



## APPENDIX A – INSTRUCTIONS FOR TENDERING

### WOODBIDGE TOWN COUNCIL

### GROUNDS MAINTENANCE – MEASURED TERM CONTRACT

#### 1. INTRODUCTION

##### 1.1 The Employer

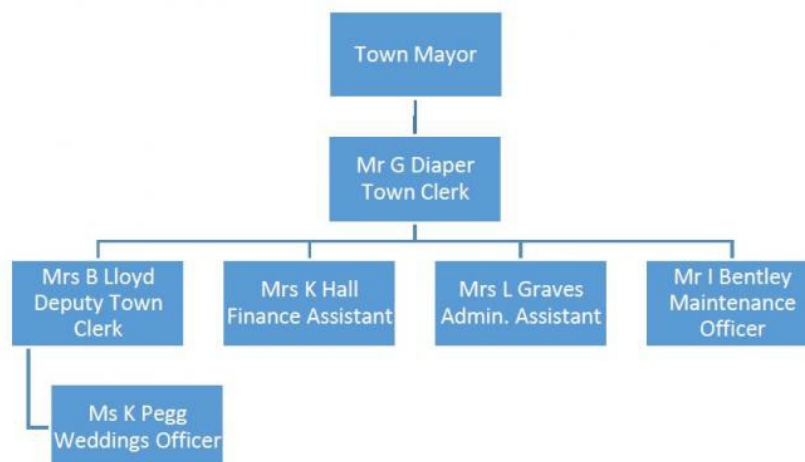
The Employer is Woodbridge Town Council.

##### 1.2 About

The Town Council was created in 1974 as a successor to the Urban District Council and is based in the Shire Hall, Market Hill.

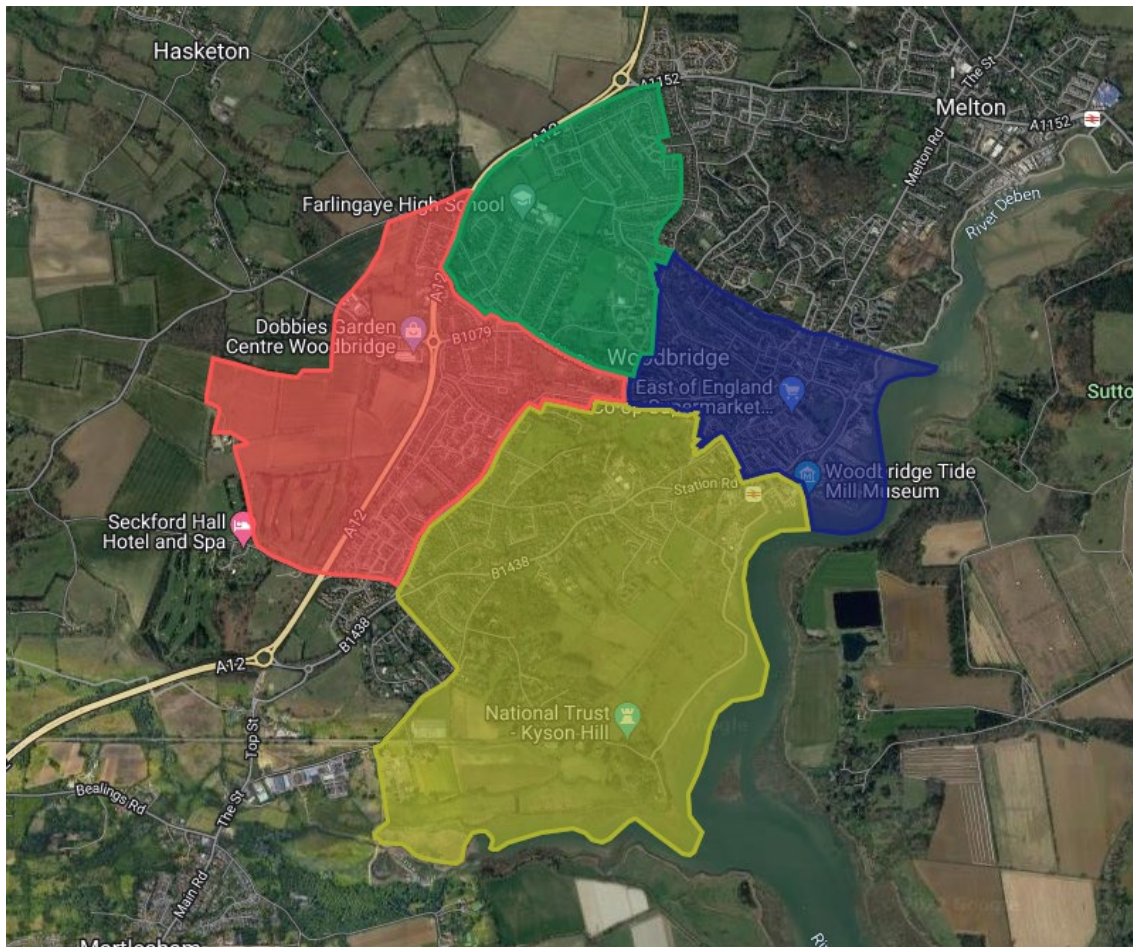
It is the 3<sup>rd</sup> Tier of Local Government after Suffolk County Council and East Suffolk Council and deals only with the Town of Woodbridge.

#### The Organisational Chart for Woodbridge Town Council



**WOODBIDGE TOWN COUNCIL  
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The Town itself is split 4 Wards, Farlingaye, Kyson, Seckford, and Riverside and each Ward has 4 Councillors.



The Town Mayor is Chairman of the Council; he/she is also the Civic Head of Woodbridge, representing the Town at many civic and other functions.

In addition, Town Councillors are appointed to local bodies in the Town including the Town Centre Management Group, Woodbridge Community Council. The Community Hall Management Committee, Woodbridge Museum, the Suffolk Association of Local Councils, the Tide Mill Trust, the Seckford Foundation and the Safer Neighbourhood Team.

The Town Council owns and maintains the Shire Hall and Market Square, the award-winning Elmhurst Park, Kingston Field, The Garden of Remembrance and War Memorial, Fitzgerald Green (off Sun Lane), Broomheath and Fen Meadow. It also maintains Quaker Burial Ground in Turn Lane (just off Church Street) on behalf of the owner.

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## **2. INVITATION TO TENDER**

- 2.1 The Employer invites Tenders for the provision of **‘Woodbridge Town Council Grounds Maintenance Term Contract’** as detailed in the Tender Documents.
- 2.2 The works include (but are not limited to) **Ground Maintenance Works**.
- 2.3 The Works for the Term Contract are to be **undertaken in various locations in Woodbridge**. The length of each Term Contract is to be for the period of 3 years with the option to extend for a fourth and/or fifth year (subject to satisfactory performance deemed by the Contract Administrator).
- 2.4 This Invitation to Tender comprises a single copy of the following documents (“Tender Documents”) which will subsequently form part of the Contract documentation:

SECTION	DESCRIPTION
<b>PART 1</b>	PRELIMINARIES
<b>PART 2</b>	SPECIFICATION FOR GROUNDS MAINTENANCE WORKS
<b>PART 3</b>	PRE-CONSTRUCTION INFORMATION
<b>PART 4</b>	SCHEDULE OF RATES
<b>PART 5</b>	SAMPLE BASKET
<b>PART 6</b>	CONTRACT PERCENTAGES

<b>PART 7</b>	FORM OF DECLARATION
<b>PART 8</b>	<b>APPENDICES</b>
<b>Appendix A</b>	INSTRUCTIONS TO TENDERERS
<b>Appendix B</b>	SELECTION QUESTIONNAIRE

All documents will remain the property of the Employer.

All documents will retain proprietary copyright of the Employer and may not be reproduced without prior permission of the Employer.

It is the Tenderer's responsibility to obtain any necessary information required for the preparation of their bid.

Tender Documents must be downloaded from the Contracts Finder Portal.

If you experience any technical difficulties from accessing the above URL, then please contact the Contracts Finder Service Support Team via [Contact us - Contracts Finder](#).

No responsibility is accepted by the Employer for any loss, damage, or expense whatsoever from the use of the Tender documents by Tenderers.

**All queries and other relevant permitted correspondence should be submitted via the Contracts Finder portal message service (refer to paragraph 9 below) or direct to:**

[townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)

Please can you also acknowledge that you have received the invitation to Tender and have downloaded all the documents detailed above by email to the email address below.

If the Tenderer does not wish to submit a Tender for any reason, the Tenderer is requested to inform the Woodbridge Town Council by email to the address below:

[townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)

### **3. TENDERER'S WARRANTIES**

In submitting its Tender, the Tenderer warrants, represents and undertakes to the Employer that:

- 3.1 It has not engaged in any of the acts or omissions detailed in paragraph 11 of this document and have complied in all respects with these Instructions.
- 3.2 All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Employer by the Tenderer, its staff or agents, in connection with, or arising out of the Tender, are true, complete and

accurate in all respects both as at the date communicated and as at the date of submission of their Tender.

- 3.3 It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to their Tender and that it has not submitted their Tender and will not be entering into a contract (if the same be awarded to the Tenderer by the Employer) in reliance upon any information, representation or assumption, which may have been made by or on behalf of the Employer;
- 3.4 It has full power and authority to enter into the contract and will if requested, produce evidence, as reasonably required, to the Employer.
- 3.5 It is of sound financial standing and has, and will, have sufficient working capital, skilled and qualified staff and staff resources, equipment, and other resources available to provide the service in accordance with these Tender Documents.

#### **4. CONFIDENTIALITY**

- 4.1 All information supplied by the Employer in connection with this these Instructions for Tendering shall be treated as confidential except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties/guarantees/quotations necessary for the preparation and submission of a Tender.

#### **5. NATURE AND EXTENT OF OBLIGATIONS**

- 5.1 Tenderers shall ensure that they are fully familiar with the nature and extent of the obligations accepted and placed upon them if their Tenders are successful.
- 5.2 It is the responsibility of the Tenderer to obtain for themselves, at their own expense, any additional information necessary for the preparation of their Tender. Information supplied to Tenderers by the Employer (whether in these documents or otherwise) is supplied for general guidance only in the preparation of the Tender.

#### **6. COMMENCEMENT OF WORKS**

- 6.1 The successful Tenderer will be required to commence the provision of the Works with effect from the contract Start Date and to provide them for the Contract Term.

#### **7. GENERAL**

- 7.1 The Employer reserves the right to publish the values of all the Tenders and the name of the successful Tenderer.

7.2 In consideration of the Employer inviting the Tenderer to submit a Tender in respect of the Works, the Tenderer agrees to comply with all Tenderer obligations contained within these Instructions to Tenderers.

7.3 The Employer may disclose any of the Tenderer's information/documentation (including any that the Tenderer considers to be confidential and/or commercially sensitive such as specific Tender information) submitted by the Tenderer to the Employer during this Procurement. The information will not be disclosed outside of the public sector. Tenderers taking part in this competition consent to this as part of the competition process.

## **8. SITES, LOCATIONS AND MEASUREMENTS**

8.1 The Employer gives no guarantee or warranty as to the accuracy of the information contained or provided within the Tender Documents or provided during the Tender Period.

## **9. QUERIES AND ANSWERS DURING THE TENDER PERIOD**

9.1 Where Tenderers have a query, they must submit the query via the Contracts Finder portal message service. All queries must be headed '**Woodbridge Town Council Grounds Maintenance Term Contract**'.

9.2 All queries must be submitted through the Contracts Finder portal by Tuesday 7<sup>th</sup> February. No further queries shall be accepted beyond this date. The Tenderer is requested to read the Tender Documents fully prior to submitting any query.

9.3 The Tender query and response will be posted on the Contracts Finder portal. The Tenderer will receive notification by email via the Contracts Finder portal message service that the query list has been uploaded onto the portal for all Tenderers to view.

9.4 Queries submitted by any other means will **not** be answered by the Employer.

9.5 The Tenderer is advised to check their 'spam / junk mail / quarantined' inbox for correspondence from the Employer to ensure that any Tender related emails are received.

## **10 INVESTIGATIONS PRIOR TO SUBMISSION OF TENDER**

10.1 Tenderers must ensure that they are fully familiar with the content, the extent and nature of their obligations to be accepted and placed upon them as outlined in the Tender Documents if their Tender is successful.

10.2 Tenderers will be deemed to have accepted the extent and nature of their obligations outlined in the Tender Documents that are to be placed upon them before submitting their Tender in any event.

- 10.3 Tenderers shall be deemed to have visited the Sites (as defined in the NBS Preliminaries and Summary Specification) in Woodbridge Town Council in order to satisfy themselves as to local conditions and the full extent and nature of the Works that are to be provided by the successful Tenderers under the Term Contract.
- 10.4 Tenderers are responsible for obtaining all information necessary for the preparation of their Tenders. The Employer will not accept any liability for the costs and expenses incurred by the Tenderers in connection with the preparation and submission of the Tender.

## **11. DISQUALIFICATION OF TENDERS RECEIVED**

Any Tender submitted by any of the Tenderers in respect of which the Tenderer:

- 11.1 has failed to Tender to price or provide for all the Works required; or
- 11.2 has fixed or adjusted the prices, charges, percentages, and rates shown in its Tender
- 11.2.1 by or in accordance with any agreement or arrangement with any other person or persons; or
- 11.2.2 by reference to any other Tender;
- 11.3 has communicated to any person other than the Employer the amount, or approximate amount of the prices, charges, percentages and rates shown in its Tender;
- 11.4 has entered into any agreement with any person or entity that such other person or entity shall not submit a Tender or shall limit or restrict its fees, charges, percentages, and rates in its Tender; or
- 11.5 has offered or agreed to pay or give or does pay or give any sum of money, inducement, or valuable consideration howsoever to any person for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person's proposed Tender any act or omission; or
- 11.6 in connection with its Tender or the award of the Term Contract has committed an offence under the Bribery Act 2012 or gives any fee or reward the receipt of which is an offence under Sub-Section (2) of Section 117 of the Local Government Act 1972; or
- 11.7 has directly or indirectly canvassed any Member or Officer of the Employer concerning the acceptance of any Tender or who has directly or indirectly obtained or attempted to obtain information from any such Member or Officer concerning any other Tenderer or Tender submitted by any other Tenderer; or

- 11.8 the Tenderer makes or attempts to make any variation or alteration to the terms of the Tender Documents without bringing this to the Employer's attention, except where the variation or alteration is expressly permitted therein; or
  - 11.9 has changed the format, content and/or formulae of the pricing documentation or any other documents which must be returned with the Tender; or
  - 11.10 has failed to use the English language; or
  - 11.11 has approached any other employee of the Employer except the Employer's Authorised Officer, or his/her nominee; ("Approach" includes the obtaining of any information in relation to this Tender, any other Tender submitted by another Tenderer for the provision of the Term Contract or any information in relation to these Tender Documents
  - 11.12 has included any qualifications which have been made to their Tender.
  - 11.13 the Tenderer has not confirmed agreement to the Terms and Conditions; or
  - 11.14 the Tender is for part of the works only; or
  - 11.15 has not included (or has included invalid documents) the documents listed in the as being required to be returned with the Tender; or
  - 11.16 the Tender is abnormally low or high; or
- shall not be considered for acceptance and shall accordingly be rejected by the Employer provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Employer in respect thereof or to any criminal liability which such conduct by a Tenderer may attract.
- 11.17 the Tenderer has not completed and returned the Selection Questionnaire.
  - 11.18 the Tenderer has not completed and returned the Form of Declaration.

## **12. NON-CONSIDERATION OF TENDER**

The Employer may in its absolute discretion refrain from considering and therefore reject a Tender if:

- 12.1 in any respect it does not comply with the requirements of the Tender and these Instructions for Tendering; or
- 12.2 the Tenderer has failed to return a fully completed Tender. A returned Tender which does not contain all up-to-date amendments issued by the Employer or their consultants or agents will be deemed to be incomplete and may be rejected; or

- 12.3 the Tenderer makes or attempts to make its bid or Tender conditional on the acceptance by the Employer of any other contract; or
- 12.3 the Tender has been submitted after the closing date and time; or
- 12.4 the Tenderer has not completed the Selection Questionnaire or has committed any of the acts listed in the exclusion sections.

### **13. THE TENDER**

Tenders must be submitted with a duly completed Form of Declaration together with the completed Selection Questionnaire and the Priced Contract Percentages.

- 13.1 If the Tenderer is a subsidiary company, if a Tenderer is successful, a Guarantee Undertaking may be requested to be duly completed and executed by the Tenderer's ultimate holding company in a form agreed by the Employer.

#### **13.2 Terms and Conditions**

Each Tender received by the Employer shall be deemed to be subject to the Terms and Conditions of the Tender Documents unless the Employer has previously, expressly agreed in writing to the contrary.

#### **13.3 Variance**

The Employer may vary any part of the Tender Documents. Where the Employer exercises this right, all Tenderers will be notified via the Contracts Finder portal.

### **14. THE FORM OF DECLARATION**

Tenderers are required to price all items in the Tender Documents as required. Tenderers should note:

- 14.1 That the fees, prices, percentages and rates to be inserted in the Contract Percentages are to cover all labour, plant, machinery, equipment, materials and items of whatever nature that are required for the provision of the Works and that no additional payments shall be made, except as provided by the Tender Documents.
- 14.2 All figures to be inserted in the Form of Declaration shall be exclusive of Value Added Tax.

### **15. SUBMISSION OF TENDER**

- 15.1 The Form of Declaration, Selection Questionnaire, and Contract Percentages, must be completed as set out in paragraph 16 below. Tenders received after

the closing time and date will not be considered unless an extension of time has been granted. Any extensions granted will apply to all Tenderers.

- 15.2 All blanks in the Form of Declaration, Selection Questionnaire, Contract Percentages, and accompanying Tender Documents must be completed. The completed documents will be considered as part of the contract documents. The Employer reserves the right to reject any Tender in which the detailed prices and particulars are not supplied. All relevant sections must be signed:

- Where the Tenderer is an individual, by that individual
- Where the Tenderer is a partnership, by two duly authorised partners
- Where the Tenderer is a company, by two Directors or by a Director and the Company Secretary, such persons being duly authorised for that purpose.

The Tenderer shall produce as required by the Employer; documentary proof of any authorisation referred to above.

- 15.3 Tenderers must study the Tender Documents, as no claim based on divergences will be entertained.
- 15.4 No alteration should be made to the Form of Declaration or to the accompanying Tender Documents. If any alteration is made or if the instructions are not fully complied with, the Tender may be rejected.
- 15.5 All Tenderers (whether the Tender is accepted or not) shall treat all details of the documents enclosed as strictly private and confidential.
- 15.6 The Employer will not be responsible for or pay any expenses or losses which may be incurred by any person in the preparation of the Tender.
- 15.7 The Employer reserves to itself the right: -
- 15.7.1 to open any documents which may be under consideration.
- 15.7.2 not to accept the lowest or any Tender submitted.
- 15.8 The Employer reserves the right to accept a Tender wholly or in part and as it may in its absolute discretion decide, at the prices contained in the documents accompanying the Tender or proportionate thereto.
- 15.9 The successful Tenderer will be required to execute a formal Agreement which incorporates the Articles of Agreement and Conditions of Contract and the terms of all the Tender Documents. The Term Contract will be signed as a Deed.
- 15.10 The successful Tenderer will not be allowed either to transfer, assign or sub-let the contract or any part of it without the express prior written permission of the Employer.

15.11 The Tenderer should note that the Employer is opposed to any form of discrimination in employment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage & civil partnership, and pregnancy & maternity, and will not enter into a contract with any firm that is known to practice or permit such discrimination or to used or subscribed to vetting lists of employees.

15.12 The Employer may cancel the Term Contract and recover any resulting loss if the Tenderer or any employee or agent with or without its knowledge: -

15.12.1 does anything improper to influence the Employer's decision to award it the contract.

15.12.2 commits an offence under the Prevention of Corruption Acts 1889 and 1916 or section 117 of the Local Government Act 1972.

15.13 In accordance with Alternative 2 of the principles of the JCT Tendering Practice Note 2017.

Tenderers will be given details of any genuine errors and afforded the opportunity of confirming whether they wish to stand by their Tender, correct this genuine error or whether they wish to confirm that they will be withdrawing their Tender.

Should Tenderers elect to amend their offers with the result that the revised tender is no longer the lowest or best value tender, the offer that becomes the lowest or best value should be examined.

If the Tenderer elects not to amend their offers, an endorsement will be required. If the Tenderer does amend their tender figure, and (where applicable) certain rates in their documents, they will be allowed access to their original tender to insert and initial the correct details or be required to confirm all the alterations in a letter.

If in the latter case its revised tender is then recommended for acceptance, a copy of the letter will be attached to the tender acceptance letter or form before that acceptance is sent or communicated in any way to the Tenderer; the acceptance letter or form itself will record that the amended tender figure and rates in the Tenderer's letter are substituted for those in the original tender.

15.14 Tenderers shall keep their respective Tender valid and open for acceptance by the Employer for (4) **four months** from the date for the submission of Tenders.

## **16. RETURN OF TENDER**

**The Tender must be uploaded onto the Contracts Finder portal by 1500hrs on Friday 10<sup>th</sup> February.**

**Each file must be uploaded separately.**

**The Priced Contract Percentages must be uploaded in a PDF format. Folders cannot be uploaded. All signed documents must be with manual signatures and scanned in a PDF format.**

**Please allow ample time to upload your documents as the event will close at 1500hrs precisely Friday 10<sup>th</sup> February and Tenders submitted after the deadline will not be accepted.**

**The uploaded documents must contain all of the following these must all be in separate files:**

- a) Completed and signed Form of Declaration (manual signature, pdf document)**
- b) The Completed Selection Questionnaire**
- c) The Priced Contract Percentages**

**Tenders received after 1500hrs on Friday 10<sup>th</sup> February WILL NOT be considered.**

**It is the Tenderer's responsibility to ensure that the Tender is uploaded onto the Contracts Finder Portal by the date and time specified above, and the Employer will not enter into any discussion with Tenderers who fail to meet the deadline.**

**Tender Documents must be downloaded from the Contracts Finder portal.**

**If you experience any technical difficulties from accessing the above URL, then please contact the Contracts Finder Service Support Team via [Contact us - Contracts Finder](#).**

## **17. ACCEPTANCE OF TENDER**

- 17.1 The Employer does not undertake to accept the lowest or any Tender.**
- 17.2 Any acceptance of a Tender by the Employer shall be in writing and shall be communicated to the Tenderer. Upon such acceptance a common law contract shall be constituted and become binding on both Parties and shall be formalised upon the execution of the Term Contract as a Deed.**
- 17.3 Tenderers should note that failure to comply with the Employer's request to promptly execute the formal Term Contract will amount to a breach of contractual obligation on the part of the successful Tenderer thereby permitting**

the Employer, at its discretion, to withhold payment of any fee due, in addition to any other rights available to the Employer as a result of such breach.

- 17.4 Tenders submitted without all the information required by these Tender Documents will be considered incomplete and may be rejected.

## **18. EVALUATION CRITERIA AND METHODOLOGY**

### **18.1 Evaluation Criteria and Methodology**

An Evaluation will determine the most economically advantageous offer by means of applying the following main criteria:

1. Price 100%

### **18.2 Evaluation Criteria and Tender Assessment**

- 18.2.1 Tenderers will be evaluated based on their submission of the Selection Questionnaire, and their pricing of the Contract Percentages.

- 18.2.2 The Tenders will be assessed through a three-step process in which the Tender will only be evaluated at each subsequent step by successfully passing the preceding step in question. If a Tender is not successful at a step then it will not be evaluated in the next step of the process.

#### **Step One:** checking for completeness and compliance

The Employer will carry out an initial review of each tender to confirm completeness and compliance with the Tender requirements and may at their discretion, reject a Tender which is incomplete and/or non-compliant. The Employer may (but are not obliged to) seek clarification in the event of receiving an incomplete or non-compliant Tender.

#### **Step Two:** Consideration of suitability

The Employer is using a Selection Questionnaire Form that follows the statutory guidance issued by the Crown Commercial Service and comprises questions which, in most instances repeat the wording of the standardised questions contained within the guidance. They deal with suitability under these headings:

##### Part One

1. Supplier Information

##### Part Two

2. Mandatory Exclusion Grounds
3. Discretionary Exclusion Grounds

##### Part Three

4. Economic and Financial Standing
5. Wider Group Information
6. Technical and Professional Ability
7. Modern Slavery Act
8. Additional Questions

The method for assessing the criteria for suitability is set out within the questionnaire. Tenderers may be excluded if they give the applicable yes/no answer, but in some instances, the opportunity is given to allow a Tenderer who takes appropriate remedial action to the satisfaction of the Employer to remain in the process. Some items are for information only.

### **Economic and Financial Standing**

Applicants will be required to possess a sound current financial situation and recent trading record. Assessment of economic and financial standing will require all applicants to self-certify that they have the requested documents available for review should they be successful in the procurement process and that they can meet the requirements of:

1. An annual turnover in excess of £60,000.00;
2. A current ratio of 0.75 or higher;
3. A debt ratio of 1 or lower.

### **Step Three: Award Criteria**

Tenderers that pass step one and step two shall be evaluated fully according to the award criteria set out below. The Tender Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below. The Employer shall reject any Tender which does not meet the relevant Threshold in respect of one or more criteria.

Evaluation Criteria	Maximum Score	Weighting	Means of Evaluation
Compliance	N/A	Pass/Fail	Pass/Fail
Selection Questionnaire	N/A	Pass/Fail	Pass/Fail
Price	100%	100%	See Section 18.4 below.

18.2.3 This evaluation process will determine the most economically advantageous offer by means of applying the following main criteria:

- 1. Price 100%**

- 18.2.4 The priced Tender will be evaluated against the above criteria. This section of the Tender Documents details the basis on which the Tenders will be assessed.
- 18.2.5 The Employer intends its approach to be equitable, auditable, and transparent.
- 18.2.6 Tenderers should ensure that they understand the evaluation criteria fully, as the submitted documentation will be assessed against pre-determined scores and weightings. If the Tenderer is unclear as to the operation of the evaluation criteria a query should be raised in accordance with the Tender Query procedure set out in paragraph 9 above.
- 18.2.7 Tenders submitted without all the information required by these Tender Documents will be considered incomplete and may be rejected.

### 18.3 Evaluation Panel

The evaluation of Tenders submitted will be undertaken by an Evaluation Panel comprising the officers representing Woodbridge Town Council, the Councilors elected to be evaluators, and their consultants. The Evaluation Panel will report their assessments and the recommendation on the appointment of the successful Tenderer to the Employer's Cabinet Committee.

### 18.4 Price

18.4.1 The Price element is composed of:

- **Sample Basket – First Year Fixed Price Total Costs – Cell I108 (80%)**
- **Sample Basket – Fixed Price Entire Contract Duration Total Costs – Cell U108 (10%)**
- **Schedule of Rates – Fixed Price Overheads & Profit Percentage – Cell F5 (5%)**
- **Dayworks – Total Dayworks Value – Cell E41 (5%)**

18.4.2 The Price element will be evaluated on a lowest-price basis with the lowest fixed price cost contract percentages submitted getting 80% of the Price element and the Price element for subsequent bidders will be calculated by a percentage deviation from the lowest fixed price total costs.

18.4.3 The Price element will then be further evaluated on a lowest-price basis with the lowest fixed price entire contract duration total costs submitted getting 10% of the Price element and the Price element for subsequent bidders will be calculated by a percentage deviation from the lowest fixed price cost contract percentage tendered.

18.4.4 The Price element will then be further evaluated on a lowest-price basis with the lowest fixed price overheads and profit percentage submitted getting 5% of the Price element and the Price element for subsequent bidders will be

calculated by a percentage deviation from the lowest fixed price cost contract percentage tendered.

18.4.5 The Price element will then be further evaluated on a lowest-price basis with the lowest fixed price dayworks value submitted getting 5% of the Price element and the Price element for subsequent bidders will be calculated by a percentage deviation from the lowest fixed price cost contract percentage tendered.

18.4.6 Tables 1 – 5 below indicate how the evaluation scoring will be calculated. For the avoidance of doubt the information contained in Tables 1 – 5 has been provided by way of example only.

**Table 1 - Example Adjustment of Fixed Price Total Costs to Price Score**

<b>Tender</b>	<b>Year 1 Fixed Price Total Costs</b>	<b>Adjusted Fixed Price Total Cost Weighted Percentages Scores</b>	<b>Price Weighting</b>	<b>Price Scores</b>
A	£100,000.00	70%	80%	56%
B	£80,000.00	87.5%	80%	70%
C	£75,000.00	93%	80%	74%
D	£70,000.00	100%	80%	80%

**Table 2 - Example Adjustment of Fixed Price Entire Contract Duration Total Costs to Price Score**

<b>Tender</b>	<b>Fixed Price Entire Contract Duration Total Costs</b>	<b>Adjusted Fixed Price Entire Contract Duration Total Costs Weighted Percentages Scores</b>	<b>Price Weighting</b>	<b>Price Scores</b>
A	£600,000.00	57.2%	10%	7%
B	£550,000.00	76.4%	10%	7.6%
C	£500,000.00	84%	10%	8.4%
D	£420,000.00	100%	10%	10%

**Table 3 - Example Adjustment of Fixed Price Overheads & Profit Percentage to Price Score**

Tender	Fixed Price Overheads & Profit Percentage	Adjusted Fixed Price Overheads & Profit Percentage Weighted Percentages Scores	Price Weighting	Price Scores
A	20%	20%	5%	1%
B	15%	26.6%	5%	1.3%
C	10%	40%	5%	2%
D	4%	100%	5%	5%

**Table 4 - Example Adjustment of Dayworks Value to Price Score**

Tender	Dayworks Value	Adjusted Dayworks Value Weighted Percentages Scores	Price Weighting	Price Scores
A	£12,000.00	72%	5%	3.6%
B	£11,000.00	79%	5%	3.95%
C	£10,000.00	86%	5%	4.3%
D	£8,650.00	100%	5%	5%

**Table 5 - Example Final Score Adjustments**

Tender	Fixed Price Overheads & Profit Percentage – Price Score	Fixed Price Entire Contract Duration Total Costs	Fixed Price Overheads & Profit Percentage	Dayworks Value	Final Total Price Scores	Ranking Position
A	56%	7%	1%	3.6%	67.6%	4
B	70%	7.6%	1.3%	3.95%	82.85%	3
C	74%	8.4%	2%	4.3%	88.7%	2
<b>D</b>	<b>80%</b>	<b>10%</b>	<b>5%</b>	<b>5%</b>	<b>100%</b>	<b>1</b>

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