

Nantwich Civic Hall Extension

TENDER

To be returned and received by post no later than 5pm - 20 November 2020

TENDER EVALUATION PROCEDURE

Nantwich Town Council: will evaluate the tender as a two stage process.

Stage 1: will be an assessment of compliance to responses to ITT and supporting documents. Suppliers who self-certify that they meet the requirements of the tender will be required to provide evidence of such if they are successful at contract award stage

Tenderers will be required to submit by post

- The form of Tender
- The Relevant Experience document – appendix B
- A signed Non Collusion certificate – appendix C
- A document showing any exclusions or clarifications.

Tender Award Stage: Contractors to be considered further will be asked to submit the following:- (contractors may choose to submit the following documents with their initial tender) but will be requested to submit the following documents within 7 days if their tender submission is to be considered further.

- A Priced Schedule of Works
- A draft detailed Programme which will be subject to further discussion with the CA and Client

Stage 2: will be a desk based evaluation of the ITT responses using a balance of 60% Quality and 40% Price.

All tenders will be evaluated against pre-determined Tender Evaluation Criteria. The award will be on the basis of the 'most economically advantageous' tender, taking into account the following criteria (In no particular order of preference):

Price: - 40%

The tender price accounts for 40% of the overall score. When the total cost of each bid has been established these costs should be converted to a score of 100. All other bids should be scored using the formula:

Bid's score = $100 \times (\text{lowest cost} / \text{this cost})$

Example

Bid A	£120,000
Bid B	£124,000
Bid C	£142,000

Bid A is the lowest and scores		$100.0 \times 40\% =$ adjusted price score of 40
Bid B =	$100 \times 120/124 =$	$96.8 \times 40\% =$ adjusted price score of 38.7
Bid C =	$100 \times 120/142 =$	$84.5 \times 40\% =$ adjusted price score of 33.8

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Quality Criteria: (60%)

Quality of submission 40%,
(inclusive of the compliance with the tender documents, preliminaries, preambles, Schedule of Works, and specifications.

Relevant Experience 10% and

Reference 10%

Each question within the above criteria has been allocated with a weighting (each question's weighting are provided in brackets), and will be scored against the following criteria:

Score	Criteria
0	Fails to provide any information / information totally inadequate
1	Information incomplete - significant indications that company lacks ability / experience / expertise / resources / structures etc to deliver service required
2	Information complete – however concerns that company may lack certain essential requirements in this area to achieve the required standard to deliver the goods and services required.
3	Information complete - Indicating the potential to deliver the Council's requirements.
4	Information complete – sufficient to indicate the company is clearly capable of delivering the goods and/or services to the required and standard, identifying potential additionality in service provision