

**DESIGN BRIEF AND OUTLINE BUSINESS CASE FOR HERITAGE AND CULTURAL CENTRE**

**Tender Evaluation Criteria and Scoring Matrix**

1. **Tender Evaluation Criteria**

An Evaluation Panel will consider tender submissions in accordance with the following criteria and associated weightings:

|  |  |
| --- | --- |
| **Technical (70% of total)**  *Consisting of:* | **Percentage & weighting** |
| * Skills, experience and other qualities of the nominated staff | 25% |
| * Relevant knowledge and quality of related previous experience | 25% |
| * Quality of response and ability to deliver the required service | 25% |
| * Presentation | 25% |
| **Commercial (30% of total)**  *Consisting of:* | **Percentage & weighting** |
| * Price, financial health and future viability of the company | 100% |

1. **Scoring Matrix**

The scoring matrix on page 3 will be used to mark the Technical aspect of the tender submission (worth 70%). Tender submissions will be marked according to how well they meet each of the sub-categories on the quality evaluation criteria, with a maximum of five points available for each sub-category:

|  |  |
| --- | --- |
| **5 points** | Excellent response, fully meets and expands upon the expected requirements |
| **4 points** | Good response, meets the expected requirements and requires no additional information |
| **3 points** | Satisfactory response and generally meets requirements, may require additional clarification or information |
| **2 points** | Does not meet the expected standard, would require significant further clarification or additional information |
| **1 point** | Unsatisfactory response, has not addressed the question / method statement, suggests the supplier would have difficulty meeting Council standards |
| **0 points** | No information provided |

The Commercial evaluation of each tender submission will be marked and assessed by officers representing or linked with the London Borough of Barking and Dagenham Council. Each assessor will score the tender submission individually, before collectively agreeing on a mediated score for each sub-category. This will decide the overall quality score. The financial evidence will be marked separately to the quality aspect of the submission based on the most economically advantageous tender.

Please note that the sub-categories within each of the four quality criteria are subject to change or amendment by the evaluation panel. If any such changes or amendments occur before the submission deadline, all consultants on the framework panel will be notified and given suitable time to resubmit their tender or send any additional information, should they wish to do so. If any changes or amendments occur after the submission deadline, only consultants who have submitted a tender will be notified.

**Technical (70%) Matrix**

|  |  |  |
| --- | --- | --- |
| **Name of person scoring:** | | |
| **Name of tender:** | | |
|  | **Notes** | **Total Score 1-5** |
| Skills, experience and other qualities of the nominated staff |  |  |
| Relevant knowledge and quality of related previous experience |  |  |
| Quality of response and ability to deliver the required service |  |  |
| Quality of response and ability to deliver the required service |  |  |

* The scores for each aspect of the Technical criteria will be multiplied as necessary to achieve their correct weightings. These will be added up to give a score out of 100:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Criteria** | **Weighting** | **Tender Score** | **Multiplier (to achieve weighting)** | **Total** |
| Skills, experience and other qualities of the nominated staff | 25% | /5 | 0.7 |  |
| Relevant knowledge and quality of related previous experience | 25% | /5 | 0.7 |  |
| Quality of response and ability to deliver the required service | 25% | /5 | 0.7 |  |
| Presentation | 25% | /5 | 0.7 |  |
| **TOTAL SCORE** |  |  |  | /100 |

* The total score will be multiplied by 0.7 to achieve the 70% Technical weighting attached to the overall tender evaluation. The maximum quality score available is therefore 70%.

**3. Commercial (30%)**

* Please note that this section carries an evaluation score of 30% and will be the maximum value on offer to each submission.
* The submission with the lowest overall cost for the project will received the full 70%. The lowest cost will then be divided by each corresponding bidder’s cost and multiplied by 70 to give a composite score. The example below is not indicative of any expected costs in the financial proposal.

e.g. Lowest score = £100 and therefore scores a maximum of 30%

The second lowest score = £125

100/125 = 0.8

0.8 x 30 = 24%