

STANDARD TENDER EVALUATION MATRIX

For Internal S4C Use Only Tender for the supply of Office Move Services

Applicant's Name:

Date of Selection and Evaluation:

Panel:

Compliance Check – Basic Information Form - Part 1 Exclusion as a result of the Applicant's failure to submit a compliant Tender Response (If the answer to any of the questions below is "No" the Applicant should be excluded from further consideration unless the Applicant can provide a satisfactory justification)	Yes	No
Has the Applicant submitted the Tender Response in electronic format by email by 12.00 midday on 25 May 2018?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant provided all relevant details at Section 1?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant provided the required self - certification of appropriate Insurance as requested at Section 4.3?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant provided the required self-certification of compliance with Equality Legislation or taken appropriate remedial action as requested at Section 4.4?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant provided the required self-certification of compliance with Environmental Legislation or taken appropriate remedial action as requested at Section 4.5?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant provided the required self-certification of compliance with Health and Safety Legislation or taken appropriate remedial action as requested at Section 4.6?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant signed the declaration set out at Section 5?	<input type="checkbox"/>	<input type="checkbox"/>

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Compliance Check – Basic Information Form - Part 2 Exclusion as a result of the Applicant’s personal situation (If the answer to either of the questions below is “Yes” the Applicant should be excluded from further consideration)	Yes	No
Has the Applicant ticked the “Yes” box in answer to any of the questions set out in Sections 2 and 3?	<input type="checkbox"/> If yes, the Applicant should be excluded from further consideration unless the Applicant has demonstrated “Self-cleaning” to S4C’s reasonable satisfaction	<input type="checkbox"/>

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Initial Application of Selection Criteria				
(Only those Applications that have successfully passed Part 1 and 2 of the Compliance Check on the Basic Information Form should be assessed)				
Evaluation Criteria	Information to be considered	Scoring Guidance	Comments to support scoring	Weighting and Score
A. The supplier's capability to fulfil S4C's requirements including delivery of each phase of the project	Method statement setting out how the Tenderer intends to plan and perform the services focusing on each phase as outlined in the Tender.	<p>Excellent (24-30) <i>The suggested method of delivery of the services is excellent and the tender response demonstrates very strong evidence that the Applicant has the expertise to provide each element of the services. There is a low risk of poor performance if successful in this tender process.</i></p> <p>Good (16-23) <i>The suggested method of delivery of the services is acceptable for each element of the service, but the methodology for delivery of one or more elements of service is unclear or incomplete. The tender response demonstrates that the Applicant has the expertise to provide each element of the services to an acceptable level and to meet S4C's expectations in delivery of the contract. There are minimal concerns regarding the risk of poor performance which will need to be managed if successful in this tender process.</i></p> <p>Concerns (8-15) <i>Whilst the suggested method of delivery is acceptable for some elements of the services, the tender response lacks</i></p>		30%

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		<p><i>detail for some elements of the services and/or the tender response does not demonstrate the Applicant's expertise of providing every element of services to the highest standard. There is some risk of poor performance if successful in this tender process and the successful tenderer will need a high degree of management.</i></p> <p>Major Concerns (0-7) <i>The suggested method of delivery of all or some of the services give rise to major concerns and/or the tender response does not demonstrate that the Applicant has the expertise to deliver each element of the services to an acceptable standard. There is a significant risk of poor performance if the Applicant is successful in this tender process.</i></p>		
B. The suppliers' ability to manage the project lifecycle within a timeline in accordance with S4C's requirements	Method statement setting out how the Tenderer will manage the project lifecycle to include a project timetable outlining key deliverables, timelines and dependencies and how the Tenderer will ensure communication with S4C staff throughout the project.	<p>Excellent (16-20) <i>The suggested method of delivery of the services is excellent and the tender response demonstrates very strong evidence that the Applicant has the expertise to deliver each element of the services within the required timelines. There is a low risk of poor</i></p>		20%

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		<p><i>performance if successful in this tender process.</i></p> <p>Good (11-15) <i>The suggested method of delivery of each element of the services is acceptable and the tender response demonstrates that the Applicant has the expertise to provide the services, however certain elements of the methodology is unclear or the timeline does not match S4C's requirements exactly. There is some risk of S4C's requirements not being met entirely, this risk will need to be managed.</i></p> <p>Concerns (5-10) <i>Whilst the suggested method of delivery of each element of the service is generally acceptable, the tender response lacks detail and/or certain elements of the methodology or the timeline do not meet S4C's requirements. There is some risk of poor performance if successful in this tender process and the successful tenderer will need to be managed closely.</i></p> <p>Major Concerns (0-4) <i>The suggested method of delivery of the services give rise to major concerns.</i></p>		

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		<i>The tender response does not demonstrate that the Applicant has the expertise to deliver all or a substantial part of the services and/or to meet the S4C timeline and requirements. There is a significant risk of poor performance if the Applicant is successful in this tender process.</i>		
C. The suppliers relevant experience and ability to conform to applicable legislation and best practice	<p>A comprehensive description of the relevant experience of the Tenderer in the last three years to include:</p> <p>a) details of up to three contracts relevant to the services in this ITT detailing the customer name, contract dates, contract value and description of the contract delivered (if a Tenderer cannot provide at least one example please provide an explanation for this e.g. organisation is a new start up);</p> <p>b) a description of how compliance with all relevant legislation (including health and safety legislation) will be achieved; and</p>	<p>Excellent (9-10) <i>The applicant's experience in providing the service fits perfectly with S4C's requirement and there are no areas of concern. The description provided demonstrates the Applicant has excellent procedures for achieving compliance with relevant laws and ensuring best practice.</i></p> <p>Good (6-8) <i>The applicant's previous experience in providing the service meets most of S4C's key requirements and there are no areas of major concern. The description provided demonstrates the Applicant is able to achieve compliance with all relevant laws and in most cases ensure best practice.</i></p> <p>Concerns (3-5)</p>		10%

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	c) a description of how best practice (e.g. sustainability/environmental considerations) will be ensured.	<p><i>The previous experience does not meet S4C's requirements completely, there are some concerns about the relevant experience of the applicant but it is believed that they can be managed. The description provided demonstrates a weakness in the Applicant's ability for achieving compliance and/or ensuring best practice.</i></p> <p>Major concerns (0-2) <i>There are significant concerns about the applicant's lack of experience to provide the service and the response is of considerable concern in many areas which is not acceptable. The description provided does not demonstrate that the Applicant is able to achieve compliance and/or ensure best practice.</i></p>		
D. Staff and Available Resources	<p>Section 4.2:</p> <p>(a) details of the total number of staff employed by the Applicant and the nature of the work they are employed to do;</p> <p>(b) details of the number of staff with relevant experience and qualifications who would be involved in providing the</p>	<p>Excellent (9-10) <i>The proposed number of staff and the work they will do matches S4C's requirements exactly for the contract. The experience and qualifications of the staff allocated to the contract matches S4C's requirements exactly. There are no areas of concern. Where the Tenderer has indicated some work is to be delivered by a third party, the Tenderer has demonstrated excellent</i></p>		10%

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	<p>services. Relevant information of key personnel;</p> <p>(c) where the Tenderer has noted that some of the work is to be delivered by a third party, an indication of the type of work to be sub-contracted and information regarding the experience of the Tenderer in managing sub-contractors.</p>	<p><i>experience in managing sub-contractors.</i></p> <p>Good (6-8) <i>The proposed number of staff and the work they will do meet the majority of S4C's requirements for the contract. The experience and qualifications of the staff allocated to the contract is broadly as required to meet S4C's requirements. There are some areas of concern but these are manageable. Where the Tenderer has indicated some work is to be delivered by a third party, the Tenderer has demonstrated experience in managing sub-contractors.</i></p> <p>Concerns (3-5) <i>There are some concerns about the proposed number of staff and the work they will do. The experience and qualifications of the staff allocated to the contract are below S4C's requirements and there are some areas of concern overall. These issues will require close management by S4C. Where the Tenderer has indicated some work is to be delivered by a third party, the Tenderer has not provided suitable evidence of experience in managing sub-contractors.</i></p>		

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		<p>Major Concerns (0-2) <i>We have major concerns about the proposed number of staff and the work they will do. The experience and qualifications of the staff allocated to the contract do not meet S4C's requirements and there are areas of concern overall which are not acceptable. Where the Tenderer has indicated some work is to be delivered by a third party, the Tenderer's response demonstrates poor experience in managing sub-contractors or the response lacks detail.</i></p>		
E. Professional Qualifications	Details of all relevant professional qualifications and affiliations with trading associations relevant to the contract, including evidence of British Association of Removers (BAR) membership.	<p>Excellent (5) <i>The applicant's professional qualifications match S4C's requirements exactly, and there are no areas for concern.</i></p> <p>Major Concerns (0) <i>We have major concerns about the ability of the applicant to provide the service due to lack of professional qualifications, and the response raises areas of concern which are not acceptable.</i></p>		5%
F. Fee	Details of the fee for the services including a completed budget based	Excellent (12-15)		15%

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	on the Budget template document (as set out in Appendix 2)	<p><i>The fee is within S4C's expectations, is affordable and competitive and we are confident that the services can be efficiently and effectively delivered for the fee.</i></p> <p>Good (8-11) <i>The fee is higher than anticipated, but affordable and reasonable and it is likely that the services can be efficiently and effectively delivered for the fee.</i></p> <p>Concerns (4-7) <i>The fee is affordable but there are concerns whether the services can be efficiently and effectively delivered for the fee or the fee is higher than anticipated and does not provide the additional value for money to justify the higher fee.</i></p> <p>Major Concerns (0-3) <i>The fee is unaffordable and/or there are major concerns as to whether the services can be efficiently and effectively delivered for the fee.</i></p>		
G. Payment Schedule	A payment schedule.	<p>Excellent (5) <i>The payment schedule provided matches S4C's expectations exactly.</i></p>		5%

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		<p>Good (4) <i>The payment schedule does not match S4C's expectations exactly, but is reasonable and manageable.</i></p> <p>Concerns (2-3) <i>The payment schedule provided is significantly front-loaded or there are some concerns over the schedule but these can be managed.</i></p> <p>Major Concerns (0-1) <i>The payment schedule is unacceptably front-loaded or there are other concerns over the schedule that are not acceptable.</i></p>		
H. Comments on draft contract	Any comments on the legal notes or draft contract	<p>Excellent (5) <i>There are no contractual issues of concern raised.</i></p> <p>Good (3-4) <i>Some contractual issues have been raised but these are acceptable.</i></p> <p>Concerns (1-2) <i>There are some concerns about the contractual issues which have been raised but they are manageable.</i></p> <p>Major Concerns (0) <i>We have major concerns about the contractual issues raised which are not acceptable or manageable.</i></p>		5%

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Total				