 2). Tenderers shall be awarded marks based on the relative fixed price of their bid compared to other Tenderers, using the below formula:

$$\text{Bidder's Fixed Price Auction Platform Software Score} = \frac{\text{Lowest fixed price tendered}}{\text{Bidder's fixed price tendered}} \times 12 \text{ Marks}$$

Using this formula, the Tenderer with the lowest fixed price would be awarded 12 marks (%) and each subsequent Tenderer would be awarded a proportion of the 12 marks (%).

- 4.15 Variable Pricing for Auction Software: Tenderers have been asked to provide a day rate (8-hour day) for provision of auctioneer services and a day rate for provision of auction advisory services. Tenderers shall be awarded marks (%) based on the relative day rate price of their bid compared to other Tenderers. A blended day rate shall be calculated for each Tenderer as follows:

$$\text{Blended Day Rate} = (0.25 \times \text{Day rate advisory services}) + (0.75 \times \text{Day rate auctioneer services})$$

The Crown Estate anticipates that auctioneer and advisory services will be delivered over Teams, removing the need to incur travel expenses. However, to allow for travel expenses to be fairly judged via this procurement (and given that The Crown Estate may request in person auctioneer services) Tenderers have also been asked to provide a fixed price expense including flights and 5 days hotel for one person in central London. The Proposed Contract (Appendix 5) makes clear that any future expenses, should they be incurred, will be handled separately using these indicative rates.

Tenderers shall subsequently be awarded marks based on the relative blended day rate plus expenses of their bid compared to other Tenderers, using the below formula:

$$\text{Bidder's Variable Price Score} = \frac{\text{Lowest Bidder's Blended Day Rate (5 days) + Expenses}}{\text{Bidder's Blended Day Rate (5 days) + Expenses}} \times 8 \text{ Marks}$$

Using this formula, the Tenderer with the lowest blended day rate and expenses (assuming 5 days of time) would achieve 8 marks (%) and each subsequent Tenderer would be awarded a proportion of the 8 marks (%). After contract award, the use of advisory/auctioneer services may vary from the 25:75 split indicated above so the Proposed Contract (Appendix 5) makes clear that the day rates offered will be used individually in practice and the blended day rate will be used for assessment of the tender only i.e. auctioneer services will be paid at the Tenderer's offered day rate for auctioneer services.

- 4.16 If any aspect of a price submission is deemed by The Crown Estate to be abnormally low, The Crown Estate may, at its discretion, reject that offer but only after seeking clarification in accordance with Regulation 69 of the Public Contract Regulations 2015.

Final decision and Approval

- 4.17 Final weighted scores for all stages of the tender evaluation will be added together to produce a final ranking of Tenderers.
- 4.18 The Crown Estate reserves the right to clarify a Tenderer's Tender response at any point during the evaluation process and will do this by communicating with the Tenderer concerned via the Tender Portal.
- 4.19 The Tenderers acknowledge and agree that the requirements set out in the SQ continue to apply throughout the Procurement and, if successful, into the Contract duration. With that in mind, prior to contract award and prior to entering into the Contracts (and at any other reasonable time throughout the Procurement), The Crown Estate reserves the right to request any information from a Tenderer to ensure its continued compliance with the SQ criteria, including (but not limited to) evidence of the Tenderer's economic and financial standing.