1. **INTRODUCTION**

The Tenderer must provide a qualitative return (incorporating supporting information). The qualitative return will be part of the Contract and shall include written details as to how the Tenderer intends to meet the requirements of the projectsubject to the approval of the Employer in accordance with the Conditions.

1. **INSTRUCTIONS**

Tenderers are required to provide responses to all of the questions below.

The information provided in the qualitative response and Pricing Document form the basis against which the Tenderers will be evaluated.

Tenderers should note the following:

1. All questions must be answered in their entirety. Tenderers must not include material additional to the question which is unrelated to this question.
2. No more than 500 words per response excluding appendices such as CV’s, programmes etc. Text on diagrams and in charts may not be smaller than font size 10.
3. Tenderers are advised to carefully review all information supplied within the ITT prior to submission.
4. The Tenderers qualitative response will be evaluated as set out in the Evaluation Criteria and Methodology.
5. This document should be completed and issued in word format by the Contractor for ease of reviewing.

**QUALITATIVE RESPONSE QUESTIONS**

The Tenderer must provide a qualitative response (incorporating supporting information). The response will be part of Contract and shall include written details as to how the Tenderer intends to meet the requirements of the Contract, subject to the approval of the Employer in accordance with the Conditions.

**The total score for this section is [40]%.**

In addition to the Contractor’s Mini-Tender and Health and Safety submissions, specific evaluation criteria for Contractor’s Mini-Tenders will be set out in the Invitation Documents and will cover the following areas as a minimum and will have weightings within the range stated below:

| Evaluation Criteria | Weighting |
| --- | --- |
| Quality | 40% |
| Please provide detailed answers for each of the following 5 questions summarising on no more than 5 A4 sheets (1 per question) in total excluding appendices, such as programme, case studies and CV’s. |  |
| Price | 60% |
| Total | 100% |

**INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE**

* For inclusion in the evaluation process it is **mandatory** that the Tenderers respond to all of the questions.
* The Tenderers must answer each question fully in the order given. Please ensure that your response to each question is relevant and specific to that question and complies with this guidance. Generic responses to the question topic may result in your organisation not achieving maximum scores for that response.
* Tenderers shall make their own judgement as to the level of response required to ensure that the questions raised are answered comprehensively. You must not answer questions by cross referring to other answers. Each question answered must be complete in its own right.
* Insert your response in the boxes below or as instructed within the tender documentation. Please ensure that your answers are not more than the stated amount for each question. The maximum amount of words/pages stated, is for the whole question and not part of the question. The Council will disregard any part of a response to a question which exceeds the specified character limit (i.e. the excess will be disregarded, not the whole response). Please note, diagrams are not included in the word count.
* Please only provide an attachment (e.g. organisation chart, programme) if specifically requested for in the question. Do not provide any marketing material or information of a general nature.

**EVALUATION CRITERION: QUALITY**

* The total score for the Method Statement questions 40%. Scores will be adjusted on a pro-rata basis against the total possible score of 100%. Each Method Statement will be evaluated with scores of up to 5 points maximum for each Method Question.
* **Scoring Table**
* The following scoring methodology may be applied, (although the Authority may substitute their own, as stated in the Invitation Documents) to Contractors' responses in respect of the qualitative evaluation criteria:

|  |  |  |
| --- | --- | --- |
| Score | Rating | Criteria for awarding score |
| 5 | Excellent | Excellent response to the requirements which provides detailed evidence that is clear and complete. |
| 4 | Good | Good response to the requirements which provides evidence that is clear. |
| 3 | Satisfactory | Satisfactory response to the requirements which provides adequate evidence. |
| 2 | Fair | The information submitted is limited, and/or insufficient supporting documentation has been provided. |
| 1 | Poor | The information submitted is very limited, and/or no supporting documentation has been provided. |
| 0 | Unacceptable | Unanswered or failed to adequately address the requirements. |

**Qualitative Tender Evaluation Questions**

|  |  |  |
| --- | --- | --- |
| **Reference** | **Question – Experience** | **Weighting** |
| **MS1** | Describe your experience of acting as Main Contractor for mechanical ventilation programmes of work within the education sector, making refence to:   * Staff expertise, training, qualifications * DBS certificates * Engagement with schools * Working within occupied schools * Management of sub-contractors * Mechanical ventilation expertise * Min 2 similar case study’s and CV’s of personnel that would be involved referencing similar experience (to be treated as an appendix). | Weighting:  20% |
| **Tenderer’s Response:** | | |
| **Reference** | **Question – Delivery** | **Weighting** |
| **MS2** | Detail how you will delivery this project considering the specialist nature of works, need to provide a design and nature of the site, making reference to:   * In-house delivery or sub-contracted * Programme inc reference back to contract timescales (please provide copy of your proposed programme as an appendix) * Quality control * Budget control * Timescale control * Problem solving * Current lead-in timescales against programme. | Weighting:  20% |
| **Tenderer’s Response:** | | |
| **Reference** | **Question – Site Management** | **Weighting** |
| **MS3** | Explain your proposed site management strategy making reference to:   * Supervision * Training * Organisation structure * Internal and external quality control arrangements * Access * Waste * Working within an occupied site * High level access location for roof. | Weighting:  20% |
| **Tenderer’s Response:** | | |
| **Reference** | **Question – Commercial Management** | **Weighting** |
| **MS4** | Please describe your approach to managing project finances during the project and how you would report to the Clients consultant.  Bidders will be scored as to their approach to contract variations, and management of the client’s budget. Specific examples of protocols required | Weighting:  20% |
| **Tenderer’s Response:** | | |
| **Reference** | **Question – H&S** | **Weighting** |
| **MS5** | Please provide details of your company’s H&S management approach, including details of any HSE enforcements in the last three years. Please also provide details of the approach you have undertaken when working within an occupied school. | Weighting:  20% |
| **Tenderer’s Response:** | | |