TENDER RESPONSE – PART D – QUALITY EVALUATION FOR ARBORICULTURAL SURVEYS AND IMPACT ASSESSMENTS

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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 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.

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Criteria Number	Evaluation Criteria
E1	**Bidder's approach to drawing on organisational experience** Describe how your organisation's size, structure, expertise and experience developed through contracts with previous customers with similar/equivalent requirements will enable you to deliver this contract for BCP.
	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 - *Bidder 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	**Bidder's approach to a competitive pricing methodology** We have requested pricing in the form of a schedule of rates. Please describe the pricing methodology that you will apply to requests for quotes to ensure that work packages are priced competitively and with a commercial imperative to complete activities in a timely manner and prevent time and cost overruns.
	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 - *Bidder 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.
E3	**Bidder's approach to resources – allocation of key staff (CVs) and use of sub-contractors** Provide a team structure. Provide CVs (maximum page limit for each CV is 1 A4 page) for key staff who will be involved in providing the services with responsibility for performance and managing the contract. CVs will indicate qualifications and professional membership(s) and appropriate relevant experience. Describe how you will use sub-contractors to enable you to deliver the full scope of services.
	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 - *Bidder 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 page excluding CVs.
E4	**Bidder's approach to health and safety management** Describe how site visits will risk assessed; how you will liaise with other parties to gain access to construction sites and how you will conduct yourselves within and around construction sites and highways.
	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 - *Bidder Name*' and upload as part of your tender submission.

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	Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.
E5	**Bidder's approach to sustainability** Wherever possible we require our contracts to deliver sustainability benefits within our local economic area. Please describe the sustainability benefits that you will bring to the BCP area if you win the contract. Benefits might include (for example) commitments to: • Develop local skills by hosting work placement student(s) in education (e.g. school, college) through link(s) with educational establishment(s) within the BCP conurbation on an annual basis throughout the duration of the contract. Note that such placement(s) must be additional to your current placements. • Minimise your impact on traffic congestion and air pollution within the BCP conurbation by embracing remotely hosted video meetings. Note that BCP use MS Teams by default and are unable to initiate (but can join) Zoom calls.
	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 - *Bidder 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	**Bidder's approach to resources - continuity of service** Describe your controls to ensure continuity of service, in the light of fluctuations in workloads, staff turnover, sickness, holidays or winning a new contract.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E6 - *Bidder 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.
E7	**Bidder's approach to process – quotation and purchase-to-pay** Describe your process and timescales for dealing with BCP's requirements, from receiving a request for quote through to invoicing including but not limited to: • Site assessment • Quotation preparation • Appointments • Carrying out the activity • Invoicing NB: We want to see how: • each process step inputs to the next, to enable audit history to be evidenced. • you ensure that the details of your quote match your invoice and that your invoices always include BCP's Purchase Order numbers.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E7 - *Bidder 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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