**Southwark Council - Outdoor Gym Renovation Programme**

**1. Introduction**

This document sets out the methodology that will be used to evaluate tenders received in relation to the ‘outdoor gym renovation programme’ for response to the Invitation to Tender (ITT).

**2. Tender Submissions**

Tenders should be returned no later than **4pm on 15 August 2022**, any tenders received after this time will not be considered.

The contract will start in August with our ideal start date for the delivery and installation of the project during Autumn 2022, though there is some negotiation possible with this.

Before submitting a tender Clarifications should be sought on any points of doubt. The deadline for receipt of clarifications is 5 working days before the closure of the tender – 4pm on the **09 August 2022** – and should be submitted through the tender portal.

Organisations wishing to submit a tender should address all of the requirements in the Dulwich and Peckham parks outdoor gym briefs and any other items that are not listed but you feel are relevant to the success of this tender. Submissions are made using the council’s procurement portal - <https://procontract.due-north.com/Home/About>

The Council is not responsible for, or will not pay for, any expenses or losses that may be incurred by any tender in preparing their tender proposals. It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tenders.

**3. Tender Evaluation**

In evaluating the ‘Tender submissions’ the Council shall be seeking to ensure the most economically advantageous Tender, but is not obliged to accept the lowest or any specific tender. Criteria for tender evaluation will be **50% price and 50% quality.**

|  |  |
| --- | --- |
| **Criteria** | **Percentage of total mark** |
| **Price** | 50 |
| **Quality** | 50 |

**Selection Criteria**

Tenders for each area will be evaluated using the following criteria and associated weightings.

PRE-SELECTION CRITERIA

|  |  |
| --- | --- |
| **Criteria** | **Qualify** |
| **Previous relevant experience**  Provide details of 3 contracts carried out within the last 5 years that demonstrate your success in the delivery of design, supply and installation of outdoor gyms – including client contact details. | PASS / FAIL |
| **Management systems and practices**  Provide detail on the management of Health and Safety and Environmental management throughout the delivery of this contract. | PASS / FAIL |
| **Equipment quality and warranty**  Please evidence that you are able to supply and deliver all the required fitness equipment with the following:   * 1. Compliance to BS EN 16630:2015   2. Confirm that all equipment is free from entrapments, crush points, sheer points and sharp edges   3. Confirm that all load bearing tests have been carried out for equipment   4. Confirm that Anti-vandal / non-tamper design prevents accidents or near misses | PASS / FAIL |

**Evaluation Methodology**

**3.1 Price Evaluation**

A score out of 50 will be awarded for the ‘price’ element of the evaluation. The full score of 50 is given to the lowest submitted price. Please note that our ideal price is £40,000 + VAT per site (£80,000 +VAT total).

Other price scores will be calculated as a percentage of the maximum score based on their price in relation to the highest and lowest prices. Example pricing evaluation below:

Lowest sum tendered

----------------------------- x available marks %

Tenders sum

|  |  |  |
| --- | --- | --- |
| **Bidder** | **Submitted Price** | **Weighed Score** |
| A | £90K | 50% |
| B | £95K | 47% |
| C | £99K | 45% |

The council requires that Tenders provide;

1. an overall price for the work,
2. breakdown of cost per site (which is flexible for the Tenderer to determine to deliver their best project)

**3.2 Quality Evaluation**

The quality aspect of the tender requires answers to the following requirement questions:

|  |  |
| --- | --- |
| **Design / Technical / Delivery Requirement** | **Weighting (%)** |
| 1) Submit a design plan (with drawings) of how you will improve the gym area, itemising the equipment selected, the specific type of safety surfacing, and providing an itemised budget of equipment / surface / install etc, to deliver the brief | 10 |
| 2) Submit evidence stating why each piece of equipment was chosen; this should explain the number of people that can exercise at one time, the range of age and physical abilities that are catered for, including how the design will improve inclusivity by people with a disability or long term health condition. | 15 |
| 3) Submit evidence illustrating how your project provides access for people to different instructional / user focused resources to enable novice users to understand and use the fitness equipment / start a workout plan (note – our preference is that this goes beyond installations at the site and includes content that can be accessed digitally). Also what your company will do to raise awareness of a new facility with local people / health professionals and the wider community. | 15 |
| 4) Please supply guarantee information with time periods for the following (a-f), and your timeline for the project start and finish:   1. Structural steel 2. Welding 3. Paint 4. Rust 5. Bearings 6. Fixings | 6 |
| 5) Please supply information on the methodology for installation, including how the site will be secured, how members of the public will be protected from harm, how the surrounding green space will be protected from damage by footfall / vehicles during installation. | 4 |

The table below demonstrates the scoring criteria – on the provider’s ability to meet the requirements of the specification (not necessarily stated in order of priority*).*

|  |  |  |
| --- | --- | --- |
| **Design, Technical and Delivery Requirements** | | |
| **Assessment** | **Score** | **Basis for Awarding Score** |
| Excellent response | 5 | The response addresses all aspects of the question extremely well and in excellent detail and is supported by excellent evidence.  The response demonstrates that the Tenderer can deliver the Services to an excellent standard and that it will bring significant added value/benefit to the Authority and will enhance the quality of the Service to a significant extent. |
| Good response | 4 | The response addresses all aspects of the question well and in good detail and is supported by good evidence.  The response demonstrates that the Tenderer can deliver the Services to a good standard and that it will bring some added value/benefit to the Authority and will enhance the quality of the Service to some extent.  The Authority has a good level of confidence in the Tenderer’s ability to deliver the Services. |
| Satisfactory response | 3 | The response addresses all aspects of the question to a satisfactory level and in satisfactory detail and is supported by satisfactory evidence.  The response demonstrates that the Tenderer can deliver the Services to a satisfactory standard.  The Authority has some level of confidence in the Tenderer’s ability to deliver the Services. |
| Fair response | 2 | The response addresses most parts of the question but lacks detail in some aspects.  The response demonstrates that the Tenderer can deliver the Services to a fair standard.  The Authority has a fair level of confidence in the Tenderer’s ability to deliver the Services. |
| Poor response | 1 | The response addresses some parts of the question but contains insufficient detail.  The response provided limited evidence that the Tenderer can deliver the Services.  The Authority has low confidence in Tenderer’s ability to provide the Services. |
| Unacceptable | 0 | The Tenderer’s response is absent or incomplete and/or the Tenderer’s response is not relevant to the Authority’s requirements. |

The **highest score** will receive a weighted score of **50%**

Example quality evaluation

Tenders score

-------------------- x available marks %

Highest score

|  |  |  |
| --- | --- | --- |
| Bidder | Score | Weighed Score |
| A | 4, 3, 4 | 50% |
| B | 3, 3, 4 | 45% |
| C | 3, 3, 3 | 41% |

**Overall Score Calculation example:**

Example evaluation table

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Quality Score | Cost Score | Overall Score |
| A | 50% | 50% | 100% |
| B | 45%` | 47% | 92% |
| C | 41% | 45% | 86% |

**Winner in example is Bidder A**