



Working together

Supplier Response – Part D Quality Evaluation

Invitation to Tender

for

Term Surveying Contract

for

Bournemouth Borough Council

and

The Borough of Poole

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 (Section 7). 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.

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 below weightings applied to each evaluation criteria question outlined in this document. The below table can be found also within Section 7 of the Supplier Information document. However, for quick reference, the weightings to be applied to each question are shown below:

Criteria Number	Evaluation Criteria	Weighting (%)
1.1	General Management Approach	10%
1.2	Organisational Structure	10%
1.3	Works Order Management	10%
1.4	Health and Safety	10%
1.5	Communication	10%
1.6	Provision of Survey Data	50%
TOTAL:		100%

Question Number	Evaluation Criteria
1.1	<p>General Management Approach</p> <p>This Contract will be using the Terms and Conditions as defined in the Royal Institute of Chartered Surveyors (RICS) Terms and Conditions of Contract for Land Surveying Services (Third Edition) (September 2009).</p> <p>Please explain how you will approach the management of this contract and from your previous experience of similar Contracts what benefits you can bring to the successful delivery of this Contract.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.1 – <i>Supplier Name</i>' 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 4 A4 pages.</p>
1.2	<p>Organisational Structure</p> <p>The Surveyors overall management of the Term Surveying Contract, the contractual relationship with the Service Manager and the overall delivery of the individual Task Orders are critical to the success of this contract.</p> <p>Describe how your organisation will be structured to deliver this Contract, from Head/Regional office to site administration, the key roles within this structure and how this relationship will work with the Clients structure as detailed in Section 1 - Information, Item 10. Responses should include organisational diagrams and relevant CV's of those within your organisation proposed to hold the key roles identified. You can include these as Appendices to your answer.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.2 – <i>Supplier Name</i>' and upload as part of your tender submission. Please label your Appendices in the same way.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 4 A4 pages.</p>
1.3	<p>Works Order Management</p> <p>There is no defined profile of workload for the Contract. At times numerous Work Orders may be sent within a short period of time therefore requiring numerous surveys to be undertaken and information provided.</p> <p>Explain your proposed management approach to receiving these individual Work Orders, the process of assigning resources to undertake the Work and how you will</p>

	<p>ensure that all information is supplied to the Client by the times and dates agreed on each individual Works Orders.</p> <p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.3 – <i>Supplier Name</i>' 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>
1.4	<p>Health and Safety</p> <p>A generic risk assessment, method statement and health and safety plan will be agreed at the commencement of the Contract. For each individual Works Order a site-specific risk assessment, method statement and health and safety plan must be produced. The Surveyor shall at all times provide appropriate traffic safety and management for all operations on the Public Highway in accordance with Chapter 8 of the Traffic Signs Manual 2007 and the New Roads and Street Works Act 1991 for Work on any road with a speed value of up to 30mph.</p> <p>Explain how you will ensure that all documents are produced in accordance with the Contract and that Work is undertaken to conform with all the necessary Health and Safety requirements as set out in the Contract.</p> <p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.4 – <i>Supplier Name</i>' 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>
1.5	<p>Communication</p> <p>Communication lines between both the Surveyor and the Client for this Contract are crucial to the overall delivery of the service and the completion of each individual Works Orders. Explain your proposed lines of communication and the procedures that you will adopt to ensure that the Work is agreed with each Project Manager and are undertaken as per the Conditions of Contract and Contract Specifications.</p> <p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.5 – <i>Supplier Name</i>' 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>

1.6	<p>Provision of Survey Data</p> <p>Attached is plan showing an area in Bournemouth (survey area drawing). Please carry out a full survey of this area and supply the data as required in the Contract Specifications.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.6 – <i>Supplier Name</i>' and upload as part of your tender submission.</p>

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