

TENDER ASSESSMENT PROCEDURE

1. Tenders will be evaluated by the Employer on the basis of both quality and price as set out in this document. If awarded, the Contracts will be awarded to the Tenderers submitting the most advantageous tender evaluated using the criteria set out in these instructions.

2. Submissions will be evaluated will be evaluated separately against the following award criteria;

Quality 30%

Price 70%

QUALITY ASSESSMENT

3. Evaluation of the Quality Submission will be undertaken by the Employers Representative and Consultant Representative and they will ensure that the selection process is conducted in a fair and non-discriminatory manner.

4. Each tender submission will first be assessed on the quality score, based on the criteria from Table 1 below against the quality questions in the Contract Documents.

5. The quality questions are:

1. Organogram

The Tenderer shall provide an organogram identifying the proposed structure to successfully deliver the project with suitable levels of resource.

The organogram should include the key staff, including those based on site as part of the delivery team and support staff located elsewhere providing overall support. Key stakeholders, work gangs and sub-contractors used in the delivery of the works should also be identified.

(1 side of A3 only)

A description of each key member of staff identified on the organogram shall be provided. The details are to include their; skills, experience and qualifications necessary to successfully deliver the role they have been identified to undertake.

Please note that this is not required for the labour resource identified in the organogram.

(1 side of A4 for each member of staff)

2. Programme

The Tenderer shall provide a programme of the works identifying the necessary tasks required to undertake the works in accordance with the contract documents provided as part of this tender.

The Tenderer shall ensure the information shown is in accordance with Clause 31.2 of the NEC3 ECC form of contract.

(1 side of A1 only – ensuring each task and any associated text is clearly visible)

Please Note: This can be a ‘rolled up’ version of the Contractor’s programme required to be submitted in accordance with Contract Data Part Two

3. Methodology

The Tenderer shall provide a project specific methodology as to how they would provide the works in accordance with the contract documents, ensuring it is line with the programme provided in Question 2.

For operations identified on the programme, the Tenderer should state how they plan to do the work, identifying the principal Equipment, labour and other resources which they plan to use.

In addition to the above, the Tenderer should also demonstrate how they would address traffic management, sustainability of materials, public liaison and any other elements that they feel are relevant to the project identified.

(4 sides of A4 maximum)

Table 1 – Scoring Criteria:

Assessment	Mark	Interpretation
Excellent	5	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
Good	4	<i>Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
Acceptable	3	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
Minor Reservations	2	<i>Satisfies the requirement with minor reservations. Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
Serious Reservations	1	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
Unacceptable	0	<i>Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

Table 2 – Quality Assessment Weighting:

Part 1 - Quality Questions	Weighting
Q1: Organogram	30
Q2: Programme	35

Q3: Methodology	35
Total mark for Quality	100

6. The weighted score for each question response is derived by multiplying the mark out of 5 by the weighting of the individual section. Thus a score of 4/5 for question 1 results in a weighted score for that section of 24.00% ($4/5 \times 30\% = 24.00\%$). If a Tenderer were to score 5/5 for every question, the sum of all their weighted scores would be 100.00%, since the sum of the questions weightings is 100.00%.

	Q1	Q2	Q3	Total Mark	Total Score
Tender A	12	7	21	40	50.63
Tender B	30	21	28	79	100.00
Tender C	24	21	21	66	83.54
Tender D	18	28	14	60	75.95

e.g. Tender A: $40/79 * 100 = 50.63$

7. The sum of all the weighted scores is therefore equal to the Tenderers Quality score out of 100. These **Quality Scores** are carried forward to the Quality + Cost evaluation (see later).
8. Any Tenderer with an aggregated quality score of less than 60% may have their Financial Submission withheld by the Employer.

PRICE ASSESSMENT

9. Evaluation of the Financial Submission will be firstly based on the tendered price for the bill of quantities in Volume 4. The lowest tendered total will be given 85 marks with all other scored pro-rata; a worked example is shown below;

	Price (£)	Score
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Tender A	2,535,000	73.76
Tender B	3,575,000	52.31
Tender C	2,200,000	85.00
Tender D	2,775,000	67.39

10. The direct fee percentage, subcontract fee percentage and people fee percentage submitted by each Tenderer for the works will be ranked. The lowest tendered percentage for each fee will be given 5 marks with all others scored pro-rata (total of 15 marks); a worked example is shown below.

11.

	Direct Fee %	Score	Sub contract fee %	Score	People Overhead s fee%	Score	Total Score
Tender A	11.0	4.55	7.5	4.00	7.5	4.00	12.55
Tender B	10.0	5.00	6.0	5.00	6.0	5.00	15.00
Tender C	13.0	3.85	9.0	3.33	9.0	3.33	10.51
Tender D	12.0	4.17	12.0	2.50	9.0	3.33	10.00

12. The *final price score* for each tendered shall be the aggregated scoring of the bill of quantities and fee percentages. A worked example is shown below:

	Bill of Quantities Score	Fee Score	Aggregated Price Score
Tender A	73.76	12.55	86.31
Tender B	52.31	15	67.31
Tender C	85.00	10.51	95.51
Tender D	67.39	10.00	77.39

13. All cost scores shall be rounded to two decimal places.

QUALITY AND PRICE COMBINATION

14. The *final assessment* of each compliant tender will be based on the aggregated score for the Quality/Price submission based on a ratio of 30:70. (Quality score x 30% + Price score x 70%). The Tenderer receiving the highest combined

Quality/Price score shall be awarded the Contract. The table below shows a worked example.

15. Quality Scores are calculated for each Tenderer by dividing their *initial quality scores* by the *highest initial quality score*. Thus the Tenderer with the ***highest initial quality score*** from the Quality evaluation is awarded a score of **100.00%** and all the others are awarded Quality Scores pro rata to their *initial quality scores* (rounded to two decimal places).

	Quality Marks	Best Quality Score (Q)	Aggregated Price cost	Best Tender Mark (P)	Combined Score (Q*0.3)+(P*0.7)
Tender A	72	86.75%	86.31	90.37%	89.28%
Tender B	62	74.70%	67.31	70.47%	71.74%
Tender C	83	100.00%	95.51	100.00%	100.00%
Tender D	73	87.95%	77.39	81.03%	56.72%

In this example Tender C is the successful submission.