



# TENDER RESPONSE – PART D – QUALITY EVALUATION FOR GYM EQUIPMENT

## Strategic Procurement

**DN718017**

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## 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 (preferably as a PDF document) 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.

Criteria Number	Evaluation Criteria
D1	<p><b>The quality of gym equipment is paramount to ensure safe and effective workouts for leisure centre members.</b></p> <ul style="list-style-type: none"> <li>a. Describe how you will assess durability, sturdiness, and construction materials of the equipment you supply, and recommend to us, so that it will withstand regular usage in a commercial setting.</li> <li>b. Describe your selection approach to reputable brands or suppliers with a track record of providing high-quality equipment that complies with industry standards and safety regulations.</li> </ul> <p>Describe your approach to warranties and after-sales support to address any defects or issues that may arise post-procurement.</p> <p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as '<b>Response to D1 - Bidder Name</b>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of <b>1 A4</b> pages.</p>
D2	<p><b>User Experience and Accessibility</b></p> <p>The user experience plays a crucial role in member satisfaction and retention.</p> <ul style="list-style-type: none"> <li>a. Describe your approach to evaluating the usability, ergonomics, and comfort features of gym equipment to ensure a positive and safe workout experience for users.</li> <li>b. Describe your approach to accessibility features to accommodate users with diverse abilities and mobility restrictions, such as adjustable seats, handrails, and easy-to-use controls.</li> <li>c. Describe how you will assess the intuitive design, instructional guides, and safety features incorporated into the equipment to minimise the risk of injury and encourage proper usage from use of the equipment you supply and recommend to us.</li> </ul> <p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as '<b>Response to D2 - Bidder Name</b>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of <b>2 A4</b> pages.</p>
D3	<p><b>Presentation of Equipment</b></p> <p>The presentation of the individual units, collective layout and flow of the equipment is an integral factor when ensuring quality user experience.</p> <ul style="list-style-type: none"> <li>a. Describe how the individual presentation of the equipment you are providing stands out from competitors.</li> <li>b. Describe how the recommended equipment layout design meets the need of the users whilst maximising the space available.</li> </ul>

	<p>c. Describe the flow of the user based on your concept layout design and provide rational for the designated floor space.</p> <p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D3 - Bidder Name' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of <b>2 A4</b> pages.</p>
<b>D4</b>	<p><b>Supply, Servicing and Maintenance</b></p> <p>The ongoing supply, servicing and maintenance requirements are fundamental to the long-term success and sustainability of our business.</p> <ol style="list-style-type: none"> <li>Describe minimum lead time for the supply of new or replacement equipment.</li> <li>Describe regular servicing arrangements for the duration of the contract.</li> <li>Describe call out durations for ad-hoc repair and maintenance requirements</li> <li>Describe the depth of training provision to be provided to leisure staff for daily upkeep and maintenance for the equipment</li> <li>Provide references for local facilities where these services have been successful</li> </ol> <p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D4 - Bidder Name' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of <b>2 A4</b> pages.</p>
<b>D5</b>	<p><b>Decarbonising BCP's Scope 3 emissions associated with this contract</b></p> <p>Greenhouse gas emissions are categorised into three 'Scopes' by the Greenhouse Gas (GHG) Protocol. BCP Council is actively working to mitigate all Scope 1, 2 and 3 emissions by 2030. BCP's Scope 3 emissions are caused by BCP's activities but occur outside of BCP's direct control – this includes waste disposal and the goods and services bought by the council. BCP's target is to achieve Carbon Net Zero (CNZ) by 2030.</p> <p>Describe how your organisation will decarbonise its activities associated with BCP's contract - during the life of BCP's contract. Your response should include:</p> <ul style="list-style-type: none"> <li>a timeline showing your baseline data (i.e. where you are today expressed as numbers and dates); interim / milestone targets (expressed as numbers and dates); end target (expressed as numbers and dates);</li> <li>a description of your associated monitoring activity – what you will measure and how you will report it to BCP</li> <li>a statement of what you are going to do differently that will to reduce your emissions</li> </ul> <p>Your response must include:</p> <ul style="list-style-type: none"> <li>Detail on the energy efficiency of the equipment you supply</li> <li>How you will train and guide the Council's operational staff to ensure that power consumption for equipment is minimised</li> <li>new technologies to improve power consumption efficiency</li> </ul>

	<ul style="list-style-type: none"> <li>- reduced carbon emissions during manufacturing</li> <li>- minimal transportation and low emissions vehicles</li> <li>- recycled / recyclable materials (particularly packaging)</li> <li>- take away your packaging for reuse, recycling or disposal</li> </ul>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document (preferably as a PDF) as 'Response to D5 - Bidder Name' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.</p>

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