APPENDIX 6

EVALUATION PROCESS FOR LOT 5

Strategic Procurement

DN 462794

Author: Strategic Procurement

Version: v1.00

Date: 07/08/20

Appendix 6 – The Evaluation Process for Lot 5

5.1. **Introduction**

5.1.1. This document sets out the evaluation criteria which will be used to score and rank the submitted Bid documents and how each of these criteria will be assessed and scored. The contract will be awarded to the Most Economically Advantageous Tender, determined in accordance with this Evaluation Methodology.

5.1.2. The assessment of each Bid will be undertaken by way of a three-stage process;

5.1.2.1. **Stage 1 – Preliminary Compliance Check** in accordance with Section 5.2 below and

5.1.2.2. **Stage 2** - **Evaluation of Bidders' responses to the supplementary selection questions for Lot 5** (Tender Response – Part A ii – Lot 5 Supplementary Selection Questionnaire) in accordance with Section 5.3 below and

5.1.2.3. **Stage 3 – Detailed Evaluation** in accordance with Section 5.4.

5.1.3. Please note, all examples in this document are provided only for the purposes of illustrating the application of the scoring mechanisms described.

5.2. **Stage 1 – Preliminary Compliance Check**

5.2.1. Prior to carrying out the Detailed Evaluation of Bids the Council will conduct a preliminary check.

5.2.2. Bid submissions must meet the following Preliminary Compliance Check requirements:

5.2.2.1. Bidder submitted a compliant bid for Lot 1 AND achieved the minimum quality score for Lot 1;

5.2.2.2. Bidder submitted a compliant bid for Lot 2 AND achieved the minimum quality score for Lot 2;

5.2.2.3. Bidder submitted a compliant bid for Lot 3 AND achieved the minimum quality score for Lot 3;

5.2.2.4. Bidder submitted a compliant bid for Lot 4 AND achieved the minimum quality score for Lot 4;

5.2.2.5. Bidder is ranked 1st in two or more of the following lots: Lot 1, Lot 2, Lot 3 or Lot 4.

5.2.3. The Council reserves the right to reject and not consider any Bid which fails to meet the required standard as per the Preliminary Compliance Check stage (above).

5.3. **Stage 2 – Evaluation of Bidders' responses to the supplementary selection questions for Lot 5 (Part A ii – Lot 5 Supplementary Selection Questionnaire)**

5.3.1. The Council intends to review the Part A ii – Lot 5 Supplementary Selection Questionnaire responses provided by Bidders. The Part A ii – Lot 5 Supplementary Selection Questionnaire responses will be evaluated using the selection stage criteria and following the methodology set out in this section of this document.

5.3.2. In completing their Part A ii – Lot 5 Supplementary Selection Questionnaire submissions, 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 Part A ii – Lot 5 Supplementary Selection Questionnaire submissions, the Council will only consider information provided in response to this Part A ii – Lot 5 Supplementary Selection Questionnaire.

5.3.3. Notwithstanding paragraph 5.3.2 above, the Council may take account of any prior knowledge it has of the Bidder, its practice, reputation or its involvement in existing services, projects or procurements to the extent that such knowledge indicates that information contained in the Bidder's Part A ii – Lot 5 Supplementary Selection Questionnaire submission is false, misleading or inaccurate.

5.3.4. The Council will assess Part A ii – Lot 5 Supplementary Selection Questionnaire submission responses to ascertain that its minimum Pass/Fail compliance requirements have been met. Each Part A ii – Lot 5 Supplementary Selection Questionnaire submission must meet all of the Pass requirements that are outlined in the table below and explained in further detail in this document. Any bid that includes a response that does not meet the required Pass standard outlined, will be rejected and not considered further. The applicable Pass/Fail criteria are set out in the Pass/Fail Criteria Matrix below:

Pass/Fail Selection Criteria Matrix			
Level 1 Criteria	**Level 2 Criteria Question No.**	**Level 2 Criteria**	**Available Scores**
Section 9 - Supplementary Questions	9.1	Project Specific Mandatory Requirement - Bidder is capable and willing to take all tonnages of all specified waste streams	Pass or Fail
	9.2	Project Specific Mandatory Requirement - Bidder agrees to all quality commitments described within their bid for Lot 1 being carried forward and applied to their bid for Lot 5	Pass or Fail
	9.3	Project Specific Mandatory Requirement - Bidder agrees to all quality commitments described within their bid for Lot 2 being carried forward and applied to their bid for Lot 5	Pass or Fail
	9.4	Project Specific Mandatory Requirement - Bidder agrees to all quality commitments described within their bid for Lot 3 being carried forward and applied to their bid for Lot 5	Pass or Fail
	9.5	Project Specific Mandatory Requirement - Bidder agrees to all quality commitments described within their bid for Lot 4 being carried forward and applied to their bid for Lot 5	Pass or Fail

5.3.5. **Evaluation Methodology for Section 9 - Supplementary Questions**

5.3.5.1. The responses to Questions 9.1 to 9.5 of the Part A ii – Lot 5 Supplementary Selection Questionnaire will be evaluated and assessed by the Council in the following way:

Evaluation Criteria for 9.1	
Bidder responds with “Yes” and confirms that they are capable and willing to take all tonnages of all specified waste streams	PASS
Bidder responds “No” confirming that they are not capable and willing to take all tonnages of all specified waste streams	FAIL

Evaluation Criteria for 9.2	
Bidder responds with “Yes” and confirms that they agree to all quality commitments described within their bid for Lot 1 being carried forward and applied to their bid for Lot 5	PASS
Bidder responds “No” confirming that they do not agree to all quality commitments described within their bid for Lot 1 being carried forward and applied to their bid for Lot 5	FAIL

Evaluation Criteria for 9.3	
Bidder responds with “Yes” and confirms that they agree to all quality commitments described within their bid for Lot 2 being carried forward and applied to their bid for Lot 5	PASS
Bidder responds “No” confirming that they do not agree to all quality commitments described within their bid for Lot 2 being carried forward and applied to their bid for Lot 5	FAIL

Evaluation Criteria for 9.4	
Bidder responds with “Yes” and confirms that they agree to all quality commitments described within their bid for Lot 3 being carried forward and applied to their bid for Lot 5	PASS
Bidder responds “No” confirming that they do not agree to all quality commitments described within their bid for Lot 3 being carried forward and applied to their bid for Lot 5	FAIL

Evaluation Criteria for 9.5	
Bidder responds with “Yes” and confirms that they agree to all quality commitments described within their bid for Lot 4 being carried forward and applied to their bid for Lot 5	PASS
Bidder responds “No” confirming that they do not agree to all quality commitments described within their bid for Lot 4 being carried forward and applied to their bid for Lot 5	FAIL

5.4. **Stage 3 – Detailed Evaluation of Bids**

5.4.1. Those Bidder’s that have satisfied Stages 1 and 2 (as above) will have their ITT submissions evaluated and scored against the evaluation criteria and weightings set out below.

5.4.2. The evaluation process will cover two areas albeit quality for Lot 5 is entirely based on Mandatory Requirements:

Criteria	Criteria Weighting (%)

Quality	0%
Price	100%
TOTAL:	**100%**

5.4.3. **Price Score (100%)**

5.4.3.1. Pricing will be evaluated to ensure all relevant costs are visible and comparable, including sensitivity analysis where determined appropriate. Where arithmetical errors are found during evaluation of a Bid, you will be given details in writing and will be given the opportunity to confirm in writing or withdraw your Bid.

5.4.3.2. The lowest Total Price will be awarded a maximum 100%. All the other returned Total Prices will be given a % score relative to that. This will be done for each bid by dividing the lowest Total Price by the Bidder's Total Price, multiplying by 100 and then multiplying the product by 60%. This will give a Weighted Price Score for their Total Price relative to the lowest.

5.4.3.3. The Council will use the World Bank Methodology 2016 to identify Abnormally Low Bids. Where the Council has, concerns regarding sufficiency of price in relation to the requirement (Abnormally Low Bid), the Council reserves the right to require explanation. The Council will assess the information that you provide and may reject your Bid where the evidence that you provide does not satisfactorily account for the low level of price or cost proposed taking into account the explanation that you provide.

5.4.4. **Weighted Score and Final Weighted Score**

5.4.4.1. The Bidder's Weighted Price Score will identify the Bidder with the highest Final Weighted Score.

5.4.4.2. The Bidder with the highest Final Weighted Score will be confirmed as the preferred Bidder.