

Procurement Document

(Open Tender Procedure)

Tender for

**Textiles Recycling Bank Service
Reference DN730776**

12th July 2024

Tender Response Deadline	2.00pm on 13th August 2024
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Introduction

Purpose

The purpose of this document is to provide instructions on the response to the Invitation to Tender (“ITT”), known as the “Tender”.

The Invitation to Tender enables Dorset Council to receive sufficient information from Organisations (“Tenderers”) which are interested in supplying the required Goods, Services or Works and to allow: a) both the assessment of their capacity and suitability, and b) enable the Council to evaluate the Tenders submitted to find the most suitable Tenderer who can meet the Specification and provide best value competitiveness of price.

The Tender has been issued by Dorset Council under a competitive procurement as an Open Procedure.

Title of Tender Opportunity: **Textiles Recycling Bank Service**

Project Scope:

Dorset Council has historically commissioned a textiles recycling bank service, achieving high levels of income per tonne of textiles via a buoyant and competitive textiles market set in a climate that has favoured high levels of recycling within the community and free movement of labour to enable sorting of materials collected in the UK.

Dorset Council therefore are looking for a supplier to provide recycling banks for textiles at the existing various locations within the Dorset Council area, and to maintain those banks. This will extend to the collection of the textiles from those collection banks for reuse or recycling, removal of fly tipped material adjacent to the collection banks and the ability to increase the amount of collection banks throughout the area.

This contract’s specification will ensure the most social value as practicable and will encourage tender submission from those organisations supporting Textiles 2030 – creating a sustainable and circular industry by 2030.

Continuing a Textiles Recycling Service will support the Joint Municipal Waste Strategy for Dorset 2008 to 2033. The proposed length of the contract is 6 years. Comprising 4 years +1 +1.

Mitigating Fraud and Corruption Risks

Public sector commercial activity can be attractive to organised criminals. It is therefore important for the Council to consider risk of fraud and corruption when commissioning and procuring goods, works and services. Effective management of risk in these areas are part of being a risk-aware council, that manages its resources efficiently to secure value for money outcomes. The Ministry of Housing, Communities and Local Government (MHCLG) defined such fraud and corruption as:

“.... any fraudulent or corrupt activity occurring within the entire procurement lifecycle, from decision to procure through to the conclusion of the contract and including all purchasing with a value below the level of a formal tender process. This will therefore include commissioning, contract management and purchasing, as well as the tendering process itself”. <https://www.local.gov.uk/review-risks-fraud-and-corruption-local-government-procurement>

The Council mitigates the risk of fraud and corruption using various tools, which includes before any contract award carrying out checks that will involve sharing personal and organisational information with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify identity. If fraud is detected, individuals or organisations could be refused certain services, finance, or employment. Further details on how

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information will be used by the Council, fraud prevention agencies, and data protection rights is available on [\[Cifas\]](#).

The Council takes any fraud and corruption very seriously. Any suspected fraud or corruption must be brought to the attention of the Commercial & Procurement at the Council in the first instance, who will refer to Legal Services for guidance, investigation, or action with the appropriate authorities. Alternatively, issues can be raised via the Council's whistleblowing policy (see tender condition 14.2).

Information Governance

Information is one of the core assets of Dorset Council and is vital for the delivery of quality services and the efficient management of resources. The Council's [Information Governance Policy 2024](#) outlines the strategic framework of individual responsibilities, accountable roles, governance group, and co-operation between information-related professionals, to build a culture that values information assets.

Notes for Completion

1. Glossary

- 1.1. **“Commercial & Procurement”** means the central procurement team of Dorset Council;
- 1.2. **‘Contractor’** means the person, firm or company appointed by the Council or Contracting Body to supply the Goods, Services or Works under a Contract and shall include the Contractor's employees, volunteers, sub-contractors, personal representatives, successors and permitted assigns;
- 1.3. **‘Council’** means Dorset Council;
- 1.4. **‘Contract’** means the written agreement between the Council or Contracting Body with the Contractor consisting of the clauses within the terms and conditions of the contract and any purchase order and all contract documents referred to therein;
- 1.5. **“e-tender system”** means the electronic tender system named Pro-Contract. It is provided by Proactis and is hosted via <https://www.supplyingthesouthwest.org.uk>
- 1.6. **‘Invitation to Tender’** means the Tender process and all its components, inviting tenders for goods, services, or works for inclusion within a Contract;
- 1.7. **‘Offer’** means the offer made / tendered by the Tenderer in relation to the proposed Contract;
- 1.8. **‘Specification’** means the scope of the goods, services or works to be provided pursuant to the Contract;
- 1.9. **‘Tenderer or Tenderers’** means a Contractor submitting a tender to the Council for the Contract:

2. E-Tender System

- 2.1. Assistance in relation to the e-tender system is available to Tenderers via the Supplier Help Icon within the system.
- 2.2. Supplier Guidance documents are also available to view and download.

3. To View this Opportunity

- 3.1. To view the Tender (ITT) Information in detail click on the opportunity title within the ‘My activities’ section. Click ‘start’, you can now view all the documents relevant to that opportunity.

4. Register Intent

- 4.1. Tenderers are able to click on “Register Intent” which will inform the Council of your intention to respond to this opportunity.
- 4.2. If a Tenderer does not wish to or is unable to submit a Tender and is not interested in proceeding, then they are required to click on 'No longer wish to respond' to decline the opportunity.

5. Response Wizard

- 5.1. After registering intent, Tenderers may then proceed to respond to the on-line questions.
- 5.2. To start the response Tenderers are required to click 'Start My Response'.

6. Confidentiality

- 6.1. This Tender process, including all documentation, must be treated as private and confidential. Tenderers must not disclose the fact that they have been invited to complete a Tender or release its details other than on an 'In Confidence' basis to those whom they need to consult for the purpose of preparing the Tender response, such as professional advisors or partner organisations for joint applications or consortia partners.
- 6.2. The Tender shall not be canvassed for acceptance or discussed with the media, any other organisation, member/officer of Dorset Council, or their representatives.

7. Preparation of Tender

- 7.1. If the Council issues an amendment to the original Tender process, an extension of the closing date may, at the sole discretion, of the Council be given to all Tenderers.
- 7.2. Tenderers must obtain for themselves all information necessary for the preparation of their Tender response and all costs, expenses and liabilities incurred by the Tender in connection with the preparation and submission of the Tender shall be borne by the Tenderer, whether or not their bid is successful.
- 7.3. It is the Tenderer's responsibility to ensure that they obtain the legal and specialist advice required to ensure they submit a compliant and complete Tender response, and they will be deemed by the Council to have done so.
- 7.4. Information supplied to the Tenderer by Council staff or contained in Council publications is supplied only for general guidance in the preparation of the Tender.
- 7.5. Tenderers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by Tenderers of such information.
- 7.6. Responses to each Tender question should be written concisely and clearly answering the question posed, in English.
- 7.7. It is the Tenderer's responsibility to ensure that they directly answer the questions in the place where an answer is required. The Council reserves the right to not evaluate any response or documentation submitted elsewhere by Tenderers in the e-tender system; only direct answers to the questions in the place required will be evaluated.
- 7.8. Use of Artificial Intelligence (AI) Tools: AI tools can be used to improve the efficiency of an organisation's Tender writing process however use of AI may also introduce an increased risk of misleading statements via 'hallucination'. Tenderers are required to advise the Council whether they have used AI or machine learning tools, including larger language models, to assist in any part of their Tender submission and to confirm they have been checked and verified for accuracy.
- 7.9. Refer to [Supplier resources and top tips for tendering - Dorset Council](#)

8. Communication

- 8.1. All contact during this procurement must be submitted in writing through the e-tender system.
- 8.2. Tenderers must seek to clarify any points of doubt or difficulty via the e-tender no later than **midnight 6th August 2024**, to enable the Council to respond to all Tenderers. It is not acceptable for Tenderers to seek clarifications via telephone or e-mail outside of the e-tender system.
- 8.3. Where the Council considers any question or request for clarification to be of material significance it may communicate both the query and the response, in a suitably anonymous form, to all interested parties. Tenderers should therefore not include within the question placed their organisation's name and any potentially commercially sensitive information.

9. Price Schedule(s)

- 9.1. The Council requires Tenderers to complete and upload a Price Schedule(s) where requested to do so within the e-tender system.

10. Other Documents or Supporting Evidence

- 10.1. As instructed to do so within the e-tender system, the Tenderer must complete and upload other documentation that may need to be provided with this Tender process, or upload evidence to support their Tender submission.

11. Submission of Tender

- 11.1. Tenderers are required to submit their Tender within the e-tender system **by 2.00pm, 13th August 2024.**
- 11.2. Tenderers are advised to allow sufficient time to complete questions and upload documentation to the e-tender system, where requested to do so.
- 11.3. **It is the Tenderer's responsibility to ensure that the Tender is submitted within the e-tender system by the closing date and time.**
- 11.4. **Failure** to complete the Tender within the e-tender system will result in the Council rejecting the Tender as a Fail / Non-compliant bid.
- 11.5. **Failure** to complete and upload any required documentation within the e-tender system will result in the Council rejecting the Tender as a Fail / Non-compliant bid.
- 11.6. **Late Tender Submissions:** Tenders received after the closing date will not be considered.
- 11.7. The Council is under no obligation to consider partial or qualified submissions.
- 11.8. The information supplied in response to the Tender will be checked for completeness and compliance before responses are evaluated. The Council expressly reserves the right to require a Tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Tender. However, the Council is not obliged to make such requests.

12. Tender Validation Period

- 12.1. All Tenderers shall keep their Tender Valid and open for acceptance by the Council for a period of 60 calendar days from the date of submission of tender.

13. Award Process

In this section "Regulation" or "Regulations" means The Public Contracts Regulations 2015.

- 13.1. The Council anticipates making an award for the Contract within 30 days of the closing date for the submission of tenders. The Council may, if necessary, at its absolute discretion, extend the period for completing the award process.
 - 13.1.1. Tenderers should note that the Council reserves the right to terminate this tender procedure without any decision to award.
- 13.2. The decision to award will be on the basis of the criteria as specified in this Procurement Document and in accordance with the Regulations.
- 13.3. Once the Council has decided on the award of the Contract all Tenderer(s) will receive an award decision notice in writing pursuant to Regulation 55.
- 13.4. The Council will apply a 10-day standstill period in accordance with Regulation 87.
- 13.5. The standstill period applies from the date the Council issues, by electronic means, to all Tenderer(s) the award decision notice in accordance with Regulation 86 which will set out:
 - 13.5.1. The criteria for the award of the Contract or Framework Agreement;
 - 13.5.2. the reasons for the decision including the characteristics and relative advantages of the successful tender and the scores of the addressee's tender and the winning tender;
 - 13.5.3. a precise statement of when the standstill period is expected to end.

- 13.6. The purpose of the standstill period is to enable Tenderers to review and digest the award decision, and if required to seek further debrief material. Such requests must be made via the e-tender system.
- 13.7. The Council has a duty to comply with the Regulations and the enforcement of an actionable breach of this duty shall be through High Court proceedings in accordance with Regulation 91. Chapter 6 – Regulations 88 to 104 further refers.
- 13.7.1. If court proceedings are not commenced during the standstill period, the Council will enter into the contract at the end of the standstill period.
- 13.7.2. If court proceedings are commenced during the standstill period, the contract-making shall automatically be suspended in accordance with Regulation 95.
- 13.7.3. Legal communication in respect of a challenge to an award decision shall be addressed to the Head of Legal Services, Dorset Council, County Hall, Colliton Park, Dorchester, DT1 1XJ.
- 13.8. Upon the Council giving notice of acceptance of the Tender and award, Contract shall be deemed entered into and become legally binding on the successful Tenderer and the Council. The Tenderer shall, upon request of the Council, execute the Contract in the form contained in this Tender document which will include details of the Tender as accepted.
- 13.8.1. Tenderers must not undertake the supply of any goods, services or works without written notification as referred to in tender condition 13.8 that they have been awarded the Contract and are required to start work.
- 13.9. Tenderers should also note that, should they be successful, the Council reserves the right to terminate the Contract, forthwith by notice under this tender condition 13.9, if at any time it is discovered that the Tenderer made any material misrepresentation and/or failed to notify the Council of any material changes in relation to the information provided in their Tender submission.

14. Whistleblowing Policy and Procedure

- 14.1. This policy describes the Council's commitment to supporting and protecting whistleblowers. It applies to contractors as well as Council employees.
- 14.2. For details of the policy:
<https://moderngov.dorsetcouncil.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13280>

Statutory Selection Stage Process – Open Procedure

1. Standard Selection Questionnaire (SQ)

- 1.1. Supplier selection is a key stage in public procurement, where contracting authorities must gather information on, and make assessments of, potential suppliers' technical and professional abilities, economic and financial standing and whether any of the exclusion grounds set out in the Regulations apply.
- 1.2. The standard selection questions ask Tenderer's to self-declare their status against the exclusion grounds and provide preliminary evidence of their suitability to pursue a professional activity, economic and financial standing, and technical and professional ability.
- 1.3. The standard selection questions are structured in 3 parts:
- Part 1 – covers basic information about the Tenderer, such as the contact details, professional body memberships, details of parent companies, group bidding, and so on.
 - Part 2 – constitutes self-declarations of whether (or not) any of the exclusion grounds apply.
 - Part 3 – asks for evidence and self-declarations of economic and financial standing and self-declarations relating to technical and professional ability.

- 1.4. SQ Part 1 and SQ Part 2 self-declarations on exclusion grounds are built into the e-tender system by Proactis (the Council's e-tender system ProContract provider). This provides means for the SQ Part 1 and Part 2 to be portable across the e-tender system and the questions are mandatory to be applied by all contracting authorities.
- 1.5. SQ Part 3 is built into the e-tender system by the contracting authority as the set questions may be adopted or not by the contracting authority, depending on the procurement concerned.
- 1.6. Tenderers are required to complete all 3 parts of the SQ.

Evaluation and Award

1 Evaluation

- 1.1 Evaluations will be undertaken by officers of the Council who will follow a systematic and comprehensive process in accordance with the Council's procedures.
- 1.2 Tenders will be evaluated using the declared evaluation award criteria and weightings and/or pass/fail criteria to find the most suitable Tenderer who can meet the Specification and provide competitiveness of price.
- 1.3 Submitted Tender responses will be evaluated by officers of the using the published evaluation award criteria and weightings.

2 Evaluation Award Criteria and Weightings

- 2.1 The Tenderer's completion of contract specific on-line questions will give the evaluation criteria award score in terms of Quality/Social Value and if applicable any questions related to Price.
- 2.2 Such questions shall include, but are not limited to, questions in relation to accreditations and memberships relating to the quality of provision, and specific questions to technical abilities in terms of contract delivery / performance in relation to the goods, services and works being tendered.
- 2.3 The Tenderer's completion of the Price Schedule, and if applicable any questions related to Price, will give the evaluation award criteria score in terms of Price (refer to 6. Evaluation of Price).
- 2.4 Refer to Appendix A - Tender Evaluation Model, for a copy of the on-line questions, and their weightings, that Tenderers are required to respond to.
- 2.5 The following Evaluation Award Criteria and Weightings shall be applied:

EVALUATION AWARD CRITERIA & WEIGHTINGS	
Quality	50%
Social Value	30%
Price	20%

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3 Evaluation Award Criteria Scoring

- 3.1 The on-line questions within the e-tender system must be completed by Tenderers and where requested to do so, Tenderers must attach required documentation.
- 3.2 The Tenderer's response to each question shall be scored using the evaluation award criteria scoring matrix set out in the table below.

SCORE	CLASSIFICATION	DEFINITION
0	Unable to evaluate (complete non-compliance with the requirements)	No response at all or insufficient response that fails to evidence and demonstrate the Tenderer's understanding of the requirements or the Tenderer's ability, expertise, skills and/or resources to deliver the requirements, and/or elements of the response gives cause for concern.
1	Unsatisfactory response (potential for some compliance with requirements but major areas of weakness)	Unsatisfactory response that fails in several significant areas to address and meet the requirements. It includes unsatisfactory detail (and, where evidence is required or necessary, no evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or considerable reservations as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
2	Basic response (one or more areas of weakness of compliance with the requirements)	Basic response which does not fully address and meet the requirements. It includes basic detail (and, where evidence is required or necessary, with insufficient evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or some reservations and weakness as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
3	Good response (substantial compliance with the requirements and no major concerns)	Good response which addresses and meets the requirements. It includes good detail (or, where evidence is required or necessary, with some relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements to be able to deliver the requirements and/or minimal reservations as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
4	Very good response (fully compliant with the requirements, good level of confidence of delivery)	Very good response which addresses and meets the requirements. It includes very good detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements or will be able to deliver requirements and provides a good level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.

5	Excellent, outstanding response (fully compliant with the requirements, high level of confidence of delivery)	Excellent detailed response which fully addresses and meets the requirements. It includes excellent and extensive detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and will be able to deliver requirements and provides a high level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements. Overall, an outstanding response.
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- 3.3 The Council reserves the right to supplement the above definitions, against individual questions to aid evaluation. Where definitions have been supplemented, this will be stated to tenderers against the questions concerned.
- 3.4 Appendix A – Tender Evaluation Model sets out the on-line evaluation specific to the requirements in terms of:
- questions and if applicable, sections/subsections that will be evaluated
 - evaluation award criteria scoring per question
 - weightings per question and if applicable, weighting per section/sub-section
 - pass/fail criteria, if applicable
- 3.5 All the individual questions are mandatory therefore Tenderers are required to submit a response. Failure to complete the on-line questions will result in a Fail as evaluators will not be able to fully evaluate the Tender submitted.

4 Pass Fail Criteria

- 4.1 Where sections or questions have a criteria of Pass or Fail, it will be clearly stated as such. Such sections or questions evaluated as a Fail will result in the Tender being deemed non-compliant.

5 Moderation of Evaluation Award Criteria Scores

- 5.1 The evaluators will independently score tender submissions. In the event that evaluators have given different scores, a moderation exercise will be led by Commercial & Procurement, as the moderator, with the evaluators to agree a consensus score in accordance with the evaluation award criteria scoring matrix (refer to tender condition 3.2 above).

6 Evaluation of Price

- 6.1 The scoring is carried out outside of the e-tender system.
- 6.2 The equations used outside of the e-tender system to reach the score between 0-5 are detailed within the 'Textiles Price Evaluation Methodology' document.
- 6.3 The final score is then entered into the e-tender system (evaluation of Price) and will be within 2 x decimal places, e.g.3.50 and then the relevant weighting for the price evaluation is applied (refer to 7. Evaluation Weightings and Appendix A – Tender Evaluation Model). No minus scores are acceptable therefore any minus scores will be entered as 0.

7 Evaluation Weightings

- 7.1 Score cards are set in the e-tender system which may hold sections, subsections and questions that are weighted. Within a score card all weightings are allowed a maximum of 100 and based on percentages. This applies to a single weighting of score card, section, subsection or question.
- 7.2 For example:
Score card with four sections
Four sections @ 25% weighting each = 100% weighting for the whole evaluation
Five questions in a section @ 20% weighting each = 100% weighting for the whole section
An evaluation has a maximum score of 5 (as set in the e-tender system). If question has a weighting @ 20% and the evaluation attained a score of 5, then the result will be achieving the full 20% of the question's weighting.
- 7.3 Evaluation weightings are applied first to the questions, and then the results of those weightings are applied to sections/subsection.

8 Tie Break Criteria

Should the situation arise whereby two or more Tenderers have achieved the same total evaluation outcome the following Tie Break Criteria methodology will be applied. For avoidance of doubt, the Tie Break Criteria shall not be relevant where only one Tenderer has achieved the highest total evaluation outcome (higher than the other Tenderers).

Tie Break Criteria methodology

- Tie Break Criteria 1: The Tenderer with the highest quality weighting score will be the successful Tenderer.

If the Tie Break Criteria 1 does not produce a result which differentiates the equal winning scores, then Tie Break Criteria 2 shall be applied.

- Tie Break Criteria 2: If the tied Tenderers' quality weighting score (Tie Break Criteria 1) are the same then the Tenderer with the highest social value weighting score out of the tied Tenderers will be the successful Tenderer.

9 Financial Evaluation

- 9.1 The extent of the Financial Evaluation will depend on the value and strategic importance of the contract, whether a Public Contract or individual Call-Off Contracts from a Framework Agreement. The objectives of undertaking Tenderer's financial assessment as part of a procurement exercise are to:
- Assess the risk to public sector business and/or public money which would result if a Tenderer bidding for a contract were to go out of business, or have inadequate financial resources to perform the contract; and
 - When justified, eliminate from the procurement any Tenderer whose current financial capacity would pose an unacceptable risk to business and/or public money.
- 9.2 Financial evaluation will be a combination of both financial and non-financial factors and will consider:
- Applicant Acceptability - status of a Tenderer in relation to the requirements of Regulation 57 and 58 of the Public Contracts Regulations 2015.

Economic and Financial Standing

- 9.3 A Tender will be deemed to be a higher risk if the Tenderer appears to be an unrealistic candidate where the contract value represents a disproportionate volume of the Tenderer's business considering the nature, timescales, value and risk of the contract.
- 9.4 In performing the economic and financial standing assessment the Council will consider, but not be limited to considering, turnover, profitability, cash flow, solvency, strength of balance sheet and asset cover level. To support this assessment the Council may seek reference to other independent reports and information such as credit reference agency reports. The Council reserves the right to take up any references supplied.
- 9.5 Other publicly available information about the Tenderer, such as (but not limited to) information available from a credit checking site or agency, Companies House and/or media outlets, may also be used by the Council as part of its verification of bidders self-certified scores or alternative evidence.
- 9.6 The methods and criteria against which bidders will be assessed by the Council to determine whether they possess the necessary level of economic and financial standing to perform the contract are set out below.
- The following financial ratio analysis, assessing liquidity, debt and profitability will be conducted using the last 2 year's accounts where possible.
- Current Assets / Current Liabilities > 1
- Cash / Current Liabilities > 0.5
- Total Debt / Total Assets < 0.4
- Total Debt / Total Equity < 0.2
- Gross Profit / Sales > 0%
- Net Profit / Sales > 0%
- 9.7 Following completion of the above-mentioned financial ratio analysis if a Tenderer receives a:
- PASS on all ratios, the Tenderer will receive a PASS for the financial evaluation.
 - FAIL on one ratio, the Tenderer will receive a PASS for the financial evaluation.
 - FAIL on two or three ratios, then the Council will undertake a further economic and financial standing risk assessment, using an independent report from a credit reference agency (Creditsafe).
 - If the Risk Score for the Tenderers organisation from this report is 30 or more then the Tenderer will receive a PASS for the financial evaluation, however, the annual contract amount will be limited to the amount stated on this report.
 - If the Tenderer has a Risk Score of less than 30 then the Tenderer will FAIL the financial evaluation and be excluded from the procurement, unless the Tenderer provides a guarantor whose level of financial risk is acceptable.
 - FAIL on four or more ratios the Tenderer will FAIL, the financial evaluation and will be excluded from the procurement process unless the Tenderer can provide a guarantor whose level of financial risk is acceptable.
- 9.8 The above financial assessments will be repeated on any guarantor nominated under this financial evaluation. Therefore, the guarantor will only be acceptable if either it would have passed all the ratios itself or if it failed on two or three ratios only, would have passed the credit rating with a Risk Score of 30 or more, the annual contract amount will be limited to the amount stated on this report. A guarantor who fails on four or more ratios will not be an acceptable guarantor under the financial evaluation.
- 9.9 If the Tenderer cannot provide a guarantor whose level of financial risk is acceptable or cannot provide a guarantor where required to do so, the Tenderer will FAIL the financial evaluation and be excluded from

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the procurement process.

- 9.10 The Council reserves the right to take up any references supplied and to send post-tender clarification questions to the Tenderers in respect of any information provided by and/or publicly available information.
- 9.11 Failure by the Tenderers to provide information requested and/or respond to any clarification questions from the Council by the deadlines given may result in exclusion from this procurement.
- 9.12 Following any verifications and / or clarification responses, if the Council concludes that the Tenderer does not meet the necessary economic and financial standing to perform the contract, the Council reserves the right to award the contract to the next highest ranked compliant Tenderer who has passed the financial evaluation.
- 9.13 It is emphasised that financial standing is only a part of the overall selection criteria.

10 Procurement Timetable

- 10.1 The indicative timetable for this procurement is set out below. This is intended as a guide and, whilst the Council does not intend to depart from the timetable, it reserves the right to do so in its absolute discretion at any time.

Table: Procurement Timetable

Date or Target Date	Activity
12/07/2024	Tender Released
06/08/2024	Clarification period end date
13/08/2024	Tender return date
30/08/2024	Tender Evaluations complete
02/09/2024	Provisional contract award
12/09/2024	10 day standstill period ends
13/09/2024	Contract Award
01/12/2024	Contract Start date

Documentation

Within this Tender process Tenderers have been provided with the following documentation. Where indicated by ✓ these are required to be completed and uploaded within the e-tender system.

LOCATION OF DOCUMENT	DOCUMENT TITLE	COMPLETE AND UPLOAD
Advert / EOI	Procurement Document – Textiles Recycling Appendix A – Tender Evaluation Model	x
Advert / EOI	Schedule 1 Definitions	x
Advert / EOI	Schedule 2 Specification	x
Advert / EOI	Schedule 3 Service Delivery Plan	x
Advert / EOI	Schedule 4 Payment Mech and Performance	✓
Advert / EOI	Schedule 5 Supporting Information	x
Advert / EOI	Textiles Price Evaluation methodology	x
Advert / EOI	References Details	✓
Advert / EOI	Request for Reference Form	x
Advert / EOI	Contract Terms and Conditions	x
Advert / EOI	Form of Agreement	x

Disclaimer

The information in this document does not purport to be comprehensive. It has not been independently verified. It is not intended to provide the basis of any investment decision and should not be considered as a recommendation by Dorset Council nor as an invitation to negotiate.

The Council does not accept any qualifications or additions to invitations to tender except those raised and responded to in the clarification stage or where a response to a question is requested. The Council will not accept any amendments or alterations to the terms and conditions raised before, during or after the tender submission.

Any errors in this procurement document shall not invalidate the Tender procedure nor release any Tenderer from any obligation under a Contract. Errors or omissions corrected by the Council that affect the Contract shall be made by agreement.

The Council reserves the right to change the Tender procedure without prior notice and to terminate discussions and the delivery of information at any time before the signing of any Contract.

Reference DN730776

Dorset Council
April 23

APPENDIX A – TENDER EVALUATION MODEL

The following are evaluation award criteria questions in respect of this procurement exercise which have been built into the e-tender system for tenderers to submit their responses.

Essential Criteria (Pass/Fail)

The tenderer must Pass ALL these criteria to proceed further in the evaluation. The Pass/Fail questions are presented at the start of the evaluation questions so that tenderers do not waste time and resources if they cannot meet the criteria.

No	QUESTION TITLE	Weighting									
1	Membership to the Textiles Recycling Association										
	DESCRIPTION										
	The Tenderer should as a minimum provide evidence of membership to the Textiles Recycling Association.	Pass/Fail									
	SUPPLIER HELP										
	<p>This is a Pass/Fail question. Tenderers must pass the threshold for this question. The Council shall reject Tenders that do not pass this question. A 'fail' score will result in your organisation's tender being disqualified.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr style="background-color: #92d050;"> <th>SCORE</th> <th>CLASSIFICATION</th> <th>DEFINITION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Pass</td> <td style="text-align: center;">Satisfactory response</td> <td style="text-align: center;">Evidence of membership provided</td> </tr> <tr> <td style="text-align: center;">Fail</td> <td style="text-align: center;">Unsatisfactory response</td> <td style="text-align: center;">No evidence of membership provided</td> </tr> </tbody> </table>		SCORE	CLASSIFICATION	DEFINITION	Pass	Satisfactory response	Evidence of membership provided	Fail	Unsatisfactory response	No evidence of membership provided
SCORE	CLASSIFICATION	DEFINITION									
Pass	Satisfactory response	Evidence of membership provided									
Fail	Unsatisfactory response	No evidence of membership provided									
	EVALUATOR GUIDANCE										

This is a Pass/Fail question. Tenderers must pass the threshold for this question. **The Council shall reject Tenders that do not pass this question.** A 'fail' score will result in your organisation's tender being disqualified.

SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Evidence of membership provided
Fail	Unsatisfactory response	No evidence of membership provided

No	QUESTION TITLE	Weighting									
2	Signatory to Textiles 2030										
	DESCRIPTION										
	The Tenderer shall as a minimum provide evidence of being a signatory to Textiles 2030.	Pass/Fail									
	SUPPLIER HELP										
	<p>This is a Pass/Fail question. Tenderers must pass the threshold for this question. The Council shall reject Tenders that do not pass this question. A 'fail' score will result in your organisation's tender being disqualified.</p>										
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SCORE	CLASSIFICATION	DEFINITION									
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This is a Pass/Fail question. Tenderers must pass the threshold for this question. **The Council shall reject Tenders that do not pass this question.** A 'fail' score will result in your organisation's tender being disqualified.

SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Evidence of being a signatory provided
Fail	Unsatisfactory response	No evidence of being a signatory provided

No	QUESTION TITLE	Weighting									
3	Membership to the Traders Recycling Universal Standard (TRUST), or equivalent										
	DESCRIPTION										
	The Tenderer shall as a minimum provide evidence of membership to the Traders Recycling Universal Standard (TRUST), or equivalent.	Pass/Fail									
	SUPPLIER HELP										
	<p>This is a Pass/Fail question. Tenderers must pass the threshold for this question. The Council shall reject Tenders that do not pass this question. A 'fail' score will result in your organisation's tender being disqualified.</p>										
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SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Evidence of membership provided
Fail	Unsatisfactory response	No evidence of membership provided

No	QUESTION TITLE	Weighting									
4	Established agreement with textiles re-processors for onward transportation of material for Reuse and Recycling	Pass/Fail									
DESCRIPTION											
The Tenderer shall as a minimum be able to demonstrate established and ongoing agreements with textiles re-processors for onward transportation of material for Reuse and Recycling, as defined in Definitions provided in the Specification											
SUPPLIER HELP											
<p>This is a Pass/Fail question. Tenderers must pass the threshold for this question. The Council shall reject Tenders that do not pass this question. A 'fail' score will result in your organisation's tender being disqualified.</p>											
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This is a Pass/Fail question. Tenderers must pass the threshold for this question. **The Council shall reject Tenders that do not pass this question.** A 'fail' score will result in your organisation's tender being disqualified.

SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Evidence of established agreements provided
Fail	Unsatisfactory response	No evidence of established agreements provided

No	QUESTION TITLE	Weighting
5	Relevant Permit or EA exemption and relevant Waste Carriers registration	
DESCRIPTION		
The Tenderer shall provide a copy of the relevant permit or EA exemption and relevant Waste Carriers registration is also required.		Pass/Fail
SUPPLIER HELP		
<p>This is a Pass/Fail question. Tenderers must pass the threshold for this question. The Council shall reject Tenders that do not pass this question. A 'fail' score will result in your organisation's tender being disqualified.</p>		
SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Evidence of relevant Permit or EA exemption plus relevant Waste Carriers registration provided
Fail	Unsatisfactory response	No evidence of relevant Permit or EA exemption and/or no relevant Waste Carriers registration provided
EVALUATOR GUIDANCE		

This is a Pass/Fail question. Tenderers must pass the threshold for this question. **The Council shall reject Tenders that do not pass this question.** A 'fail' score will result in your organisation's tender being disqualified.

SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Evidence of relevant Permit or EA exemption plus relevant Waste Carriers registration provided
Fail	Unsatisfactory response	No evidence of relevant Permit or EA exemption and/or no relevant Waste Carriers registration provided

No	QUESTION TITLE	Weighting
6	References	Pass/Fail
	DESCRIPTION	
	Request for References	
	SUPPLIER HELP	
	<p>The Council is looking for a company with successful previous experience in implementation and operation of a Textile Recycling Bank Service for a Local Authority.</p> <p>References are therefore being used as a pass/fail criteria in this tender process. Tenderers who are unable to provide evidence, through references, of having successfully delivered a contract of this nature in the past will be considered unsuitable and their tenders will not be considered further.</p> <p>Tenderers are asked to provide details for 3 references. Tenderers are asked to complete the 'References Details' document attached to this question.</p> <p>Dorset Council will contact the referees after the tender deadline.</p> <p>A copy of the 'Request for Reference Form' which will be sent to referees is also attached to this question for information purposes.</p>	

A minimum of one reference of satisfactory score (Overall Performance) will be accepted, and tenderers only failed if they are unable to meet this minimum criteria.

This is a Pass/Fail question. Tenderers must pass the threshold for this question. **The Council shall reject Tenders that do not pass this question.** A 'fail' score will result in your organisation's tender being disqualified.

SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Satisfactory Reference(s) received
Fail	Unsatisfactory response	No satisfactory Reference(s) received

EVALUATOR GUIDANCE

The Council is looking for a company with successful previous experience in implementation and operation of a Textile Recycling Bank Service for a Local Authority.

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SCORE	CLASSIFICATION	DEFINITION
Pass	Satisfactory response	Satisfactory Reference(s) received

SUPPLIER HELP		
SCORE	CLASSIFICATION	DEFINITION
0	Unable to evaluate (complete non-compliance with the requirements)	No response at all or insufficient response that fails to evidence and demonstrate the Tenderer's understanding of the requirements or the Tenderer's ability, expertise, skills and/or resources to deliver the requirements, and/or elements of the response gives cause of concern.
1	Unsatisfactory response (potential for some compliance with requirements but major areas of weakness)	Unsatisfactory response that fails in several significant areas to address and meet the requirements. It includes unsatisfactory detail (and, where evidence is required or necessary, no evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or considerable reservations as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
2	Basic response (one or more areas of weakness of compliance with the requirements)	Basic response which does not fully address and meet the requirements. It includes basic detail (and, where evidence is required or necessary, with insufficient evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or some reservations and weakness as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
3	Good response (substantial compliance with the requirements and no major concerns)	Good response which addresses and meets the requirements. It includes good detail (or, where evidence is required or necessary, with some relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements to be able to deliver the requirements and/or minimal reservations as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.

4	Very good response (fully compliant with the requirements, good level of confidence of delivery)	Very good response which addresses and meets the requirements. It includes very good detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer’s understanding of the requirements or will be able to deliver requirements and provides a good level of confidence as to the Tenderer’s relevant ability, expertise, skills and/or resources to deliver the requirements.
5	Excellent, outstanding response (fully compliant with the requirements, high level of confidence of delivery)	Excellent detailed response which fully addresses and meets the requirements. It includes excellent and extensive detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer’s understanding of the requirements and will be able to deliver requirements and provides a high level of confidence as to the Tenderer’s relevant ability, expertise, skills and/or resources to deliver the requirements. Overall, an outstanding response.

EVALUATOR GUIDANCE

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No	QUESTION	Weighting
2	<p>Satisfying Audit Requirements</p> <p>Submit (upload) your organisation's proposal in respect of satisfying audit requirements to support the council in provision of data outcomes in respect of this contract. Include but not limited to, a detailed response of the outputs listed.</p> <p>Outcomes: Accurate, detailed, and relevant data to support audit requirements in a timely manner.</p> <p>Outputs:</p> <ul style="list-style-type: none"> • Compliance with the council's statutory requirement for reporting • Weights of textiles collected (KGs) • Frequency of collections • Details of contamination in Recycling Banks • Details of fly tipped material adjacent to Recycling Banks • Achieving submission deadlines • Reporting on KPI's • Details of End Destinations <p>Please limit your response to 1000 words</p>	20%

SUPPLIER HELP		
SCORE	CLASSIFICATION	DEFINITION
0	Unable to evaluate (complete non-compliance with the requirements)	No response at all or insufficient response that fails to evidence and demonstrate the Tenderer's understanding of the requirements or the Tenderer's ability, expertise, skills and/or resources to deliver the requirements, and/or elements of the response gives cause of concern.
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EVALUATOR GUIDANCE

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			high level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements. Overall, an outstanding response.
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No	QUESTION	Weighting			
3	<p>Commitment to adding value to the contract</p> <p>Submit (upload) your organisation's proposal in respect of commitment to adding value to the contract to support the council in respect of this contract. Include but not limited to, a detailed response of the outputs listed.</p> <p>Outcomes: Your organisation is committed to investment and improvement to the collection, recycling, and reuse of textiles</p> <p>Outputs:</p> <ul style="list-style-type: none"> • Increase in different types of materials that can be accepted. • Reputable partners for end destinations. • Evidence of investments towards circular economy. • Innovation within the textiles recycling industry. • Increasing provision of Recycling Banks within the Dorset Council area. <p>Please limit your response to 1000 words</p>	20%			
SUPPLIER HELP					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">SCORE</td> <td style="width: 25%; text-align: center;">CLASSIFICATION</td> <td style="width: 50%; text-align: center;">DEFINITION</td> </tr> </table>	SCORE	CLASSIFICATION	DEFINITION	
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EVALUTOR GUIDANCE

SCORE	CLASSIFICATION	DEFINITION
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2	Basic response (one or more areas of weakness of compliance with the requirements)	Basic response which does not fully address and meet the requirements. It includes basic detail (and, where evidence is required or necessary, with insufficient evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or some reservations and weakness as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
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No	QUESTION	Weighting									
4	<p>Consideration of improved access to banks for those with protected characteristics.</p> <p style="text-align: center;">DESCRIPTION</p> <p>Submit (upload) your organisation’s proposal in respect of service delivery to support the council in provision of accessibility considerations. Your response should include, but not limited to, the following:</p> <p>Outcomes: Tenderers shall demonstrate commitment to accessibility for all potential service users</p> <p>Outputs:</p> <ul style="list-style-type: none"> • Details relating on the provision of accessible Recycling Banks • Innovation on design of future Recycling Banks <p>Please limit your response to 500 words</p>	10%									
SUPPLIER HELP											
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2	Basic response (one or more areas of weakness of compliance with the requirements)	Basic response which does not fully address and meet the requirements. It includes basic detail (and, where evidence is required or necessary, with insufficient evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or some reservations and weakness as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
3	Good response (substantial compliance with the requirements and no major concerns)	Good response which addresses and meets the requirements. It includes good detail (or, where evidence is required or necessary, with some relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements to be able to deliver the requirements and/or minimal reservations as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
4	Very good response (fully compliant with the requirements, good level of confidence of delivery)	Very good response which addresses and meets the requirements. It includes very good detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements or will be able to deliver requirements and provides a good level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
5	Excellent, outstanding response (fully compliant with the requirements, high level of confidence of delivery)	Excellent detailed response which fully addresses and meets the requirements. It includes excellent and extensive detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and will be able to deliver requirements and provides a high level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements. Overall, an outstanding response.
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No	QUESTION	Weighting									
5	<p>Maintenance of capacity and usability</p> <hr/> <p style="text-align: center;">DESCRIPTION</p> <p>Submit (upload) your organisation’s proposal in respect of service delivery to support the council in provision of the maintenance of the Recycling Banks infrastructure. Your response should include, but not limited to, the following:</p> <p>Outcomes: Tenderers shall demonstrate commitment to service and maintenance of Recycling Banks</p> <p>Outputs:</p> <ul style="list-style-type: none"> • Maintenance of capacity between collections • Maintenance of usability between collections • Dealing with vandalism • Misuse / fly tipping • Wear and tear • Service continuity <p>Please limit your response to 1500 words</p>	20%									
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Criteria: SOCIAL VALUE Section Weighting @ 30%

No	QUESTION	Weighting						
1	<p>Partners in Communities Submit (upload) details on how your organisation proposes to support the Council in delivering the following “Partner in Communities” outcome(s) in respect of this contract. Include, but not limited to, a detailed response in respect of the outputs listed.</p> <p>Outcomes: <i>Help to develop local communities – your organisation will need to evidence how it will provide both practical and financial support to the local community of Dorset. The Council defines “Local” as the geographical local authority area of Dorset Council.</i></p> <p>Outputs:</p> <ul style="list-style-type: none"> - What number of paid voluntary time is given for staff to do community work (hours, days, number of staff, etc) - What is the value of donations raised / give to Charities? - What is the value of spend with Social Enterprises? - Number of disadvantage individuals supported - Number of community organisations supported - Number of community projects supported - Any other measure <p>Please limit your response to 1500 words</p>	25%						
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2	<p>Good Employer Submit (upload) details on how your organisation proposes to support the Council in delivering the following “Good Employer” outcome(s) in respect of this contract. Include, but not limited to, a detailed response in respect of the outputs listed. Outcomes: <i>Staff development – your organisation will need to evidence how it will support staff development and welfare.</i> Outputs:</p> <ul style="list-style-type: none"> - How much does your organisation spend on training per employee? - Are flexible working hours provided? - Does your organisation have Investors in People accreditation (Gold/Silver/Bronze) or any other accreditation? - Staff turnover improvement target % - Does your organisation record and report on employee diversity? - Any other measure <p>Please limit your response to 1500 words</p>	25%									
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3	<p>Green and Sustainable</p> <p>Submit (upload) details on how your organisation proposes to support the Council in delivering the following “Green and Sustainable” outcome(s) in respect of this contract. Include, but not limited to, a detailed response in respect of the outputs listed.</p> <p>Outcomes: <i>Your organisation will need to evidence how it will protect the environment, minimise waste and energy consumption and use other resources efficiently.</i></p> <p>Outputs:</p> <ul style="list-style-type: none"> - CO2 reduction target in % or in tonnes - Waste reduction target in % - Waste to landfill reduction % - % of renewable energy used - Water consumption reduction % - Environmental Management system (e.g. ISO14001) introduced and maintained - Implement a Carbon Management / Environmental Policy to reduce impact of CO2 - Any other measure <p>Please limit your response to 1500 words</p>	25%						
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	4	Very good response (fully compliant with the requirements, good level of confidence of delivery)	Very good response which addresses and meets the requirements. It includes very good detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements or will be able to deliver requirements and provides a good level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.
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No	QUESTION	Weighting									
4	<p>Ethical Procurement</p> <p>Submit (upload) details on how your organisation proposes to support the Council in delivering the following “Ethical Procurement” outcome(s) in respect of this contract. Include, but not limited to, a response in respect of the outputs listed.</p> <p>Outcomes: <i>The highest ethical standards employed in all operations and within the supply chain.</i></p> <p>Outputs:</p> <ul style="list-style-type: none"> - % of suppliers paid no later than the terms of the primary contract. http://www.promptpaymentcode.org.uk/ - % of spend on ethically sourced standards (e.g. Fairtrade) - % of suppliers audited on ethical practices - % weighting placed on social value when procuring - Any other measure <p>Please limit your response to 1500 words</p>	25%									
SUPPLIER HELP											
<table border="1"> <thead> <tr> <th data-bbox="300 1227 424 1290">SCORE</th> <th data-bbox="424 1227 732 1290">CLASSIFICATION</th> <th data-bbox="732 1227 1315 1290">DEFINITION</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1290 424 1547">0</td> <td data-bbox="424 1290 732 1547">Unable to evaluate (complete non-compliance with the requirements)</td> <td data-bbox="732 1290 1315 1547">No response at all or insufficient response that fails to evidence and demonstrate the Tenderer’s understanding of the requirements or the Tenderer’s ability, expertise, skills and/or resources to deliver the requirements, and/or elements of the response gives cause of concern.</td> </tr> <tr> <td data-bbox="300 1547 424 1816">1</td> <td data-bbox="424 1547 732 1816">Unsatisfactory response (potential for some compliance with requirements but major areas of weakness)</td> <td data-bbox="732 1547 1315 1816">Unsatisfactory response that fails in several significant areas to address and meet the requirements. It includes unsatisfactory detail (and, where evidence is required or necessary, no evidence submitted) within the response to demonstrate the Tenderer’s understanding of the requirements and/or considerable reservations as to the Tenderer’s relevant</td> </tr> </tbody> </table>			SCORE	CLASSIFICATION	DEFINITION	0	Unable to evaluate (complete non-compliance with the requirements)	No response at all or insufficient response that fails to evidence and demonstrate the Tenderer’s understanding of the requirements or the Tenderer’s ability, expertise, skills and/or resources to deliver the requirements, and/or elements of the response gives cause of concern.	1	Unsatisfactory response (potential for some compliance with requirements but major areas of weakness)	Unsatisfactory response that fails in several significant areas to address and meet the requirements. It includes unsatisfactory detail (and, where evidence is required or necessary, no evidence submitted) within the response to demonstrate the Tenderer’s understanding of the requirements and/or considerable reservations as to the Tenderer’s relevant
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EVALUATOR GUIDANCE

SCORE	CLASSIFICATION	DEFINITION
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Criteria:

PRICE

Section Weighting @ 20%

No	QUESTION	Weighting				
1	<p>Price</p> <hr/> <p style="text-align: center;">DESCRIPTION</p> <p>Submit (upload) your organisation’s price offer to Dorset Council as requested</p> <p><i>Outcome: The value of Contract Textiles will be varied each month and will reflect the mid-point of the published price for textiles from ‘Textile banks’ on the Let’s Recycle website for the preceding month. Provide the proposal for your variation of this published price.</i></p> <p>Output: Rate to be paid by Supplier</p> <table border="1" data-bbox="228 884 1147 1193"> <tr> <td data-bbox="228 884 684 1057" style="text-align: center;"><i>Delete as appropriate</i></td> <td data-bbox="684 884 1147 1057" style="text-align: center;"><i>Price to be paid per tonne as a percentage variation to ‘Let’s Recycle’ mid-point for ‘Textile banks’</i></td> </tr> <tr> <td data-bbox="228 1057 684 1193" style="text-align: center;">(+)/(-)</td> <td data-bbox="684 1057 1147 1193" style="text-align: center;">_____ %</td> </tr> </table>	<i>Delete as appropriate</i>	<i>Price to be paid per tonne as a percentage variation to ‘Let’s Recycle’ mid-point for ‘Textile banks’</i>	(+)/(-)	_____ %	20%
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