

**Appendix B**

**Tender Quality Questions**

**Response Document**

The Tender submission will be evaluated in accordance with the following weightings:

**75% Quality**

**15% Price**

**10% Interview**

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| **Question No.** | **Weighting** | **Question** |
| Q1 | 25 % | **Skills and Experience**  Please explain relevant skills and experience of named individual(s) who will carry out the work;  **Response**: Please respond using the box below. Limited to a maximum of two sides of A4 paper per question in Arial 12 point font. |
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| **Question No.** | **Weighting** | **Question** |
| Q2 | 20 % | **Examples**  Please provide recent examples of similar advice provided elsewhere.  **Response**: Please respond using the box below. Limited to a maximum of two sides of A4 paper per question in Arial 12 point font. |
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| **Question No.** | **Weighting** | **Question** |
| Q3 | 10 % | **Resilience**  Please explain the structure of the team that will be carrying out the work and any arrangements that would exist to cover periods of leave or sickness.  **Response**: Please respond using the box below. Limited to a maximum of two sides of A4 paper per question in Arial 12 point font. |
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| **Question No.** | **Weighting** | **Question** |
| Q4 | 10 % | **Conflicts of Interest**  Do you think any conflict of interest is likely to arise?  If so, please describe the scope of your company’s current business in Ashford Borough in terms of type of work undertaken and numbers/frequency of instances.  **Response**: Please respond using the box below. Limited to a maximum of two sides of A4 paper per question in Arial 12 point font. |
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| **Question No.** | **Weighting** | **Question** |
| Q5 | 10 % | **Responsiveness**  Please describe your ability to respond to queries in a timely fashion and to visit sites where necessary.  **Response**: Please respond using the box below. Limited to a maximum of two sides of A4 paper per question in Arial 12 point font. |
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| **Question No.** | **Weighting** | **Question** |
| Q6 | Not Scored | **For Information Purposes Only – this question will not be scored and evaluated**  When submitting it will be useful for us to understand your assumptions about the frequency of site visits and whether an overnight stay is being factored-in.  On frequency, do you envisage aggregating several cases and dealing with them in batches?  Response: Please respond using the box below. Limited to a maximum of two sides of A4 paper per question in Arial 12 point font. |
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