SUPPLIER RESPONSE – PART E – QUALITY EVALUATION FOR RENEWAL OF ELECTRICAL STORAGE, HEATING & ELECTRICAL LIGHTING AT WILLOW PARK

Strategic Procurement

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Evaluation Criteria Questions to be Scored

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

Suppliers must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible.

Please ensure that you provide sufficient detail when responding to each question. In particular, refer to the Quality Scoring Guide that can be found within the Supplier Information document. The Quality Scoring Guide provides detail as to how your responses to each evaluation question will be scored.

If you are an incumbent supplier to the Council or have previously completed work for the Council, please do not assume this will be taken into consideration when your responses are evaluated. You must ensure that you provide sufficient information within your response that details previous work undertaken or experience that is relevant to this requirement.

Please do not reference your submitted price(s) within any responses to the below criteria unless expressly asked to. Where a response to an evaluation criteria references the price without it being expressly asked within the question, the response may be rejected and the score for that evaluation criteria scored zero.

Page Limits Per Question

Answers should not exceed the page limits indicated for each question.

Each page limit is on the basis of an A4 page of text (font size 11). Please be aware that this limit is to text. Any drawings, diagrams or screen prints embedded into the response will not be included within the page limit.

Responses to each question should be completed on separate documents. 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.

Where your company does go over the page limits indicated for each question, the Council at its sole discretion may choose to either reject or accept additional pages of responses. This is at the sole discretion of the Council and suppliers are encouraged to ensure that they remain within the page limits set for each question.

Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Supplier Information document.

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Criteria Number	Evaluation Criteria
E1	**Method Statement** Provide a method statement describing: a) how the work will be undertaken in accordance with the procurement documents including the Specification(s) and Pre Construction Information. b) your controls to ensure that work is executed to time, cost and quality requirements c) how risks will be identified and managed
	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 - *Supplier 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.
E2	**Organisational experience** Describe your organisation's size, structure, expertise and experience developed through contracts with previous customers with similar/equivalent requirements.
	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 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.
E3	**Quality control** Describe how you manage work processes to avoid defects including but not limited to: a) Quality control procedures for work in progress to ensure specification and Employer's Requirements are met. b) Quality assurance procedures to ensure that latent defects are avoided and that stages of work are to the correct standard prior to being covered up or becoming inaccessible. c) Record keeping and sign off procedures. d) Storage, materials handling and delivery procedures. e) Procedures for liaising with Building Control and Planning Officers to ensure compliance with statutory requirements. f) Early warning system proposals.
	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 - *Supplier 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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E4	**Handover** With reference to your procedures explain how you will instruct the building user on the management and maintenance of the whole of the property.
	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 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.
E5	**Aftercare** Explain your aftercare support for the 12 months following handover to the building user including defects reporting requirements.
	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 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.
E6	**Sustainability** Provide a statement on how your supply chain plans to manufacture all their products whilst achieving a highest level of sustainability throughout the sourcing of their raw materials, manufacturing and delivery to customer.
	Please complete you response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E6 – *Supplier Name'* and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.

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