

Scoring Matrix

National Manufacturing Institute for Wales

Tender reference: IZ-NMIW-ITO1

Evaluation Methodology

Tender evaluation takes place after receipt of a tender. The Evaluation Panel must ensure fairness, equality, and impartiality during the process.

All members of the Evaluation Panel must declare any conflicts of interest (which are then risk assessed and considered before the evaluation panel have sight of any submissions). If it is deemed that a Panel Member has declared an interest, which means they are unable to score an individual, they will be removed from the process as a whole and replaced with an appropriate officer.

Each panel member will score each Applicant and each question individually and then the average score will be used to provide a final score for each question. In the event of a Panel Member scoring extremely high or extremely low in comparison to other Panel Members, clarification will be sought from the individual Panel Members understanding of the question and answer as part of the scoring evaluation. The score can then be altered to reflect understanding before it is built into the final average score.

No scores can be changed once the final average score has been calculated.

Tied Bid

Definition of a tied bid:

A tied bid is where two or more Applicants' scores are equal to one decimal place. In the event of a tied bid (as defined above), the Applicant who has scored higher in the technical section of the tender will be awarded the contract. Should technical scores be equal a decision will be made to award to the Applicant who has submitted the lowest price from those applicants whose technical score is equal. In the event that the price submitted is within the same price banding as per the scoring element, the award will be made to the lowest price within that band.

Award

The overall technical, commercial and social value scores will be combined to give a final overall score.

The highest tenderer will be awarded the tender.

Tender Criteria & Weightings

Technical: 55%

- Proposed methodology for delivering the scope of works as set out in Section 2 – 50%
- Evidence of successful completion of similar work and how this knowledge, experience and skills allow the applicant to meet all contractual services – 50%

Commercial: 30%

- Overall price for scope of work – 70% – **this will not be scored by the Evaluation Panel (see below*)**
- Demonstrated breakdown supporting cost submitted – 30%

*The scoring for the overall price element is calculated automatically by the scoring sheet by comparing the tenderer's price to the lowest compliant price.

Considerations:

- Any tenders with incomplete pricing may not be considered.
- Any tenders with pricing above that noted within the tender document will not be considered.
- Ambition North Wales reserves the right to reject a tender whose price or cost proposal appear to be abnormally low.

Social Value: 15%

- Qualitative – 100%

See Appendix 4 – Social Value for requirement.

Quality Scoring Methodology

The Evaluation Panel will score each section or response. All questions will be evaluated in line with the Quality Scoring Methodology below and the score given will reflect the level of confidence instilled by the response(s) being considered. The generic interpretations of the criteria for the various levels of confidence are summarised in the following table:

Table 1 – Quality Scoring Methodology

Score	Performance	Judgement
5	Information provided excels at meeting the requirements.	Excellent
4	Information provided meets the requirements for delivering the service.	Good
3	Information provided but concerns that the company may lack certain essential requirements to achieve the standard of service delivery.	Satisfactory
2	Brief information provided but concerns that the company lacks the knowledge or provision for the service delivery.	Doubtful
1	Information incomplete.	Poor
0	Fails to provide information / information total inadequate.	Fail