

Quote Evaluation and Award Criteria Assessment

Tenders will be evaluated against a high level criteria of **Price 50%/ Quality 50%**.

The successful contractor will be selected on the basis of an evaluation of their price quotation (section 9), the answers to the quality evaluation model questions (section 8) and whether or not every instruction and requirement contained within the RfQ has been fulfilled.

The Council will not necessarily select the highest quotation. The Council reserves the right at its sole discretion to disqualify without further consideration any submission that does not satisfy the requirements set out in this RfQ.

Service Delivery (Quality) evaluation:

Each Quote will be scored by the evaluation team by reference to the completed application form which will be scored against each of the evaluation areas (see below).

The evaluation team responsible for evaluating of the RFQ shall score each question within the Service Delivery (part 2 – service delivery) on a scale of 0-5 in line with the matrix below:

Score	Performance
5	Evidence provided and shows all requirements would be met excellently with extensive added value offered
4	Evidence provided and shows all requirements would easily be met with added value
3	Evidence provided and meets requirements
2	Evidence provided but does not show basic requirements are met (unsatisfactory)
1	Some evidence provided but poor in quality or insufficient detail to show requirements are met
0	Unacceptable. No information provided or does not meet the Council' requirements

Example:

Service Delivery (quality) question 8.1 in section 8 – weighting 10%, if evaluator awards a 3 score the total score shall be 7.5%. If evaluator awards 5 score then the total score for question 8.1 shall be 10%. The maximum score for all five service delivery questions is 50%.

Initial scores will be reviewed and if necessary revised by the evaluation team following any meetings arranged with organisations after the submission of their Quotes.

Price evaluation:

As set out in section 9 the total quote submitted over three years for each site bid for will be scored as follows:

The bid with the highest price will receive 50 points and those below will be adjusted pro-rata. The following formula will be applied to all other bids:

Price score = (tender price submitted/ highest tender received) x maximum points (i.e. 50).

For example, assuming a tender exercise where cost carries 50% of the marks, and tender costs have been submitted as follows (for illustrative purposes only):

	Contractor A	Contractor B	Contractor C	Contractor D
Quote	£2,250	£3,000	£1,500	£750
Points	37.5%	50%	25%	12.5%

Tenderers will be successful if their bid, in the opinion of the LB Camden at the conclusion of the evaluation, offers the most economically advantageous Tender(s) based on the award criteria set out above.