



TENDER RESPONSE – PART D – QUALITY EVALUATION FOR DOG WASHING CONCESSIONS

Strategic Procurement

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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>Bidders experience and how they will use this experience to deliver an approach that will achieve a successful operation.</p> <p>Please provide details of your organisations experience of delivering an pay as you go, self-service dog wash machine and how you will use this experience to provide and maintain fit for purpose equipment for the duration of the contract.</p> <p>Please include details of where, for who and how your organisation has delivered pay as you go, self-service dog wash machines previously. Please supply testimonials from previous clients.</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 D1 - 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 4 A4 pages.</p>
D2	<p>Bidders approach to the visual impact of the pay as you go, self-service dog wash machine</p> <p>Please provide full details of the intended dog wash machine for this operation.</p> <p>Please demonstrate the creative concept behind your design and how you will make this an immersive experience for the customer.</p> <p>Please provide visualisations of the pay as you go, self-service dog wash machine. A full description of all equipment must be included to meet the requirements and restrictions outlined within the specification.</p> <p>Please specify whether you already possess an pay as you go, self-service dog wash machine or if you will need to source it. If sourcing the machine, indicate whether you have already identified a supplier and how long you expect delivery to take. Please confirm you will be ready to commence operations on 1st January 2024</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 D2 - 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 15 A4 pages.</p>
D3	<p>Bidders approach to site management to ensure that the operation is delivered effectively and in accordance with all required legislation.</p> <p>Please provide a detailed Management Plan for the operation, to include details of your organisation's management structure, normal operating procedures, emergency action plans to include approach to meeting all health and safety requirements for the pay as you go, self-service dog wash machine to ensure it operates in accordance with all legislation.</p>

	<p>Please ensure that your Management Plan also includes full risk assessment, a COVID-19 risk assessment and a fire risk assessment for the operation.</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 10 A4 pages.</p>
D4	<p>Bidders approach to marketing to ensure a successful business.</p> <p>Please provide a marketing plan demonstrating how you will promote the pay as you go, self-service dog wash machine as a destination for residents and visitors. Include details of your target markets and how you would attract these markets to ensure a successful business.</p> <p>Please detail how you would maximise usage and promotion of the operation throughout the season.</p> <p>Please provide detail of the pricing structure for the automated dog wash machine</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 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 6 A4 pages.</p>
D5	<p>Bidder's approach to Scope 3 Emissions</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. Scope 3 emissions are caused by our activities but occur outside of our area – this includes waste disposal and the supply chain of items we procure.</p> <p>Describe your organisation's published commitments to reducing your carbon emissions including your baseline (i.e. where you are today), your end target (i.e. where are you going and by when) and interim / milestone targets (expressed as numbers and dates) and your associated monitoring activity.</p> <p>Describe how you will:</p> <ol style="list-style-type: none"> measure and report your emissions in relation to this contract reduce BCP Council's Scope 3 emissions in relation to this contract <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 4 A4 pages.</p>

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