



TENDER RESPONSE – PART D – QUALITY EVALUATION FOR HIRE OF CONSTRUCTION-RELATED VEHICLES, MACHINERY, EQUIPMENT AND PREFABRICATED BUILDINGS

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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
E1	Bidder's approach to management arrangements
	<p>Describe the proposed management, supervisory, administrative and operational structure that will be adopted to perform the Contract for the Council</p> <p>Provide an organisational chart showing this structure together with details of the experience and qualifications of key staff to be employed on the Contract. Include how the contract will be administered on a day to day basis.</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 E1 - 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 1 A4 pages.</p>
E2	Bidders approach to meeting the requirements for the condition of vehicles, machinery, equipment
	<p>Please detail you company's approach to managing the quality and safety of all vehicles, machinery and equipment delivered, including making sure that all legal requirements are met for the duration of the hire period in accordance with the requirements detailed within the Specification at section 3, 4 and 18</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 E2 - 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 1 A4 pages.</p>
E3	Bidder's approach to breakdowns and damages
	<p>Please detail your company's procedures in the event of a breakdown and damages occurring to the vehicle, machinery, equipment during the period of hire in accordance with the requirements detailed within the Specification at section 19 and 22</p> <p>Include in your response:</p> <ul style="list-style-type: none"> • Your process for determining what is considered to be a breakdown • Your process for what is considered to be damage • Your process for recovery of vehicle, machinery, equipment
	<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 E3 - 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 1 A4 pages.</p>
E4	Bidder's approach to meeting supply and demand

	Please detail how your company will manage peaks and troughs in the demand for vehicles, machinery, equipment, to ensure that all vehicles, machinery and equipment ordered are available and delivered at the required time and location.
	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 E4 - <i>Bidder Name</i> ' 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.
E5	Bidder's approach to achieving KPIs
	Please describe your processes to monitor performance to ensure the Key Performance Indicators (KPIs) are met as detailed in Specification at section 27
	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 E5 - <i>Bidder Name</i> ' 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	Bidders approach to consolidated invoicing and payment system
	Describe how you will meet the requirements of section 13 of the specification relating to minimising the impact in finance back-office of invoice processing. Describe proposed system to enable alignment with the Council's invoicing system
	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 E6 - <i>Bidder Name</i> ' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of one A4 page.
E7	Bidders approach to Scope 3 Emissions
	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. Describe your organisation's published commitments to reducing your carbon emissions including baseline, milestone targets and monitoring activity. Describe how you will: a) measure and report your emissions in relation to this supply agreement b) reduce BCP Council's Scope 3 emissions in relation to this supply agreement, with particular focus on:

	<ul style="list-style-type: none"> - reduced carbon emissions during manufacturing - minimal transportation and low emissions vehicles - new technologies to improve efficiency - compensating environmental impacts / offsetting of emissions
	<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 E7 - <i>Bidder Name</i>' 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 one A4 page.</p>