**** **CLASSIFICATION: OFFICIAL**

# QUOTATION EVALUATION METHODOLOGY

## Introduction

Submitted quotes will be assessed in line with the principles of transparency, equality of treatment and non-discrimination.

## Compliance Check

Before evaluation commences on each quote submission, a check will be undertaken to ensure that the quote is compliant and is in accordance with the instructions outlined in the documentation. Any quote may be eliminated from the procurement exercise if they:

* fail to comply with these instructions
* make any unauthorised alterations and/or additions
* provide information that proves to be false, fraudulent or inaccurate; or
* fail to deliver its completed quotation or quality question responses before the stated deadlines

If quotes pass the compliance check, they will be fully evaluated by a panel.

## Submission Responses

* The submissions must be made on the form provided.
* Any text in excess of the word count will not be evaluated. The use of bullet points is acceptable.
* All sections must be completed.

The text below sets out the evaluation criteria and scoring methodology.

**Organisations Details – Not Scored**

Not scored, although must be completed in full.

**Quality Questions**

**Q1 to Q5**

These questions will be evaluated according to the following methodology:

|  |  |
| --- | --- |
| Score | Description |
| 0 | A response which has major and serious shortcomings in terms of detail and/or appropriateness and/or relevance |
| 2 | A response which fails to meet the Company’s stated requirements and/or has significant shortcomings. in terms of detail, appropriateness and/or relevance |
| 5 | A response which meets the Company's stated requirements with some minor shortcomings in terms of detail, accuracy and relevance or only partially addresses the requirement. |
| 8 | A response which: (i) is appropriate, relevant and detailed; and (ii) meets the Company’s stated requirements in all respects |
| 10 | A response which: (i) is appropriate, relevant and detailed; and (ii) meets the Company's stated requirements in all respects; and (iii) offers significant benefits over and above the Company's stated requirements in terms of added value, quality, service and/or other benefits. |

**Q6 – Pricing Schedule**

**The maximum price that we want to work towards is £25 a day. However, prices above £25 will still be considered but will score less.**

|  |  |
| --- | --- |
| Score | Description |
| 0 | If the cost per day is over £30 |
| 2 | If the cost is £29 - £30 |
| 5 | If the cost is £26 - £28 per day |
| 8 | If the cost is £25 per day |
| 10 | If the cost is below £25 per day |

**Q7 to Q9 – Not scored**

Not scored, although must be completed.

Awarding of funding**:** The organisation with the highest scoring submission will be awarded the contracts.