

PART 4

Tender Evaluation Model

4.1 Award Criteria and Evaluation Criteria

You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

Stage 2: If a bidder succeeds in passing Stage 1 of the evaluation, then it will have its detailed tender response to the Customer Organisation's requirements evaluated in accordance with the evaluation methodology set out below.

Award Criteria – Responses from Tenderers will be assessed to determine the most advantageous tender using the criteria and weightings shown in table 4.1 of this part of the ITT document.

Table 4.1: Award criteria

Criteria	Weighting
Technical	[65]%
Commercial	[35]%

Scoring Model – Tender responses will be subject to an initial review at the start of Stage 2 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the Customer Organisation for all criteria other than Commercial using the table 4.2 of this part of the ITT document as scoring model. The aspects to be evaluated and each percentage weighting are listed in table 4.3 of this part of the ITT

Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the Customer Organisation as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the Customer Organisation as part of the pricing approach, the Customer Organisation may reject the full tender response at this point. The Customer Organisation may also reject any tender response where the Overall Price for

the goods and/or services is considered by the Customer Organisation to be abnormally low following the relevant processes set out under the EU procurement rules.

Table 4.2: Scoring model for technical aspects of the tender response.

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good - Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable - The response is non-compliant with the requirements of the ITT and/or no response has been provided.

A maximum offer score of 10 will be awarded to the tender response offering the lowest "Overall Price". Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria.

Table 4.3: The evaluation aspects within the technical criterion

No	Aspect	Allocated %
1	Project Understanding	20
2	Appropriate Experience	10
3	Satisfying Specifications	15
4	Programme	20
5	Health, Safety and Environment	15
6	Quality Assurance	20
		100%

Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

4.2 Evaluation process example

Technical / Quality evaluation

Below is a worked example of how the Technical/Quality scores will be calculated:

Question	Score (Out of 10)	Weighting	Total Points	Maximum Points Available
	[A]	[B]	[A x B]	(B x Max Score of 10)
1	5	10	50	100
2	7	10	60	50
3	7	5	30	50
4	3	10	80	100
5	5	15	90	150
6	5	20	100	200
TOTAL		70	420	700

Worked Example, Technical/Quality

In this example, the Applicant achieved a score of 420 points out of a maximum 700 points. They have scored 42 points out of the maximum 70 available for Technical/Quality.

Pricing evaluation

The **Pricing** evaluation of the Tender will consider:

Below (Table 4) is a worked example of how the Cost score will be calculated:

		Bid A	Bid B	Bid C	Bid D	Bid E
(a)	Cost	10.00	12.00	10.00	8.00	16.00
(b)	% Difference above lowest price*	25	50	25	0	100
(c)	Adjusted Cost Score [100 - (b)]**	75	50	75	100	0
(d)	Price Weighting	30	30	30	30	30
(e)	Weighted score [(c) x (d)] / 100	22.5	15	22.5	30	0

Worked Example, Cost

* = (This bidders price/lowest bidders price)*100 - 100

** = (100 - % above lowest price)

Bid E scored a score of zero as their bid price was 100% more than the lowest price.

Overall Score

To obtain the overall score the Applicants Technical/Quality score achieved is combined with their Cost score to give the total for score for the Applicant.

Table 5 - Worked Example, Final Scores

	Max Quality Score	Quality Score	Max Cost Score	Cost Score	Final Score
Bidder 1	70	42	30	22.5	64.5
Bidder 2	70	54	30	24.5	78.5