

Evaluation Criteria and Weighting

Q no:	Question	Weighting	Sub-weighting (optional)	Notes
A	Cost			
A1	Cost quoted to undergo building works to	30%		Dealbreaker - has to meet the budget
A2	Any subsequent repair/call-out costs?			
B	Experience			
B1	Experience of company	20%		Dealbreaker - need to show proven experience and expertise. Examples of Large of small? If small, why? Quality of previous work is most important.
B3	Customer base			
B4	Certifications			
B5	Experience of working with a design company			
C	Workforce Expertise/Suitability			
C1	Diversity of Expertise	20%		How many of the different elements of the build are they able to undergo? Can we contract them for the entire build or just certain phases?
C2	Sustainability/Environmental impact			Do they have experience in incorporating sustainable energy solutions into their builds? If so what are the options they can present and what are the extra costs incurred?
C3	Long term adaptability			Can they work to our requirements of intending to further develop the buildings in the future?
C4	Employee base			Do they have a large/dedicated workforce available for the job?
C5	Timescale			Do they anticipate meeting our 12 month completion goal? (less considering the 12 months is from initial design approval).
C6	Where are they based?			Might be more appealing to source local workers, they may have more of a vested interest in the project?
D	Quality/Suitability of Materials			
D1	Access to materials	10%		Do they have good access to building materials? Are they sourced locally?
D2	Quality of Materials			Value for money? Can they offer samples.
E	Financial guarantee			
E1	The responding bidder must show capacity to deliver a sustainable service for a period of three (3) months without external support.	10%		The purpose of a tender guarantee is to safeguard procuring entities against unqualified bidders submitting a bid. The tender guarantee acts as security against the risk of the bidder failing to accept or execute the terms of the contract awarded to them. Remember that all financial guarantees are structured under secured credit facilities and credit agreements. Obviously, the bidder will have to provide assets as security for financial guarantees. Mostly part of the requirements will be that assets provided as security are properly insured and it is usually a condition of the credit facility agreement.
E2	A Bank guarantee letter must be provided, Any other proof of financial resources of funding which the bidder intends on utilising to fund this project can also be submitted.			
F	Construction methodology			
F1	The tender approach to the project	10%		Explanation on how, whom, When, you are going to build the project as well as how you are going to manage the site and communicate with them
F2	Specialist equipment to deliver different aspects of			
F3	Site management and communicate with the design team and client			
F4	Safety considerations			
F5	Work schedule deliverable and update			
F6	Others			