

Table 1 - Assessment Criteria for Quality Questions

Standard	Service Delivery Level	Mark
Very high standard	Proposals likely to exceed all delivery targets	10
Good standard	Proposals likely to meet all delivery targets and exceed some delivery targets	8 – 9
Acceptable standard	Workable proposals likely to achieve all or most delivery targets	5 – 7
Poor standard	Significant reservations on service delivery targets but not sufficient to warrant exclusion of the bid	1 – 4
Not acceptable	Bid excluded from further consideration	0

Table 2 - Quality Assessment

Tenderer:			
Assessor:			
Quality Criteria	Weighting	Marks awarded	Weighted Marks
A1) Quality Management	10		
A2) People for the contract	15		
A3) Environment	10		
A4) Public Relations	5		
A5) Health & Safety	15		
A6) Key Performance Indicators	25		
A7) Training and Development	10		
A8) Added Value	10		
Totals	100		

Total Score: _____

Assessor:

Quality Mark:

Date:

Table 3 - Final Quality Assessment

Tender	Weighting	a	b	c	d
A1 Quality Management	10	60.00	83.33	56.67	60.00
A2 People for Contract	15	100.00	125.00	80.00	65.00
A3 Environment	10	76.67	73.33	50.00	76.67
A4 Public Relations	5	33.33	43.33	25.00	25.00
A5 Health & Safety	15	120.00	135.00	105.00	135.00
A6 KPI's	25	116.67	175.00	125.00	133.33
A7 Training and Development	10	83.33	70.00	63.33	80.00
A8 Added Value	10	13.33	66.67	33.33	16.67
Total Weighted Marks		603.33	771.67	538.33	591.67
Final Quality Mark		78.2	100	69.8	76.7

$$\text{Quality Marks} = \frac{\text{Assessed tender}}{\text{Highest tender}} \times 100$$

Table 4 Final Financial Assessment

Tenderer	(a) Annual service Cost (£ million)	(h) Mark for Fee	(g) Ranking
A	£3,488,414	34.5	4
B	£2,946,179	52.5	3
C	£2,801,304	57.3	1
Average	£3,020,665		
D	£2,846,761	55.8	2

The financial element has been calculated using tendered rates together with client's anticipated quantities of work. The average cost is shown in bold.

Table 5 – Final Overall Assessment

Tenderer	(a) Quality Mark	(b) Financial Mark	(c) Overall Mark 60%(a) +40%(b)	(d) Overall Mark within 5%	(e) Ranking
A	78.2	34.5	60.7		4
B	100	52.5	81		1
C	69.8	57.3	64.8		2
D	76.7	55.8	68.3		3

Tenderer B has the highest overall mark.

Taking note of all tenderers within 5% of the highest overall mark gives a range to consider down to $81 \times 0.95 = 76.95$

Tenderers A, C and D lie outside that range and therefore Tenderer B is to be offered the Contract.