GM 010 - Tender Score Matrix

Newbury Town Council 2023 GM ContrAct

**Contract Score matrix - Grounds Maintenance Contract – Package No**

**Contractor -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Weighting** | **Element** | **Sub weighting** | **Comment** | **Score** |
|  |  |  |  |  |  |
| Financial | 40 % | Cost / competitiveness | 40 % |  |  |
| Technical | 8% | Capability to fulfil Contract | 3% |  |  |
| Experience of similar contract | 3 % |  |  |
| Offer in line with Specification | 2 % |  |  |
| Health & safety | 15 % | Current & relevant accreditation | 3 % |  |  |
| Current H&S Policy documents – web accessible? | 4 % |  |  |
| Staff training processes & records available | 4 % |  |  |
| Risk assessments & process / operating procedures written down? | 4 % |  |  |
| Service Delivery | 15% | Trading history, Client base, reputation | 3 % |  |  |
| References provided & followed up | 4 % |  |  |
| Staffing / Reporting / Escalation structures provided  | 2 % |  |  |
| Insurances / liabilities covered | 2 % |  |  |
| Delivery plan sufficiency set out | 4 % |  |  |
| Quality | 12 % | Complaint’s process set out | 2 % |  |  |
| Offset non-performance understood & accepted | 3 % |  |  |
| Customer feedback previous Clients | 2 % |  |  |
| Reporting process & post deliver feedback process in place | 3% |  |  |
| KPI reporting process | 2 % |  |  |
| Sustainability | 10 % | Added value offer | 3 % |  |  |
|  | Carbon reduced offer | 3 % |  |  |
| Biodiversity offer | 2 % |  |  |
| Sustainable resourced materials  | 2 % |  |  |
|  |  |  |  |  |  |

**Submission Score – Interview stage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | Weighting | Element | Notes | Score |
| Quality | 10 |  |  |  |
| Entirety | 10 |  |  |  |
| Detail covered | 10 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Interview Score**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | Weighting | Element | Notes | Score |
| Management | 10 |  |  |  |
| Delivery | 15 |  |  |  |
| History & Culture | 10 |  |  |  |
| Sustainability | 15 |  |  |  |
| Added value | 10 |  |  |  |
| Co-operative working | 10 |  |  |  |
|  |  |  |  |  |

Initial Tender Evaluation score :

Rejection note :

Interview Evaluation score :

Rejection note :

Signed

Name

Date