Please complete the following forms and provide additional information in appendices’.

**Selection Criteria**

If a tender does not fulfil the selection/minimum requirements the tender must be rejected.

|  |  |  |
| --- | --- | --- |
| Selection Criteria (Conditions for participation) | **Evidence provided**  **(For Evaluation committee use)** | |
| **Yes** | **No** |
| Availability of staff and equipment in September and October 2019. Please provide more information below. |  |  |
|  |
| References for similar previous contracts of projects within the last 5 years. Please provide more information below. |  |  |
| Example 1 |  |  |
| Award Date |  |  |
| Role in Contract |
| Total Contract Amount |
| Employer’s Name  Address  Telephone Number  Number  E-mail |
| Description of the key activities |
| Example 2 |  |  |
| Award Date |  |  |
| Role in Contract |
| Total Contract Amount |
| Employer’s Name  Address  Telephone Number  Number  E-mail |
| Description of the key activities |
| Example 3 |  |  |
| Award Date |  |  |
| Role in Contract |
| Total Contract Amount |
| Employer’s Name  Address  Telephone Number  Number  E-mail |
| Description of the key activities |
| Please provide a minimum of 3 years of audited accounts to demonstrate a minimum annual revenue of £200,000. |  |  |
|  |
| Environmental advisor (or equivalent) a member of staff or sub contracted. Please provide more information below. |  |  |
|  |
| Principle designer requires a minimum of a bachelor’s degree in environmental sciences, civil engineering, landscape architecture or equivalent. Please provide more information below. |  |  |
|  |
| Operator qualification to LANTRA, CPCS standard, or equivalent. Please provide more information below. |  |  |
|  |
| Valid insurance certificates. Please provide more information below. |  |  |
|  |
| Please provide information on Health and safety systems; |  |  |
|  |
| Copy of Health and Safety Policy (or equivalent). |  |  |
|  |
| Copies of safe working procedures (or equivalent) relevant to this contract. |  |  |
|  |
| Details Health and Safety training undertaken by managers and operatives working on this contract. |  |  |
|  |
| Evidence of near miss reporting and actions taken as a result. |  |  |
|  |
| Details of RIDDOR reportable incidents in the last three years. |  |  |
|  |

**Award criteria**

Your capability to perform the contract will be evaluated using the criteria and the scoring matrix below. The highest scoring bid will be considered the most economically advantageous tender and the successful bidder (subject to the standstill period).

**Assessment criteria for Section 1. Price (including VAT)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Interpretation** | **Assessment** | **Score** | **Summary** |
| <£100,000 | Unacceptable | 0 | Price unacceptable |
| £101,000-£110,000 | Minor Reservation | 2 | Price well below anticipated budget |
| £111,000-£130,000 | Excellent | 5 | Exceptional price |
| £131,000 - £160,000 | Good | 4 | Price below anticipated budget |
| £161,000 - £165,000 | Acceptable | 3 | Price meets anticipated budget |
| £166,000-£170,000 | Minor Reservation | 2 | Price above anticipated budget |
| £171,000-£189,000 | Serious Reservations | 1 | Price well above anticipated budget |
| >£190,000 | Unacceptable | 0 | Price unacceptable |

**N.B these price brackets are inclusive of VAT**

**Assessment criteria for Section 2-5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment** | **Score** | **Summary** | **Interpretation** |
| Excellent | 5 | Very strong evidence of appropriate knowledge, skills or experience. | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works. Full evidence provided where required to support the response. |
| Good | 4 | Sufficient evidence provided of appropriate knowledge, skills or experience. Have confidence in their ability to deliver the required service | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works. Majority evidence provided to support the response. |
| Acceptable | 3 | Reasonable evidence of appropriate knowledge, skills or experience. Meets requirements in many areas but not all. | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works, with some evidence to support the response. |
| Minor Reservation | 2 | Some evidence of appropriate knowledge, skills or experience. Meets requirements in some areas but with important omissions | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works, with little or no evidence to support the response. |
| Serious Reservations | 1 | Very little evidence of appropriate knowledge skills or experience | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works, with little or no evidence to support the response. |
| Unacceptable | 0 | No evidence/response | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works, with little or no evidence to support the response. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Award criteria** | | | | | | | **Scoring**  **(For evaluation committee use)** | | |
| **Weight**  (A) | **Marks**  (B) | **Weighted marks**  (AxB=C) |
| 1. **Contract price including VAT** (Please list fixed prices, not a range of prices) | | | | | | | **35** |  |  |
| Mobilisation and site compound | | | |  | | |  |  |  |
| Design works | | | |  | | |
| Tree works | | | |  | | |
| Construction works (re-profiling) | | | |  | | |
| Gravel spreading | | | |  | | |
| Please provide the day rates of all staff members who will work on the project (and day length in hours) | | | |  | | |
| 1. **Experience and skills** Evidence of staff working to deliver this project, skills and experience. Individual roles and responsibilities within the team and their input at each stage of work. | | | | | | | **20** |  |  |
| **Name** | **Position** | **Responsibilities** | | **Experience in Similar Works (years)** | **Description of works** | |  |  |  |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
|  |  |  | |  |  | |
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|  |  |  | |  |  | |
| 1. **Outline design proposal.** The Tenderer shall provide outline design drawings, following the works specification. | | | | | | **20** |  |  | |
|  | | | | | |  |  |  | |
| 1. **Health and safety statement.** If you would modify the Environmental Method of Works and Ecological Risk Assessment (Appendix 5) please demonstrate additional safeguards you will put in place to meet the same outcomes. | | | | | | **10** |  |  | |
|  | | | | | |  |  |  | |
| Please provide a project based risk assessment. | | | | | |
|  | | | | | |
| 1. **Mobilisation and construction schedules.** The Tenderer shall provide information and/or schedule showing when they intend to carry out the Works. Including the anticipated timing of each stage of the performance of the Contract. Please produce a bar chart, containing the following as a minimum; | | | | | | **10** |  |  | |
| **Works** | | | | **Timing** | |  |  |  | |
| Commencement of design | | | |  | |
| Completion of design | | | |  | |
| Commencement of mobilisation of contractor’s plant and equipment | | | |  | |
| Completion of mobilisation | | | |  | |
| Commencement of construction | | | |  | |
| Completion of construction | | | |  | |
| Commencement of gravel spreading | | | |  | |
| Completion of gravel spreading | | | |  | |
| Other schedule information as the Tenderer deems relevant or appropriate; | | | | | |
| 1. **Transportation from mainland to islands.** The Tenderer shall provide outline of how machinery and gravel will be transported to the islands and timber will be removed from islands. | | | | | | 5 |  |  | |
| Re-profiling machinery | | |  | | |  |  |  | |
| Transport of gravel | | |  | | |
| Removal of timber | | |  | | |
| **Total score (out of 500)** | | | | | |  |  |  | |