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**Responses to technical Questions**

**project\_ 18335: HMC Seeker -
Planned Maintenance and Safety Equipment Recertification**

This procurement is being conducted with both a Technical and Price assessment.

Weightings have been established against each evaluation criteria to reflect their relative importance.

The Technical Criteria is weighted at 25% and the Price Criteria is weighted at 75%.

The Technical Criteria is further broken down and weightings have been applied to each of the scoring Technical questions, these are shown in red in the Bidding Tool Annexes A, B & D and summarised in the Technical Requirements tab.

Bidders must enter their responses to all Technical Questions in the boxes within this document, there is one box for each question. **The maximum number of words for each response is 500. Any text beyond 500 words will not be evaluated.**

## **Technical questions requiring a response from bidders.**

1. Bidding Tool Annex A requirement 1.1
2. Bidding Tool Annex A requirement 1.3
3. Bidding Tool Annex B requirement 3.0
4. Bidding Tool Annex B requirement 20.2
5. Bidding Tool Annex D requirement 2.0

The Technical responses will be scored as follows:

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| **Scoring Matrix**  |
| 100Fully Meets requirement | A response which is completely relevant to the question and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides full details of how the requirement will be met in full. Where applicable full and relevant evidence has been provided to demonstrate delivery of the goods and/or services to the Buyer’s requirements.  |
| 70Mostly Meets requirement | A response which is relevant to the question and good overall. The response is sufficiently detailed to demonstrate a good understanding of the requirements and provides details on how the requirements will be fulfilled. Good evidence has been provided which demonstrates delivery of the goods and/or services to meet the Buyer’s requirements, but which lacks clarity or evidence on some of the criteria set out in the question. |
| 30 Partially Meets requirement | A partial response that contains some gaps and inconsistencies in meeting the evaluation criteria and/or specification of requirements, and/or inadequate evidence has been provided to support the response to the question. The response addresses some elements of the question criteria but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| 0 Does not meet requirement | A nil or inadequate response. The response does not comply or fails to demonstrate an ability to meet the requirements.   |

\*The Buyer shall be entitled to exclude Bidders from the procurement exercise who score ‘0’ for any Technical question, irrespective of their scores in other areas.

The pricing scores are allocated relative to the lowest total compliant bid cost.

The lowest total compliant bid cost is awarded 100% of the marks available for Pricing.

All other bids that are compliant but more expensive will receive a proportionate mark lower than the full 100%, reducing to zero where the bid is 100% or more than the lowest bid i.e., where a compliant bid is 100% or more expensive than the lowest compliant bid it will receive no marks.

Price Score = Lowest Tender Price X 65%

                    Tender Price

The Total Technical Score and the Total Price Score are added together to give the Bidders overall evaluation score. A worked example of this approach is given below in Annex A.

|  |  |
| --- | --- |
| Question requiring a response | Weight within bid evaluation |
| **Bidding Tool Annex A requirement 1.1** The supplier must provide appropriately sized, secure, alongside berthing, as required, during this period of works, with a minimum depth of 1m below the keel at Low Water Springs at all times. **Please confirm where the work will be carried out and if the berth is owned or leased by you. If the berth is not owned or leased, please confirm what guarantees are in place that the vessel will have a suitable berth.** | 5% |
| Please provide your response to this requirement in the box below (maximum 500 words) |
|  |

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| --- | --- |
| Question requiring a response | Weight within bid evaluation |
| **Bidding Tool Annex A requirement 1.3**Suitable safe access is to be provided to the vessel at all times and at all states of the tide when in the water and a safe secured ladder or steps for access when out of the water. **Please detail means of safe access and what security measures will be in place during the duration of the contract.** | 5% |
| Please provide your response to this requirement in the box below (maximum 500 words) |
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| --- | --- |
| Question requiring a response | Weight within bid evaluation |
| **Bidding Tool Annex B – requirement 3.0 – FireFighting and Fire detection** - **Please provide the details of the approved agent being used to carry out servicing of the firefighting equipment and their certification and approvals**. | 5% |
| Please provide your response to this requirement in the box below (maximum 500 words) |
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| --- | --- |
| Question requiring a response | Weight within bid evaluation |
| **Bidding Tool Annex B – requirement – 20.2 –** The onboard Oxygen therapy kits, including Oxygen cylinders, is to have its annual service carried out by an approved service agent: **Please provide details of the approved agent to be used and their certification and approvals.** | 5% |
| Please provide your response to this requirement in the box below (maximum 500 words) |
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| --- | --- |
| Question requiring a response | Weight within bid evaluation |
| **Bidding Tool Annex D – requirement 2.0 -** Replace damaged section of Hakerite on stern ramp labelled S3 with a new piece. Check all securing hardware of all Hakerite planks on the stern ramp and replace any hardware that is corroded or missing. Removal and replacement of a new plank will require the vessel to be trimmed by the bow to lift the stern out of the water. **Please provide a methodology and safe system of work for how you intend to trim the vessel by the bow to facilitate removal of the damaged Hakerite plank and replacement of a new plank.** | 5% |
| Please provide your response to this requirement in the box below (maximum 500 words) |
|  |

# Annex A – scoring summary and examples.

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| --- | --- |
| **Overall Evaluation** | Example |
| **Quote Total Cost** - lowest bid awarded 75%, other bids scored in proportion to the lowest bid | * + Bid values of £90, £75, and £65
	+ Bid 1 = 65 / **90** \* 70 = 50.6%
	+ Bid 2 = 65 /   **75** \* 70 = 60.7%
	+ Bid 3 = 65 /   **65** \* 70 = 70.0%
 |
| **Six Technical Requirements** - six questions weighted 5% each scored 100/70/30/0 - 25% in total | * + Question 1 bid scores of 70, 100 and 30
	+ Bid 1 score = **70** / 100 \* 5 = 3.5%
	+ Bid 2 score = **100** / 100 \* 5 = 5.0%
	+ Bid 3 score = **30** / 100 \* 5 = 1.5%
 |
| **Technical scores of zero** - any bid scoring zero for any Technical Requirement may be **excluded** from the procurement |   |
| **Overall Evaluation Score** - the Cost and Technical scores will be added together, highest overall score wins | * + Bid 1- cost = 50.6, technical\* = 21.0 - overall score = 71.6%
	+ **Bid 2 - cost = 60.7, technical\* = 30.0 - overall score = 90.7%**
	+ Bid 3 - cost = 70.0, technical\* = 9.0 - overall score = 79.0%

*\*Assumes same technical score as Question 1 example for each of the seven questions* |
| **Tie-breaker** - where overall bids are within 0.5% of each other, the supplier with the highest score for price wins.  |   |