



---

Working together

**INVITATION**  
to be considered for SELECTION and, if selected,  
**TO TENDER**

**Project Admiral: Refurbishment of town  
centre tower blocks**

**REFERENCE: DN357714**

**PROCUREMENT PROCEDURE: EU RESTRICTED**

<b>Deadline for submission:</b> (UK date and time)	<b>DATE:</b>	<b>24/09/2018 (for CPQ)</b>
	<b>TIME:</b>	<b>23:30</b>

<b>Status:</b>	ISSUED
<b>Version:</b>	1.00
<b>Date:</b>	20/08/2018

<b>CONTENTS</b>	<b>Page</b>
Glossary of Key Terms	2
1 – Introduction	4
2 – Summary of Requirements	5
3 – Information for Tenderers	6
4 – Instructions for Tenderers	9
5 – Conditions of Contract	13
6 – Evaluation	14

#### **CLIENT APPENDICES (SUPPLIED SEPARATELY)**

<b>Appendix Ref.</b>	<b>Appendix Title</b>
Appendix A	Specification
	• Multiple files prefixed “Appendix A” numbered 1.0 to 2.14
Appendix B	Contract Particulars
	• Multiple files prefixed “Appendix B” numbered 1.0 to 1.5
Appendix C	Drawings
	• Multiple files prefixed “Appendix C” numbered 1.0 to 5.08
Appendix D	Pre-contract Information
	• Multiple files prefixed “Appendix D” numbered 1.0 to 1.08

#### **SUPPLIER RESPONSE DOCUMENTS (SUPPLIED SEPARATELY)**

<b>Supplier Response Document Ref.</b>	<b>Supplier Response Document Title</b>
Part A	Not Used
	<b>SELECTION STAGE</b>
Part B	Not Used
Part C	Not Used
Part D	Construction Prequalification Questionnaires
Part E	Construction Prequalification Questionnaire: Supplementary
	<b>AWARD STAGE</b>
Part F	Mandatory Requirements & Quality Statements
Part G	Undertakings
Part H	Price

	<b>GLOSSARY OF KEY TERMS</b>
<b>Authority</b>	means the signatory authority or any successor authority or any legal person or entity appointed by the signatory authority to act for or to replace the signatory authority.
<b>Goods and/or Services and/or Works</b>	means the requirements of the Authority as summarised in section 2 Summary of Requirements and fully described in the Specification supplied as a Client Appendix.
<b>Invitation to Tender (ITT)</b>	means this document, inviting Tenderers to submit a Tender.
<b>Regulations</b>	means The Public Contracts Regulations 2015.
<b>Tenderer</b>	means an organisation that submits a completed CPQ and Tender in response to this Invitation to Tender document.
<b>You / Your</b>	means the potential supplier completing this document i.e. the

	legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Regulations and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
--	---

## PROCUREMENT TIMETABLE

Please be aware that these are indicative timescales (with the exception of the deadlines in bold below) and may be subject to change.

EU Restricted Timetable	
Activity	Target Date
OJEU Contract Notice issued	21/08/2018
Documents issued	23/08/2018
<b>Deadline for submission of CPQ</b>	<b>24/09/2018 by 23:30</b>
Evaluation of CPQ completed	w/c 01/10/2018
Invitation to tender issued	w/c 15/10/2018
Deadline for the Authority supplying additional information	w/c 05/11/2018
<b>Deadline for submission of tenders</b>	<b>w/c 12/11/2018</b>
Evaluation of written submissions completed	w/c 26/11/2018
Interviews and presentations	w/c 03/12/2018
Evaluation completed	w/c 03/12/2018
Report to Cabinet (sitting 05/02/2019)	16/01/2019
Intention to award notification	06/02/2019
Section 20 Leaseholder notice to tenants. (Tenderers note that award cannot be made until the statutory consultation period of 30 calendar days has passed.)	06/02/2019
Standstill period concluded	18/02/2019
Report to Full Council	19/02/2019
Section 20 Leaseholder consultation period concluded	08/03/2019
Contract formally awarded	w/c 11/03/2019
Commencement of the contract	01/04/2019
The successful tenderer must be available from contract award to commence the contract mobilisation as detailed in the tender documents.	

## 1. INTRODUCTION

### 1.1. INTRODUCTION

For the avoidance of doubt as this is a **Restricted Procedure** only those Tenderers invited to do so by the Authority following its assessment of the selection information provided will be invited to tender.

Project Admiral is the refurbishment of Drake Court, Grenville Court, Nelson Court & Rodney Court tower blocks situated in Poole town Centre.

All four tower blocks are eleven-storey. These blocks are a concrete frame construction with external walls of wimpy no-fines and traditional brickwork. The buildings were constructed in the early 1960s and were refurbished around 28 years ago. In the past 28 years the blocks have only had minor repairs. The blocks are now in need of major external refurbishment, including thermal insulation, cladding, windows, works to the balconies and re-roofing, together with some internal works associated with the heating and hot water system, television and fire precaution works.

Project Admiral's task is to carry out an external refurbishment of these blocks and to overcome some poor construction details. This will ensure that these blocks remain structurally sound and fit for purpose for the next 30 years.

In late 2017 PHP commissioned Arcus Consulting LLP to commence work on full surveys of each building. These surveys included:

- Structural
- Topographical
- Mechanical & Electrical
- Fire Risk Assessments
- Building measured survey

These surveys have reinforced our view that major works are now required on each block.

## **2. SUMMARY OF REQUIREMENTS**

PHP has consulted with the Borough of Poole and concluded that the following works are required:

- Remove existing render cladding and replace with new terracotta cladding, resolve cold bridging and thermal issues
- Replace the existing balconies and create a “wintergarden” (enclosed balcony – external space) including removing the existing balcony and provide a thermal break.
- Renew all windows and the current balcony door
- Renew roof coverings to Drake, Nelson & Grenville Courts
- Replacement of the television service and the re-routing of the Virgin Media service
- Renew ventilation system
- Upgrade existing Automatic Opening Vents (fire precaution works)
- Electrical works Automatic Opening Vents (fire precaution works)
- Install new sprinkler system (fire precaution works) to all flats and the communal areas
- Construct new main entrance lobby
- External hardscaping
- External landscaping

A full Specification of the requirement is set out in client Appendix A – Specification.

Please read the Contract and Specification thoroughly as they are documents against which your responses will be evaluated.

### **2.1. LOTTING STRATEGY**

Lots are not used in this procurement.

### **3. INFORMATION FOR TENDERERS**

In submitting Supplier Response Documents in response to this Invitation to Tender, Tenderers agree to behave as described throughout this Invitation to Tender. In the event of any breach of the conditions of tendering the Authority shall be entitled to reject the Tenderer forthwith and to claim from the Tenderer any wasted costs or losses directly arising from the breach. In the event of any material breach of the terms of this Invitation to Tender which occur or which are discovered after a legal contract has been made the Authority shall be entitled to claim from the Tenderer damages for breach of contract or any other legal remedy open to it including termination of any contract.

#### **3.1. ACCURACY OF INFORMATION**

Information supplied by the Authority (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. The Authority cannot accept responsibility for any inaccurate information obtained by Tenderers.

Tenderers should consider only the information contained within this Invitation to Tender, or otherwise communicated in writing to Tenderers via the discussions feature of our procurement portal at [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) .

#### **3.2. COMMUNICATION OF INFORMATION**

Any information relating to the Authority and supplied by the Authority or otherwise acquired by you in connection with this ITT shall be kept by you in strictest confidence and on trust not to disclose it to any person except that such information may be disclosed so far as is necessary for the purpose of obtaining information and quotations i.e. Bond / Guarantee (where necessary) for the preparation and submission of this tender.

Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure in confidence of the approximate amount of tender is necessary to obtain insurance cover required for the purpose of the tender.

No part of this document may be produced or transmitted in any form or by any means without prior written approval of the Authority.

The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.

Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or between you agree as to the amount of any other tender to be submitted.

#### **3.3. COSTS OF TENDERING**

The Authority shall not be liable for, or pay any direct or indirect costs howsoever incurred by any Tenderer in the preparation of their tender, or for the costs of any post-tender clarification meetings, presentations or by any Tenderer who fails to respond by the deadline set.

#### **3.4. TUPE**

3.4.1. The Authority does not believe that TUPE is applicable to this contract opportunity however Tenderers must satisfy themselves on any liability under TUPE.

### **3.5. CANVASSING**

Tenderers must not, in connection with this Invitation to Tender:

- 3.5.1. offer any inducement, fee or reward to any member or officer of the Authority; or
- 3.5.2. do anything which would constitute a breach of the Bribery Act 2010; or
- 3.5.3. canvass any of the persons referred to in CANVASSING in connection with the Contract; or
- 3.5.4. contact any member or officer of the Authority (except as authorised by this Invitation for the purpose of asking genuine questions about the process or the tender) about any aspect of the proposed Contract or for soliciting information in connection therewith.

### **3.6. FREEDOM OF INFORMATION ACT**

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state in their Supplier Response Documents if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the act. Tenderers should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but it will be examined in the light of the exemptions provided in the act.

It is important to note that information may be commercially sensitive for a time, for example, during a tender process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Tenderers should note that no information is likely to be regarded as exempt forever.

### **3.7. PUBLIC RIGHTS OF AUDIT**

The Local Audit and Accountability Act 2014 abolished the Audit Commission and the Accounts and Audit Regulations 2015 established new arrangements for the audit and accountability of local public bodies in England. Section 3 of the 2014 Act requires a relevant authority to keep adequate accounting records and to prepare a statement of accounts. Section 25 requires a relevant authority to make various documents available for inspection to local electors. The Authority's records include contracts that the Authority has with its suppliers. Tenderers should note that any contract awarded at the conclusion of this procurement may be disclosed to a member of the public during the audit period. The Authority will take reasonable steps to ensure that data falling within the ambit of the Data Protection Act 1998 or General Data Protection Regulations and any information likely to prejudice commercial interests or other material which falls within an exemption provided under the Freedom of Information Act 2000 is not disclosed.

### **3.8. GOVERNMENT TRANSPARENCY INITIATIVE – PUBLICATION OF TENDER DOCUMENTS AND CONTRACTS**

The Government has set out the need for greater transparency across public sector organisations to enable the public to hold public bodies and politicians to account. As part of this initiative Government requires local authorities to publish on line all tender

documents for new contracts valued over £5,000 and the resulting contracts. Tenderers applying for this Contract should be aware that if their tender is successful information about the resulting contract will be published and the documents made available to those requesting them. In some cases, limited redactions will be made.



## 4. INSTRUCTIONS FOR TENDERERS

### 4.1. TENDER ENQUIRIES / QUESTIONS

During the tender period Tenderers must seek to eliminate ambiguity by asking questions. Beware that if you make an assumption that leads you to submit a “qualified tender” then the risk that such tender will be rejected is increased as the Authority reserves the absolute right to reject a qualified tender.

All questions and requests for clarification regarding this Invitation to Tender must be submitted in writing using the messaging feature of our procurement portal at [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

A copy of all the questions and answers will be maintained and distributed periodically to all recipients to the Invitation to Tender.

If a Tenderer expresses that the question is confidential and the Authority believes in its absolute discretion that the response to the question is of sensitive or confidential nature, it will only be sent to the Tenderer who asked the question.

The Authority will endeavour to circulate a complete list of answers to all questions up to the *deadline for the Authority supplying additional information* detailed in the *Procurement Timetable*. Questions received after this date will not be answered.

### 4.2. DOWNLOADING SUPPLIER RESPONSE DOCUMENTS

Supplier Response Documents must be downloaded for completion electronically via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

Note that this system requires that you operate Internet Explorer v11 or more recent or Google Chrome.

### 4.3. COMPLETING SUPPLIER RESPONSE DOCUMENTS

Do not make any changes to the text, formatting or numbering of the Supplier Response Documents supplied to you except insofar as you are completing response fields. Supplier Response Documents will be evaluated on the basis that no changes have been made.

Organisations wishing to tender must complete all of the procurement documents prefixed “*Supplier Response Document – Part*”. The following table presents the names of the Supplier Response Documents provided to you and the file-naming convention that you are required to follow prior to submission:

DOCUMENT NAME	FILE-NAMING CONVENTION
<b>SELECTION STAGE</b>	
Supplier Response Document – Part D – Construction Prequalification Questionnaires	<i>Supplier’s Name – Part D – CPQ</i>
Supplier Response Document – Part E – Construction Prequalification Questionnaire: Supplementary	<i>Supplier’s Name – Part E – CPQ Supplementary</i>
<b>AWARD STAGE</b>	
Supplier Response Document – Part F – MRs & Quality Statements	<i>Supplier’s Name – Part F – MR QS</i>
Supplier Response Document – Part G –	<i>Supplier’s Name – Part G – Undertakings</i>

Undertakings	
Supplier Response Document – Part H – Price	<i>Supplier's Name – Part H – Price</i>

For Supplier Response Document – Part D – Construction Prequalification Questionnaires, you are required to complete and return question modules as follows:

Question module	Must be completed and returned
C1	Yes
C2	Yes
C3	Yes
C4	Yes
O1	Yes
O2	Yes
O3	Yes
O4	No

Tenderers note that if your CPQ evidence is unclear or incomplete then the Authority reserves the right to refer to your online Constructionline account to further check that you meet minimum levels of suitability.

Note that it is your responsibility to ensure that all parts of your tender documentation are completed and submitted as described in this Invitation to Tender, and signed and dated where required. The Authority is not obliged to consider any tender which is incomplete or not prepared or not submitted in accordance with instructions.

Responses must be written in English language. Prices must be presented in GBP, exclusive of VAT, but inclusive of all other costs where not stated in Supplier Response Document – Part H - Price.

When completing Supplier Response Document - Part F – Mandatory Requirements & Quality Statements, you **MUST** ensure that you are silent on Price. Your responses to Quality Statements must not refer to any sum or part sum submitted in Price (Part G or Part H) of the Supplier Response Documents. Beware: Do not combine Supplier Response Documents into a single PDF. Failure to observe this instruction may result in your submission being disqualified.

#### **4.4. VARIANTS**

Variants / variant tenders are not permitted.

#### **4.5. SUBMITTING SUPPLIER RESPONSE DOCUMENTS**

Tenderers must upload and submit Supplier Response Documents electronically via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk). Note that you must *upload* your documents and then *submit* your documents. Note that if you *upload* your documents but fail to “*Submit*” them then the Authority will not receive them.

Submitted Supplier Response Documents must be readable with MS Office 2010 or Adobe.

Do not submit any information that is not requested in this document. Only submit the documents listed above in 4.3 COMPLETING SUPPLIER RESPONSE DOCUMENTS and any other documents directly requested. Files must be named in accordance with the file naming convention set out in 4.3 COMPLETING SUPPLIER RESPONSE DOCUMENTS.

Electronic submission of all required documents via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) is mandatory. This should include electronic signatures, where tenderers have the capability. Where electronic signatures are not possible, scans of supplementary documentation and/or relevant signature pages may be submitted, accompanied by a covering memo on company letterhead.

The Authority will make reasonable efforts to open your document(s) however if they cannot be opened then document(s) may be excluded.

Tenders submitted after the deadline for submission will be rejected unless clear electronic proof of submission within the time allowed is available. The Authority's decision on whether clear proof of submission has been provided will be final.

Tenders must not be submitted except via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

#### **4.6. TENDER ACCEPTANCE PERIOD**

Unless specifically withdrawn in writing, tenders shall remain open for acceptance for a period of 6 months from the return date.

If there is a legal challenge to the Authority's decision to award the tender which is not resolved before the end of the tender acceptance period, tenders must remain valid for acceptance for a period of 28 days after the date the challenge is resolved finally whether by agreement between the parties to the challenge or following a decision by the High Court.

The decision of the Authority on whether any action by any person amounts to a legal challenge under the preceding paragraph shall be final.

The Authority may seek clarification from Tenderers at any time during the procurement process.

#### **4.7. MEETING BEFORE AWARD OF CONTRACT**

Prior to award of contract you may be required to attend a pre-contract meeting at preferred-bidder status to discuss the practical details of operating the contract.

#### **4.8. SELECTION OF TENDERER**

Upon conclusion of the evaluation, the scores for 'price' and 'quality' will be combined, and the Tenders ranked accordingly.

The Tenderer to be offered the Contract will be advised accordingly via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk). Such award, offered pursuant to this Invitation to Tender, will be on the basis of the most economically advantageous tender, based on the evaluation methodology described herein.

Tenderers whom it is proposed will not be offered the Contract will be advised of this via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) and will be entitled to receive feedback on the relative merits and characteristics of their tender submission compared with that of the accepted tender.

In accordance with the Regulations, the award of the Contract will be subject to a mandatory standstill period of at least 10 days between the notification of award decision and contract conclusion. If representations are received during the standstill period, the

Authority may have to suspend the award of the Contract and extend the standstill period until any issues have been resolved.

#### **4.9. ACCEPTANCE OF TENDER**

The Authority does not bind itself to accept the lowest or any tender, and reserves the right to accept a tender in part.

The award to the successful Tenderer is subject to the formal approval process of the Authority. Until all necessary approvals are obtained; no contract will be entered into.

Upon conclusion of all the above stages, a formal Contract will be entered into between the Authority and the successful Tenderer. A letter of award sent by the Authority will be evidence of a binding legal contract between the Authority and the Tenderer.

#### **4.10. NUMBER NOT USED**

## **5. CONDITIONS OF CONTRACT**

The applicable terms and conditions of contract are JCT Intermediate Building Contract with contractor's design 2016 (with amendments).

The detailed entries in the Contract Particulars and elsewhere in the JCT Intermediate Building Contract with contractor's design 2016 contract are provided in Appendix B to the Invitation to Tender.

The terms and conditions are amended as set out in JCT Intermediate Building Contract with contractor's design 2016 in client Appendix B to the Invitation to Tender.

These are attached as a separate document within [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

In the absence of a formal document signed by the Authority and the successful Tenderer to any agreement and setting out the terms of the agreement between them, and for as long as such absence persists, then the acceptance of the Tenderer's written tender shall itself constitute a binding agreement between the Authority and the successful Tenderer, the terms of which unless amended by agreement between the Authority and the successful Tenderer shall be the Terms and Conditions as referenced above and the prices and operational proposals set out by the Tenderer in their tender.

## 6. EVALUATION

In order to be transparent, and in order that Tenderers fully understand how their Supplier Response Documents will be evaluated, full details of the evaluation process are described below. Should any Tenderer not understand any element, they should in first instance make contact with the Authority as described in 4.1 TENDER ENQUIRIES / QUESTIONS.

### 6.1. SCORING

Each scored question will be scored with reference to the scoring table set out below. Each response will be scored a point 0 to 10, whole numbers only, 0 being the lowest and 10 being the highest. Scores shall be awarded as follows:

<b>Score 0</b>	No Response	No response	<b>Weak</b>
<b>Score 1</b>	Extremely Weak	Very poor proposal/response, does not cover all of the associated requirements, major deficiencies, unrealistic or impossible to implement and manage. No relevant detail proposed	
<b>Score 2</b>	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in detail apparent, difficult to implement and manage. Little relevant detail proposed	
<b>Score 3</b>	Weak	Mediocre proposal/response, with minor deficiencies either in thinking or detail, problematic to implement and manage. Significant detail missing	
<b>Score 4</b>	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it. Some useful detail provided	<b>Fair - Good</b>
<b>Score 5</b>	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Authority's requirements to the minimum level	
<b>Score 6</b>	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Authority's requirements to the minimum level with some evidence of where the Participant could exceed the minimum requirements	
<b>Score 7</b>	Good	Good proposal/response that convinces the Authority of its suitability Response slightly exceeds minimum the requirements	
<b>Score 8</b>	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid	<b>Strong - Excellent</b>
<b>Score 9</b>	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
<b>Score 10</b>	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted	

The evaluation manager is responsible for ensuring that each evaluator is able to justify their scores. Scores for each question are assessed for variance from the most often occurring score for that question. If the variance is significant then the evaluator will be challenged and required to justify their score. If a score cannot be justified to the satisfaction of the evaluation manager then the score will be moderated up or down. This process is called moderation. The moderated score for a given question is taken as the final score for the given question response.

Pass Score(s) may be used to ensure a minimum level of quality across one or more criteria. Where applicable the Pass Score(s) will be applied to the final score(s) for the applicable question response(s) - i.e. following moderation. If a Tenderer fails to achieve any Pass Score then the Tender will be rejected and discounted from further evaluation.

## 6.2. SELECTION STAGE

In this Restricted procedure the CPQ is used to pre-qualify suppliers to be invited to tender

The CPQ will be evaluated before any other parts:

- If all elements are completed to the satisfaction of the Authority then the Authority will continue with the evaluation as described below.
- If all elements are not completed to the satisfaction of the Authority then the Authority will not evaluate other parts of your Supplier Response Documents and your Tender will be discounted from further evaluation.

## 6.3. EVALUATION OF CPQ

Evaluation of CPQ question modules C1, C2, C3, C4 follows a pass / fail model based on tenderer self-declaration as tabulated below.

Evaluation of CPQ question modules O1, O2, O3, O4 (where used) follows the method tabulated below.

Note that if the relevant documentary evidence referred to in the CPQ is not provided upon request and without delay we reserve the right to cease further consideration of the CPQ submission and to deem it ineligible for selection.

No.	Selection Questions	Evaluation Type	Pass Score (if applicable)	Weighting (%) if scored
Module C1	Supplier identity, key roles and contact information	Pass / Fail	N/A	N/A
Module C2	Financial Information	Pass / Fail	N/A	N/A
Module C3	Business and professional standing in public sector procurement	Pass / Fail	N/A	N/A
Module C4	Health and safety policy and capability	Pass / Fail	N/A	N/A
Module O1	Equal opportunity and diversity policy and capability	Pass / Fail	N/A	N/A
Module O2	Environmental management policy and capability	Pass / Fail	N/A	N/A
Module O3	Quality management policy and capability	Pass / Fail	N/A	N/A

Module O4	Not used	Pass / Fail	N/A	N/A
-----------	----------	-------------	-----	-----

#### 6.4. EVALUATION OF SELECTION QUESTIONS CPQ SUPPLEMENTARY

CPQ Supplementary questions are presented as Supplier Response Document – Part E

No.	Selection Questions	Evaluation Type	Pass Score (if applicable)	Weighting (%) if scored
	<b>Mandatory Selection Questions</b>			
Section S1	Modern Slavery Act			
S1-Q1		Pass / Fail	N/A	N/A
S1-Q2		Pass / Fail	N/A	N/A
Section S2	SECTION NOT USED			
Section S3	Financial risk and insurance			
S3-Q1		Pass / Fail	N/A	N/A
S3-Q2		Pass / Fail	N/A	N/A
S3-Q3		Pass / Fail	N/A	N/A
S3-Q4		Pass / Fail	N/A	N/A
Section S4	Wider group			
S4-Q1		Pass / Fail	N/A	N/A
S4-Q2		Pass / Fail	N/A	N/A
S4-Q3		Pass / Fail	N/A	N/A
Section S5	Skills and Apprentices			
S5-Q1		Pass / Fail	N/A	N/A
S5-Q2		Pass / Fail	N/A	N/A
S5-Q3		Pass / Fail	N/A	N/A
Section S6	SECTION NOT USED			
Section S7	SECTION NOT USED			
Section S8	<b>Project Specific – Scored</b>			
S8-Q1	Designs - incorporating regulatory requirements	Scored	N/A	5%
S8-Q2	Influence of design	Scored	N/A	10%
S8-Q3	Health & Safety - CLOCS	Scored	N/A	10%
S8-Q4	Organisational experience	Scored	N/A	5%
S8-Q5	Previous skills development	Scored	N/A	10%
S8-Q6	Subcontracting	Scored	N/A	5%
S8-Q7	Supply chain management	Scored	N/A	10%
S8-Q8	Value	Scored	N/A	5%
S8-Q9	Minimum impact on neighbours	Scored	N/A	15%
S8-Q10	Integration of inputs from design team – JCT	Scored	N/A	10%
S8-Q11	Relevant experience and contract examples	Scored	N/A	15%



			<b>Total</b>	<b>100%</b>
--	--	--	--------------	-------------

The highest total SELECTION QUESTIONS score will be awarded a maximum 100%. All the other SELECTION QUESTIONS scores will be given a % score relative to the highest. This will be done for each tenderer by dividing their SELECTION QUESTIONS score by the highest SELECTION QUESTIONS score, multiplying by 100 and the resulting score is multiplied by the SELECTION QUESTIONS weighting of 100%. This will give a score for each tenderer relative to the highest scoring tenderer.

## **6.5. INVITATION TO TENDER**

On completion of the CPQ evaluation and subject to receiving satisfactory responses from a sufficient number of tenderers and based on the scores obtained, a minimum of 5 and a maximum of 7 tenderers will receive an invitation to tender.

The candidates to be invited to tender will be advised accordingly via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

The candidates not to be invited to tender will be advised accordingly via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk).

## **6.6. EVALUATION OF INVITATION TO TENDER**

The following quality and price weightings will be used to determine the most economically advantageous tender (MEAT):

- Quality 60 %: (Technical merit, aesthetic and functional characteristics of the solution offered)
- Price 40 %: (Total overall costs, taking into account tendered prices and any on-going support and maintenance costs for the contract period)

Please note that throughout the evaluation process, the right is reserved to seek from Tenderers clarification at any stage as an aid to fully understand their offers.

## **6.7. QUALITY 60 %**

Quality is the subject matter of Supplier Response Document - Part F. Quality will be evaluated in successive stages as follows:

- Quality Evaluation Stage 1 - Mandatory Requirements
- Quality Evaluation Stage 2 - Quality Statements - Scored
- Quality Evaluation Stage 3 – Interview

## **6.8. QUALITY EVALUATION STAGES 1 AND 2**

Quality Evaluation Stages 1 and 2 are completed in isolation from price as follows:

### Quality Evaluation Stage 1 - Mandatory Requirements

Quality Evaluation Stage 1 will be completed before Quality Evaluation Stage 2 is commenced.

Mandatory Requirements: These requirements are MANDATORY and MUST be met by Tenderers.

If the Tenderer has failed to meet any of the Mandatory Requirements then the Tender will be rejected and discounted from further evaluation.

If the Tenderer meets all of the Mandatory Requirements then evaluation will continue as described below.

Tenderers are required to respond to Mandatory Requirements by answering yes or no to the Mandatory Requirements in Supplier Response Document - Part F - Mandatory Requirements & Quality Statements.

No.	Quality Criteria: Mandatory Requirement	Evaluation Type
MR1	DBS checks	Pass / Fail
MR2	Managing the Contract	Pass / Fail

#### Quality Evaluation Stage 2 - Quality Statements - Scored

Tenderers are required to provide an answer to all Quality Statements set out in Supplier Response Document – Part F - Mandatory Requirements & Quality Statements. Your answers will explain how you will meet the Authority’s requirements.

Quality will be evaluated by the Authority based on Tenderers responses to the Quality Statements set out in Supplier Response Document – Part F - Mandatory Requirements & Quality Statements. In evaluating the responses to the Quality Statements the evaluation panel will use their reasoned professional judgement to award scores that reflect the merits of each response.

Each scored question will be scored with reference to 6.1 SCORING.

A Pass Score will be applied as follows:

- Your scores for QS2 to QS11 inclusive will be added together
- The sum of your scores QS2 to QS11 inclusive will be divided by 10. Ten is the number of questions (i.e. QS2 to Qs11) to give the mean average score.
- The mean average score before weighting is applied must be greater than or equal to 6.00.

Weightings will be applied to scores with reference to the following table:

No.	Quality Criteria: Project Specific – Scored	Evaluation Type	Weighting (%)
QS1	Not used	N/A	N/A
QS2	Community Engagement, Consultation and Resident Welfare 1	Scored	10%
QS3	Resident Welfare 2	Scored	10%
QS4	Resourcing & Managing Works 2	Scored	15%
QS5	Implementation Plan	Scored	10%
QS6	Project Design 1	Scored	10%
QS7	Project Design 2	Scored	10%
QS8	Site Restrictions and logistics 1	Scored	10%
QS9	Crane Operations	Scored	5%
QS10	Health & Safety	Scored	10%
QS11	Site Access	Scored	10%
		<b>Total</b>	<b>100%</b>

The highest total score for Quality will be awarded the maximum 100%. All the other tenderers' Quality scores will be given a % score relative to the highest. This will be done for each tenderer by dividing their Quality score by the highest Quality score, multiplying by 100 and the resulting score is multiplied by the Quality weighting of 60 %. This will give a score for each tenderer relative to the highest scoring tenderer.

#### **6.9. PRICE 40 %**

Price evaluation will consider total overall costs, taking into account tendered prices and any on-going support and maintenance costs for the contract period. Price evaluation will include sensitivity analysis where appropriate.

The lowest tendered price will be awarded the maximum 100%. All the other returned tender prices will be given a % score relative to that. This will be done for each tenderer by dividing the lowest tendered price by the tenderer's tendered price, multiplying by 100 and then multiplying the product by 40 %. This will give a score for their tendered price relative to the lowest.

#### **6.10. COMBINING WEIGHTED SCORES TO SHORTLIST FOR INTERVIEW**

Tenderers should note that the Authority intends to hold interviews as part of the process to identify and appoint a contractor. Interviews will be held at the Authority's premises.

The number of Tenderers invited to interview will solely depend upon the initial evaluation of Tenderers' bids, consequently the Authority cannot commit to any numbers at this stage. In any event no more than the 3 highest ranked tenderers will be taken forward to Quality Evaluation Stage 3.

The weighted scores for the following will be combined to identify the highest ranked tenderers to be invited for interview:

- Quality (written submission) 60 %
- Price 40 %

#### **6.11. QUALITY EVALUATION STAGE 3 - INTERVIEWS**

Before proceeding with Quality Evaluation Stage 3 the % weighting for Quality Evaluation Stage 2 (Written Submission) is now subject to a mathematical adjustment. The % weighting for Quality Evaluation Stage 2 is now multiplied by 0.75 such that Quality Evaluation Stage 2 is now 45 % (reduced from 60 %) (i.e.  $60\% \times 0.75 = 45\%$ ). This is an input to the Final Score to ensure that the 60:40 (Quality:Price) ratio is maintained. The 15 % balance of the Quality weighting is now reserved for Quality Evaluation Stage 3.

The objectives of the interview are:

- to evaluate the supplier's proposed team in terms of competency and motivation to optimise performance;
- to evaluate whether the supplier's vision, attitude and behaviours are aligned with our own;
- to receive presentations of the responses in Supplier Response Document Part F from key members of the tenderer's team;

Towards these objectives new criteria and new weightings will be introduced at this stage and separate marks are "reserved" for award at this stage.

The interview questions will mirror Part F Quality Statements in numbering, sequence, subject matter and weighting.

Further details of interview requirements will be provided following selection.

The time allowed for the interview will be confirmed prior to interview.

The Authority has provisionally set aside dates for these interviews as indicated in the Procurement Timetable towards the front of this document; Tenderers are therefore asked to keep these dates free. The Authority reserves the right to change this date if it is proven necessary to do so, and Tenderers will be notified as soon as possible of any such decision.

Presenters for each question will be as follows:

<b>Interview Question</b>	<b>Subject Matter</b>
QS1	Not used
QS2	Community Engagement, Consultation and Resident Welfare 1
QS3	Resident Welfare 2
QS4	Resourcing & Managing Works 2
QS5	Implementation Plan
QS6	Project Design 1
QS7	Project Design 2
QS8	Site Restrictions and logistics 1
QS9	Crane Operations
QS10	Health & Safety
QS11	Site Access

The tenderer's Interview Team should be comprised solely of people who will be assigned to the contract for the life of the contract and include the following:

- Director
- Contracts Manager/Planner
- Project Manager/Site Manager
- Design Manager
- Commercial Manager/Quantity Surveyor

Each scored Quality Criteria will be scored with reference to 6.1 SCORING.

Pass Scores and Weightings will be applied to scores with reference to the table presented in Quality Evaluation Stage 2 above.

The highest total quality score from the Interview will be awarded a maximum 100%. All the other tenderers' quality scores will be given a % score relative to the highest. This will be done for each tenderer by dividing their quality score by the highest quality score, multiplying by 100 and the resulting score is multiplied by the reserved weighting of 15 %. This will give a score for each tenderer's Interview relative to the highest scoring tenderer.

#### **6.12. COMBINING WEIGHTED SCORES TO REACH A FINAL WEIGHTED SCORE**

The weighted scores for the following will then be combined to identify the tenderer with the highest combined Final Weighted Score:

- Quality (written submission) 45 %
- Quality (Interview) 15 %
- Price 40 %

The tenderer with the highest combined Final Weighted Score will be confirmed as the preferred tenderer.