TENDER RESPONSE – PART D – QUALITY EVALUATION FOR ORGANIC WASTE DISPOSAL

Strategic Procurement

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Version: v1.00

Date: 07/08/2020

Evaluation Criteria Questions to be Scored

This document sets out the questions asked as part of the Quality Evaluation of the procurement exercise. Bidders should therefore ensure that have read and fully understood the contents of the ITT and the evaluation approach taken to assess responses to these questions as set out in Section 5 of the Invitation to Tender.

The following Quality questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Bidders must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible. Where a Bidder fails to provide a response for a question(s) the Council will automatically award a score of “0” in respect of that question(s) and the Council reserves the right to reject that Bidder and not to consider that Bid further.

Bidders are encouraged to provide sufficient detail when responding to each question.

In providing responses to the questions set out in this document, Bidders should not assume that the Council has any prior knowledge of the Bidder, its practice, reputation or its involvement in existing services, projects or procurements. In evaluating responses to these questions the Council will only consider information provided in response to these questions.

Page Limits Per Question

Responses should not exceed the page limits indicated within each question.

The page limit is based on a single side of the size of the paper indicated for each criteria in the table below. The page limit is inclusive of text, drawings, diagrams, screen prints, flow charts or any other form of presenting a response. All text should be Arial font size 11.

Responses to each question should be completed on separate documents, clearly identified as being a response to each question. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Section 5 of the Invitation to Tender.

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Criteria Number	Evaluation Criteria
E1	**Bidders approach to turnaround time** Describe how you will ensure that the average turnaround time for a vehicle tipping at the Supplier's site will not exceed 20 minutes.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages.
E2	**Bidders approach to capacity & procedures** Demonstrate that your site has the capacity and procedure to take all the waste material for the lot you are bidding for.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E2 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E3	**Bidders approach to management of works** Describe the proposed management, supervisory and operational structure that will be adopted to perform the works as required in the specification for the lot you are bidding for.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E3 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages.
E4	**Bidders approach to limitations on service** Describe all limitations on service to the Council in terms of operating hours and operating days and differentiate any elements of the service that stand out as exceptions. Your response will include tipping times on site and collection times off site for any of the hauled waste.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E4 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E5	**Bidders approach to contingency planning**

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	Describe your contingency plan should the normal operation of the service be required to change temporarily and describe how you will ensure that there is no negative impact to the service?
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E5 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages.
E6	**Bidders approach to treatment of waste process** Describe the end process treatment of the waste that you intend to collect with examples of any split in the materials. Please note that any waste sent for composting must meet the PAS100 standard. Any waste sent for anaerobic digestion must meet the PAS110 standard.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E6 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages.
E7	**Bidders approach to materials and contamination levels** This question is intended to clarify what materials and contamination levels will be accepted: Describe how contamination will be assessed by lot / material stream for which you are bidding and what level of contamination would be acceptable before a load is rejected. Describe the procedure for handling objectionable waste including an auditable trail for demonstrating to the Council how the waste has been deemed objectionable.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E7 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages.
E8	**Bidders approach to Staff and Health & Safety** Demonstrate how your staff are competent and qualified to undertake the service. Include details of health and safety competence and CPD.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E8 - *Bidder Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.

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