



Tender Evaluation Brambles Architectural Services

10 March 2021
Version 1.1

In assessing tender applications, the Trust will be guided, but not bound by, the assessment methodology detailed in this document.

1 Pre-Qualification

Bidders should provide each item required as follows:

- A Availability of these documents should be indicated at tender stage. These will need to be provided on successful appointment before commencement of work.
- T Provided at tender stage

Document	Required	Available	Provided
Company information and solvency			
Certificate of Incorporation	A		
Company Accounts (1-2 years)	A		
Business Probity	-		
Company Structure Chart	-		
Liabilities and Accreditations			
Employer's Liability Insurance Certificate	A		
Public Liability Insurance Certificate	A		
Accreditation Documents, please state:	A		
Policies			
Health and Safety Policy	A		
Quality Assurance Policy	A		
Environmental Policy	A		
Equal Opportunities Policy	A		
Other			
Documents Supporting Technical Capability, please state:	A		
Names of two Referees	T		
Social Value Evidence, please state:	T		

2 Tender Evaluation Methodology

This tender will be assessed on the basis of quality and price in a 75/25 ratio.

Cost

Is there a cost spreadsheet to accompany this tender: Yes



Quality

Quality will be assessed according to the following factors:

Technical Capability

Bidders should provide at least two examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in the tender specification. At least one example should be of a similar nature and value to the project being tendered. Any prior experience of listed buildings (in relation to the neighbouring property) and/or of working with community organisations should be included. Bidders should also indicate their design approach and may wish to provide concept visuals. Technical capability will also consider the resources available and the names and professional qualification of the staff **assigned** to performing the contract should be provided. All personnel assigned to perform the contract must be eligible to work in the UK.

Service Delivery

A proportion of the element for service delivery will be based on the tender response. Bidders should provide evidence of service delivery, such as flexibility and responsiveness, communication, reaction to problems, commitment to customer care, quality of service, continuous improvement, innovation and added value. Bidders should bear in mind that the Trust is a largely voluntary organisation, without specialists in the relevant field, when responding. Bidders should outline their approach to site visits, including the anticipated number of visits required and at what stages, and ability to attend on site at short notice when required to resolve urgent matters. The remaining proportion of the service delivery component will be allocated to prior experience of working with the supplier, with no prior experience being awarded the mid mark.

Environment

Bidders should outline their commitment to environmental measures and their environmental targets, along with an indication of how they can incorporate low environmental impact measures within the work being tendered and within the budget constraints identified.

Social Value

The Trust aims to support opportunities for local people, particularly local employment, and support for local initiatives. Bidders should outline how this can be supported in terms of both the bidder providing local opportunities in carrying out the work of the tender and the ongoing opportunities created following completion of that work.

Timescales

Bidders should outline their capacity to meet Trust timescales. Where outlined timescales cannot be met, bidders should outline the timescale that they are able to meet. The Trust may look to agree liquidated and ascertained damages for delays to project completion in advance of the contract commencement, so bidders should be realistic in their estimates.

Page Count

Visualisation of design approach should be no more than 2 sides of A3 or equivalent.

Version Control

Date	Version	Change
3 March 2021	Version 1.0	
10 March 2021	Version 1.1	Clarification on page limit