Annex A+ B: Qualitative and Price Response document

To submit your tender for this procurement opportunity please answer the qualitative and quantitative questions below:

Qualitative questions:

## **An Executive Summary** – highlighting the key elements of the proposed approach and commercial matters. (0%) (Limit 1 side A4)

## **Meeting the Specification**

## Tenderers should describe their previous experience of servicing vehicles, plant and hydraulic systems. (10%) (Limit 1 side A4)

## **Environmental considerations**.

Tenderers should describe how they will dispose of waste fluids and potentially hazardous materials (10%) (Limit 1 side A4)

## **Quality & experience of staff proposed for the project**

## Tenderers should provide CVs of the key members of staff that will be assigned to work on this particular project.

CVs should be structured to include the following information:

* Brief profile summarising experience and background
* Current position within organisation
* Details of qualifications and professional memberships held
* Details of previous assignments/projects worked on during the last 3 years (10%) (Limit 1 side A4 per CV)

## Section B: Tenderers should provide a narrative of what has been included within the cost categories below.

|  |  |
| --- | --- |
| **Cost Category** | **Amount (£)** |
| Fixed hourly rate |  |
| Estimated annual fee based on quota identified in Specification |  |

## For clarity, all tender price submissions will be judged on their fixed hourly rate and the individual price elements will not be used to determine the successful proposal. The above breakdown, along with the narrative, allows the Council to better understand how the overall fee is made up by each of the identified activities.