Procurement & Commercial

PQQ Attachment 2

Evaluation Criteria

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| **PQQ Evaluation Guidance & Methodology** |
| This document sets out the method that will be used to evaluate Potential Applicants and select Potential Providers resulting from this Pre-Qualification Questionnaire (PQQ).  In order to be considered eligible for invitation to tender, you must answer all of the questions provided in the PQQ, which will be reviewed and marked using the following methods;   * **For information only** – the information is necessary for the tender process but not in any way linked to the ability of the applicant to provide the required services and as such does not contribute towards the scoring. * **Pass / Fail** – these questions address minimum standards that must be met in order to be considered for providing the services. These questions are not scored, they are evaluated on a ‘Pass’ or ‘Fail’ basis only. * **Scored / Weighted** – these questions require a qualitative or quantitative response from the applicant which marked by the evaluators based on the requirements of the contract. The available mark and associated justification are detailed below in table 1.   The marks awarded to the Scored / Weighted questions are then subject to an overall weighting as detailed within the attached “6. PQQ document”. The weightings applied to the questions reflect their importance to the project from the perspective of the Authority and will result in an overall weighted score out of 100 for each PQQ submitted.  The questions will be marked using a moderated average mark from at least 2 evaluators, unless stated otherwise. Where the individual marks awarded are identified to be significantly different, a moderated discussion will be held to address the difference in scoring.  PQQ responses will be deemed to have failed the evaluation where;   * Any PQQ submission that achieves a total evaluated score of less than 50 out of 100 will be deemed of insufficient standard to be invited to tender. * Any Pass / Fail questions that are assessed as ‘Fail’ will result in your application being rejected and your organisation would not be eligible for invitation to tender. * Any Scored / Weighted questions that are marked zero will result in your application being rejected and your organisation would not be eligible for invitation to tender.   The score out of 100 will then be used as the basis of a rank against which applicant will be ranked for consideration for Invitation to Tender. The Authority anticipates inviting at least 5 applications that have passed the above criteria to tender stage, where the detail of your proposal in terms of Technical and Commercial criteria will be invited and assessed. |

Table 1 – Available marks & justification

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| **Mark** | **Guidance** |
| 100 | Exceptional response – fully meets the specification, demonstrates added value with no errors, weaknesses or omissions. |
| 80 | Superior response – Some minor errors, risks, weaknesses or omissions from the specification which may be acceptable as offered. Demonstrates some added value. |
| 60 | Good response – Some errors, risks, weaknesses or omissions from the specification, which can be corrected / overcome with minimum effort. |
| 40 | Adequate response – Some errors, risks, weaknesses or omissions from the specification which whilst possible to correct or overcome, provide cause for concern. |
| 20 | Poor response – Existence of numerous errors, risks, weaknesses or omissions from the specification, which are difficult to correct, overcome and make acceptable. |
| 0 | No response / response wholly fails to address the question. |