



Worthing Hospital – West Block – Calorifier Replacement

Packaged DHWS Plate Heat Exchanger & Buffer Vessels - Tender Evaluation Criteria

for

Western Sussex Hospitals NHS Foundation Trust

No 5 Level 5 (South)
New England House
New England Street
Brighton BN1 4GH
T+44(0)1273 601759
F+44(0)1273 604319

Argent House
Wilds Rents
London SE1 4QG
T+44(0)20 7043 4634
F+44(0)20 7378 0036

www.amaconsult.co.uk

Document Revision Sheet

Project: Procurement of MTHW to DHWS Plate Heat Exchanger & Buffer Vessels

Document: Mechanical Services Procurement – Tender Evaluation Criteria

Document Ref: 1316tenev01

Author: D Marshall / H Ylitalo

Date: 16th February 2017

Revision:	Description:	Author:	Checked:	Date:
0	Tender Issue	DM/HY	DM	16 th Feb 2017

Contents

1.0 SELECTION CRITERIA..... 4

 1.1 Programme & Delivery (criteria 1) 4

 1.2 Relevant Experience & References (criteria 2)..... 4

 1.3 Technical Skills (criteria 3)..... 4

 1.4 Management Systems & Health & Safety (criteria 4) 4

 1.5 Methodology (criteria 5) 4

 1.6 Price..... 5

2.0 TENDER DOCUMENTS 5

 2.1 Weighting..... 5

3.0 TENDER EVALUATION 5

 3.1 Scoring "Non-Price" Criteria 5

 3.2 Scoring Price 7

 3.3 Total Scores 7

 3.4 Equivalency Rule 7

1.0 SELECTION CRITERIA

1.1 Programme & Delivery (criteria 1)

The vendor shall confirm ability to supply plant by 31/03/17.

1.2 Relevant Experience & References (criteria 2)

The vendor shall provide details of relevant experience as follows:

- Manufacture/ assembly of MTHW to DHWS packaged equipment
- project cost; and
- works testing and delivery.

The vendor shall provide 2no. references that are relevant to the plant manufacture with the following details:

- Client organisation:
- Client contact name:
- Client phone no.
- Contract reference (100 words max.):
- Value of contract & date contract completed:

1.3 Technical Skills (criteria 3)

The vendor shall forward the following details of their key management, professional and technical personnel that they proposes to employ on the project, including how they will comply with the Requirements of the Pressure Equipment Directive 97/23/EC in relation to qualifications of personnel to carry out MTHW pipework and equipment manufacture/ assembly

- names;
- function;
- technical expertise.

1.4 Management Systems & Health & Safety (criteria 4)

The vendor shall demonstrate compliance with their obligations to comply with the CDM Regulations 2016, Health & Safety legislation and quality systems.

The tenderer shall include details of the following:

- Health & safety systems;
- Quality Systems;

1.5 Methodology (criteria 5)

The vendor should be able to demonstrate their capability to bring the contract to a satisfactory conclusion by describing the methodology and approach to accomplish the project's required outcomes.

The information required could include the following:

- program of works ;
- manufacture and assembly;
- works testing and breakdown of equipment to suit access restrictions;
- Insurances and Quality Plan.

1.6 Price

The weighting for price is 40%.

2.0 TENDER DOCUMENTS

2.1 Weighting

The weighting for Selection Criteria is as follows:

Range	Criteria	Weighting
Non-Price	Delivery	15%
	Relevant Experience	15%
	Technical Skills	15%
	Management	10%
	Methodology	05%
Price	Price	40%

3.0 TENDER EVALUATION

The tenders are scored according to the information provided. Only that information submitted at the time of close of tender and lodged with the tender bid shall be used in the evaluation.

3.1 Scoring “Non-Price” Criteria

The evaluation procedures are as follows:

1. Add the individual scores for each non-price criterion. Each criterion is given a point score from 0 (poor) to 10 (excellent) in increments of 0.5.
2. Weigh the individual scores for each non-price criteria according to the pre-determined weightings. The weighted score is calculated by multiplying the score by the weight.
3. The sum of non-price scores for each tender is then normalised to 10. Normalising is a transformation applied uniformly to each element in a set of data so that the set has some statistical property.
4. The following formula is applied to normalise the non-price scores:

$$= \frac{\text{Sum of non-price score for each tender} \times 10}{\text{Highest sum of non-price scores}}$$
5. This score is then adjusted for the total weighting of all the non-price criteria to obtain the overall weighted non-price score.

		Tender 1	Tender 2	Tender 3	Tender 4	Tender 5
Criteria 1, weight 15%	Score					
	Weighted score					
Criteria 2, weight 15%	Score					
	Weighted score					
Criteria 3, weight 15%	Score					
	Weighted score					
Criteria 4, weight 10%	Score					
	Weighted score					
Criteria 5, weight 05%	Score					
	Weighted score					
Total weighted sum = 60%	Weighted score					
Total non-price criteria						
Normalised non-price						
Weighted non-price	60%					

The highest non-price total score is given a score of 10 and the other sums are ranked accordingly in proportion.

3.2 Scoring Price

Scores for price are based on the following method: (Note that the lower the price, the higher the score.)

$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

Tenderer	Tenders	Normalised Price
Tender 1	£	
Tender 2	£	
Tender 3	£	
Tender 4	£	
Tender 5	£	

3.3 Total Scores

		Tender 1	Tender 2	Tender 3	Tender 4	Tender 5
Criteria 1, weight 15%	Weighted score					
Criteria 2, weight 15%	Weighted score					
Criteria 3, weight 10%	Weighted score					
Criteria 4, weight 05%	Weighted score					
Criteria 5, weight 05%	Weighted score					
Total non-price criteria						
Normalised non-price						
Weighted non-price	60%					
Normalised price						
Weighted price	40%					
Totals	100%					

3.4 Equivalency Rule

When the difference between the first and second ranked scores is less than 3% the lowest price tender of the two is taken as the preferred tender unless there are extraordinary reasons for not doing so.

The "3% rule" is based on a statistical review of the variances in the subjectivity of the evaluation committees' individual scoring.