

## Tender Evaluation Methodology

Tenders for this contract will be evaluated in accordance with the following methodology: -

### **Price / Quality**

The Price / Quality split will be 60 : 40

### **Pre-Qualification Questionnaire**

Tenderers will be required to list, as part of their tender submission, any changes to their circumstances since completing the Pre-Qualification Questionnaire (PQQ). Should any of those changes be such that had they been included in the PQQ, the organisation would not have been included in the tender list, then the tender will be rejected.

### **Price**

The figure to be used in this respect is the 'Tender Total' contained in the Form of Offer.

Prices for Supply and Fit Kitchens/Bathrooms and Fit only kitchens/Bathrooms will be extracted from the 'Tender Total' and the following methodology applied to both prices. For the purpose of evaluation the Supply and Fit price and the Fit Only price will be dealt with separately.

The mathematical calculations (as submitted with each tender) will be checked for mathematical correctness to ensure that the figure entered on the Form of Offer is the figure produced by the relevant maths. Any error, such that the amount of any tender is not substantiated by the relevant maths, will mean that the tender in question will be rejected.

The lowest figure (which passed the mathematical check) will score 100 points and all other figures (which have similarly passed the mathematical check) will have a score of 100 reduced by the percentage that the 'other figure' is greater than the lowest. The score for each figure will then be multiplied by 60% to produce a 'total price' score for each respective tender.

e.g. *If the lowest figure is £1000 it would score 100. Then a figure of £1100, which is 10% more than the lowest, would score 100 points less 10% = 90 points.*

*The price elements of these two tenders would then score as follows: -  
100 points x 60% = 60 total price score  
90 points x 60% = 54 total price score*

## **Quality**

The quality element of the Tender will be scored in accordance with the regime set out in Method Statement contained at Section 3 of the Contract Documents.

The total possible score is 40 representing the 40% element of the tender evaluation.

The Method Statement is in two sections and the scores achieved will be common to both Supply and Fit and the Fit only prices:-

Contract Conditions  
Quality

### **Contract Conditions**

Council Officers will evaluate this section and the score awarded will be based on the tenderers comments made in relation to any changes they have proposed to the Council's Terms and Conditions.

Tenderers who fail to achieve 50% of the required score of 5 in this section will be eliminated.

### **Quality**

A panel comprising Council Officers; Elected Members and Tenant Representatives will evaluate this section. Scores will be awarded for each question as set out in the regime contained within the Method Statement.

Tenderers who fail to achieve 50% of the score for any section will be eliminated.

## **Final Selection and Interview**

From the rates submitted by the tenderer in the Form of Offer the Council will calculate a price for Supply and Fit (Option 1) and Fit only, including Class 2 materials (Option 2). The tenderer will also have submitted a Method Statement.

Tenders will be finally evaluated on the following basis: -

### **Option 1**

The total score for price and quality will be added together to give a total evaluated score.

### **Option 2**

The total score for price and quality will be added together to give a total evaluated score.

### **Average**

Option 1 and Option 2 will be added together and an average evaluated score will be calculated for each tenderer. The 4 highest scoring tenderers will be short listed for interview.

The Council are looking to appoint 2 contractors to undertake the Works. Following the above, the Council will advise the tenderers not short-listed for interview that, at this stage, they are not likely to be considered further. A summary detailing the average scores from highest to lowest and listing all tenderers alphabetical order will be sent to these tenderers.

A panel comprising Council Officers, Elected Members and Tenant Representatives will undertake the interviews to clarify and amplify the information submitted in the Method Statements. The Quality scores may be adjusted accordingly.

Interviews will take place during week commencing 3<sup>rd</sup> January 2013

The Council will identify the 2 highest scoring tenderers following any adjustments and the 2 lowest scoring tenderers will be eliminated.

Letters advising them that they have been unsuccessful and detailing the average scoring ranking from highest to lowest and listing all tenderers in alphabetical order will sent.

The Council will award a Contract to the remaining tenderers on the basis of which of the two Options is the cheapest price for the Council.