



Invitation to Tender Part One

17-038 Provision of Domestic Furniture & Appliances

YORtender ref DN282736

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They are all hereby acknowledged.

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1. Introduction

This Invitation to Tender ("ITT") is issued by Rotherham Metropolitan Borough Council ("the Council") in connection with the competitive procurement of the provision of Domestic Furniture & Appliances. The tender process is being conducted in accordance with the Public Contracts Regulations 2015.

This ITT sets out the information which is required by the Council in order to assess the suitability of tenderers to meet the contract award criteria.

The framework will be awarded initially for a period of two years, with the option to extend for a further two years on a year by year basis at RMBC's discretion.

The total anticipated spend is in the region of £730K per annum, however these costs are indicative and do not carry any guarantee of turnover or exclusivity and any estimated volumes of business are indicative and may vary upwards or downwards depending on actual future needs.

2 Instructions to suppliers

Brief details about the Council and the requirements that are the subject of this procurement are set out within the documentation.

This procurement is being managed by:

- **Annette Arnall**
- **Procurement Category Manager**

No approach of any kind must be made to any other person within or associated with the Council. Any queries about this ITT must be submitted in accordance with the instructions below.

To participate in this tender process you must submit a completed ITT Part Two Tender Response Document, the relevant Lot Specific Tender Response Document and Appendix A – Pricing Schedule, completed with all the information requested in this ITT. Tenders will be evaluated using the scoring methodology detailed in the Section 4 – Evaluation Criteria.

It is the Tenderer's responsibility to ensure that all the documents listed in the Tender Documentation have been received and are complete in all respects.

Whilst all reasonable measures have been taken to ensure that the information made available to tenderers in this ITT and any associated document has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. The Council does not accept any liability or responsibility for the information contained in this ITT or associated document nor in respect of any related verbal communication.

The Council reserves the right, subject to the relevant procurement regulations, to change without notice, the basis of, or the procedures for, the competitive tendering process or to terminate this process at any time. Where appropriate in such circumstances, tender closing dates may be extended.

You must make your own independent assessment of this requirement and your suitability to meet it, making such investigation and taking such professional advice as you may deem necessary. This ITT is not intended to provide the basis of any investment decision by you.

The Council will not be liable for any costs incurred by you in preparing your Tender

Tenderers are free to make any assumptions necessary to enable them to submit a bid. However, where such assumptions are materially important to any key element of their bid, Tenderers are encouraged to seek clarification before proceeding on the basis of that assumption (see Section 2.2).

The Potential Supplier must notify the Council promptly, in writing, of any changes at any time during the procurement process in the information submitted as part of the Potential Suppliers Invitation to Tender submission (ITT). Such changes in information may include, but are not limited to, changes to the make-up of a Consortium, changes in the ownership or structure of an organisation, and changes in the financial standing and/or the technical or professional ability of an organisation. The Council retains the right to evaluate, in accordance with the specified selection criteria, any changes to the information either notified by the Potential Supplier or of which the Authority becomes aware. Such re-evaluation may lead to a Potential Supplier being disqualified from the procurement process where they no longer meet the specified selection criteria, irrespective of the stage of the procurement process it occurs at.

The Council reserves the right to disqualify a Potential Supplier at any point during the procurement process if it is found that a Potential Supplier has not informed the Council of a change in the information submitted or if the Potential Supplier has submitted false or misleading information. In addition, the Council may disqualify a Potential Supplier if the changes in information may lead to a

significant disruption to the procurement timetable and process; the Council will endeavour to maintain a competitive process, and will use its discretion when making any such decision.

Please read this ITT before attempting to complete the relevant response documents.

Other than to associates and sub-contractors as absolutely necessary for the submission of a bid, Tenderers must not disclose that they have been invited to submit a bid prior to confirmation of the preferred Tenderers.

Information in this ITT has been provided in the strictest confidence, and all recipients are required to treat all information herein as commercially sensitive.

Information provided in response will be treated with a similar level of confidentiality. However, it will be subject to examination by RMBC and any appointed agents. By responding to this ITT the Tenderer agrees to its being examined in this way.

2.1 Response Format and Return Date

This ITT has been designed as a turnaround document. You must upload the completed ITT and any associated attachments onto the YORtender website **no later than Thursday 26th October 2017 at 12:00 noon**

All correspondence in relation to this tender will be carried out through the YORtender system. It is the Potential Supplier responsibility to ensure their contact details are kept up to date on the YORtender system. Failure to do so could result in a communications failure and subsequent elimination from the tender process. RMBC accept no responsibility in such instances and timescales will not be extended.

Technical Issues

If you have any technical issues surrounding the use of the system you should log a support call with Proactis by clicking the following link –

<http://proactis.kayako.com/procontractv3/Core/Default/Index>

In case someone needs to call you back ensure that you include a phone number.

Alternatively you can log your call by emailing ProContractSuppliers@proactis.com and someone will come back to you shortly.

For critical and time-sensitive issues, particularly if you experience problems while submitting your bid, (normally requiring resolution within 60 minutes) then please call Proactis 0330 005 0352 and inform the buyer managing this procurement who contract details are stated at 2. Instructions to Suppliers.

Please note the Technical Support Team will not be able to answer any tender or business opportunity specific enquiries.

Additional space & Document/Response Format

If when completing ITT Part Two – Response Document and additional Lot Specific Response Documents, you find that insufficient space has been allocated for a full response, you may create additional space, rows and columns in tables, and even entire sub-sections to enable you to provide all relevant information required to make a full assessment of your bid.

Clearly indicate on any attachments the name of your organisation and the question number that it refers to.

RMBC reserves the right to reject any document where the format has been changed. **Please do not upload documents as a PDF.**

The Council reserves the right to require a Potential Supplier to clarify the answers contained in their submissions, in writing, in order to adequately evaluate the submission.

2.2 Query Handling

Tenderers are requested to bring to the attention of RMBC Procurement any apparent ambiguities or errors in, or omissions from, this ITT and seek to clarify points of doubt or difficulty with this ITT. Such queries should be raised as early as possible during the tender period and under no circumstances less than one week prior to the return date specified in 2.1 above.

All such queries will be answered by either a simple communication to the individual/ organisation raising the query or by an up-issuing and re-issuing of this document to all Tenderers, whichever is most appropriate.

In answering such queries it is highly unlikely that any extension to the final submission date for responses will be granted.

All queries raised should be directed through the dialogue function within the YORtender system. If you are unsure how to do this please contact the YORtender helpdesk as detailed in section 2.1

In the event that Tenderers are dissatisfied with the answer to their query, or should there be matters of principle unanswered, those matters should be referred in writing to the Procurement Service Leader at Riverside House, Main Street, Rotherham, S60 1AE or by e-mail to karen.middlebrook@rotherham.gov.uk

2.3 Acceptance of Proposals

RMBC does not bind itself to accept the lowest or any bid and reserves the right to accept any bid in whole or in part.

Tenderers may submit bids for one or more Lots.

It is envisaged that RMBC may award up to a maximum number of three suppliers per Lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

Tenderers should be aware that acceptance of any bid does not carry any guarantee of turnover or exclusivity and that any estimated volume(s) of business in this ITT are indicative and may vary, upwards or downwards, depending upon RMBC's actual future needs.

RMBC provides successful and unsuccessful Tenderer's with a de-briefing letter following the completion of the procurement process; this is to provide feedback on the reasons why their bid was not successful. RMBC reserves the right to control the format and content of any such briefing and to limit it in any way that it determines appropriate.

In the event that any bid price is considered *abnormally low*, the provisions of Clause 69 of the Public Contracts Regulations 2015 will apply. In summary these require the Participating Organisations to invite the tenderer concerned to account for their tendered price, and having considered the explanation, to advise the tenderer whether or not their bid will remain in consideration. Any bid verified as *abnormally low* will be excluded before the calculations of points are allocated.

2.4 Planned Schedule of Procurement Process

The schedule (which may be subject to change) for the issue of supply market enquiries, assessment of bids, and appointment of Tenderer(s) is as follows:

Milestone	Date
Issue of ITT	25.09.2017
Queries raised and resultant amendments to ITT	18.10.2017
Return date and time for bids	26.10.2017 @ 12 noon
Bid(s) to be evaluated by RMBC Evaluation Team	w/c 30.10.2017
Sampling	w/c 6.11.2017
Preferred Tenderer(s) confirmed and Alcatel period commenced	w/c 20.11.2017
Confirmation to Award	30.11.2017
Planned Contract Start Date	02.01.2018

Please note if there are any variations to the envisaged timescales you will be notified via the YORtender system.

2.5 Variants

Within the tender document (ITT Part Two – Response Document), the Council has supplied a schedule for Tenderers to provide proposed amendments to the Terms and Conditions for the Council to consider. Please note however, that any proposed amendments should not be a material change or change the scope or nature of the original tender.

Tenderers should note that any response which attempts to completely replace the Council's Agreement with those of the Tenderer will not be acceptable and the Council reserves the right to view such an action as non-compliant and exclude the Tender from the remainder of the process.

Tenderers should note that the Council reserves the right not to accept any amendments proposed.

2.6 Sufficiency and Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to all matters relating to the scope of the work to be carried out in their resulting tender submission.

Tenderers are reminded to check the accuracy of their Tender prior to submission thereof.

If the Council suspects that there has been an error in the pricing of the Form of Tender and/or Schedule of Prices, the Council reserves the right to seek such clarification as it considers necessary for the Tenderer only.

The Council reserves the right to disqualify incomplete Tenders or Tenders that have not followed these Instructions to Tender.

Tenderers should familiarise themselves with all regulations, bylaws and all other factors that may affect their Tender.

2.7 Cancellation of Tender Process

The Council reserves the right to change with immediate effect and without prior notice the basis of, or the procedures for the tendering process, to reject any or all the tenders for the Contract, to terminate discussions with tenderers at any time and not to proceed (cancel the notice) with the proposed procurement at all. Under no circumstances shall the Council or any of its staff, agents, members or advisers incur any liability whatsoever in respect of such matters.

2.8 Freedom of Information Schedule

The Freedom of Information Act 2000 (c36) is an Act of Parliament of the Parliament of the United Kingdom that creates a public “right of access” to information held by public authorities.

The Council receives many requests which ask for copies of bids submitted by suppliers.

If you consider elements of your submission to be commercially sensitive or confidential please complete Section 3.1 of the ITT Part Two – Response Document.

2.9 Terms and Conditions of Contract

Any contract that results from this Invitation to Tender will be awarded on the Terms and Conditions specified in the separate Terms and Conditions document which is available to download from the YORtender system. The Terms and Conditions will be finalised at the point of contract award with the Potential Supplier(s).

Offers made subject to alternative terms and conditions may not be considered and may be rejected. Tenderers should document any specific issues with either the General or Special terms and conditions detailed on the YORtender system, in the Section 3.2 of the ITT Part Two – Response Document.

3 About the Opportunity

3.1 Scope of Goods/Service Required

The details set out in this ITT are given in good faith and believed to be correct. However, RMBC does not warrant the accuracy of those details and each Tenderer should make its own appropriate enquiries.

The aim of the Furniture Solutions team is to supply a range of goods to meet the individual requirements of our customers when furnishing properties under the Rotherham Furniture Homes Scheme. A “one-stop” furniture and appliances provision service is required with all items ordered being delivered to Rotherham Furnished Homes on a specified delivery date. The scheme provides customers with a choice of furniture and appliance options and orders can range from one to fourteen items.

The opportunity is to be split into the following lots:

- **Lot 1 – Lounge Furniture** – estimated annual spend in the region of £136k
- **Lot 2 – Bedroom Furniture** (excluding beds and mattresses) – estimated annual spend in the region of £106k
- **Lot 3 – Dining Room Furniture** – estimated annual spend in the region of £21K
- **Lot 4 – Beds and Mattresses** – estimated annual spend in the region of £130k
- **Lot 5 – Domestic Appliances** – estimated annual spend in the region of £337k

Tenderers may submit bids for one or more Lots.

The total anticipated spend is in the region of £730K per annum, however these costs are indicative and do not carry any guarantee of turnover or exclusivity and any estimated volumes of business are indicative and may vary upwards or downwards depending on actual future needs.

RMBC does not bind itself to accept the lowest or any bid and reserves the right to accept any bid in whole or to split the award based on the most competitive tenders to more than one bidder based on the most competitive tenders received for each Lot.

3.2 Purchasing on Behalf of other Public Sector authorities

No guarantees are given that any of the Local Authorities/or public bodies initially listed in the OJEU notice will proceed to utilise this framework for their requirements.

Tenderers should be aware that although the contracting authority for the purpose of this procurement is Rotherham Borough Council, one or more other Local Authorities, UK Police Forces or Fire and Rescue Services and Educational Establishments within the UK may choose to access the concluded contract subject to the capacity of the tenderer, without creating any obligation on behalf of any of them to do so.

Where any of the Local Authorities within the UK elects to do so a legally binding contract shall be created between the Contractor and that Local Authority on the terms and conditions contained within the tender documentation.

<http://local.direct.gov.uk/LDGRedirect/MapLocationSearch.do?mode=1.1&map=4>

<https://www.police.uk/forces/>

<http://www.fire.org.uk/fire-brigades.html>

<http://www.education.gov.uk/edubase/home.xhtml;jsessionid=6EA220CC25EF75BD8A31A606B9D3A08D>

3.3 Specifications

General Requirements

- All upholstered items must be of fire retardant materials to meet British Standards and Fire Safety Regulations
- All beds and mattresses must be covered in a waterproof breathable material unless otherwise stated by Rotherham Furniture Solutions and comply with British Standards and Fire Safety Regulations.
- All wooden goods must be made from timber purchased in accordance with UK timber procurement policy. Only timber and timber products originating either from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be purchased.
- Furniture must meet the relevant UK technical and quality standards or equivalent, for serviceability (e.g. safety, abrasion, resistance, tensile strength, light fastness, rub fastness, deformation by compression, ergonomics) as given in FIRA's 'Technical requirement for Furniture' document. This covers both material specific and furniture item specific requirements and testing methods.
- All goods to have a minimum one year guarantee. Further information on guarantee periods are to be provided on the pricing spreadsheet.
- The Rotherham Furnished Homes nominated officer will notify the service provider of any faults or guarantee issues and the service provider will be responsible for taking up and resolving any faults and guarantee issues with the manufacturer to the satisfaction of the Rotherham Furnished Homes.
- Rotherham Furnished Homes must approve all changes to furniture and appliances not specified within the tender, including make, model and colour.
- Delivery of the order is to be confirmed by email within 24hours of order placement
- Confirmation email to include price per item
- Delivery to be made within 72 hours of original notification
- Delivery is required to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham.
- Goods damaged on delivery replaced within 2 working days.
- Repairs under warranty within 3 working days (excluding white goods)
- White goods repaired/replaced within manufacturers timescales (currently averages 7 days).

Further Lot specific product specification can be found detailed within separate appendices as below, these include estimated item sizes and example pictures:

- **Lot 1 – Lounge Furniture** – Appendix F
- **Lot 2 – Bedroom Furniture** - Appendix C
- **Lot 3 – Dining Room Furniture** – Appendix D
- **Lot 4 – Beds & Mattresses** – Appendix C
- **Lot 5 - Domestic Appliances** – Appendix E

Domestic Appliances

- All appliances must be white in colour and as per the specification at Appendix E.

Removal of packaging

- All packaging must be removed on the day of delivery and disposed of by the supplier.

Customer Care

- All supplier employees must wear liveried clothing and visible identity badges
- Customer satisfaction is paramount. Rotherham Furnished Homes will sign to confirm their satisfaction with the goods received and the service provided by the supplier.
- Rotherham Furnished Homes may wish to introduce alternative furniture choice, quality or colour ranges following customer feedback. The Furnished Homes team must approve any changes to furnished items and colour ranges not specified in the tender.

3.4 Reporting

In tendering for this opportunity, Tenderers should agree to the attached draft key performance indicator (KPI) document; 'RMBC KPI document for the Provision of Domestic Furniture & Appliances – Appendix H.

The final detailed KPI's will be agreed with the successful tenderer(s) prior to acceptance of their bid.

Management information will also be required on a monthly basis, the information must be provided electronically by email in Microsoft Excel format. Information required as a minimum will be:

- Products supplied
- RMBC order number
- RMBC product code
- Invoice number
- Prices

The format of the information will be agreed with the successful tenderer (s) prior to the commencement of the contract.

KPI's and Management Information are required to be sent through by the 6th day of each month.

3.5 Bid Pricing

The Council anticipates that the spend in this area is in the region of £730k per annum across all five Lots based on Rotherham's historical annual spend, equating to £2.9m over the four years of the framework.

Other Authorities/other Public bodies may choose to access this agreement although the levels of spend are unknown at this moment in time.

Please complete Appendix A - Pricing Schedule in relation to the associated costs for the Provision of Domestic Furniture & Appliances.

It is expected that prices offered shall be fixed and firm for a period of at least 24 months following acceptance by RMBC.

If your organisation can offer fixed and firm prices for a longer period of time, please complete the relevant information within the pricing document.

In the event that any bid price is considered *abnormally low*, the provisions of Clause 69 of the Public Contracts Regulations 2015 will apply. In summary these require the Participating Organisations to invite the tenderer concerned to account for their tendered price, and having considered the explanation, to advise the tenderer whether or not their bid will remain in consideration. Any bid verified as *abnormally low* will be excluded from the tender process.

Prices submitted should be valid for acceptance for at least 120 days.

3.6 Duration of resultant agreement

Subject to satisfactory performance to the criteria described within this document, the appointed Tenderer(s) will be expected to provide Goods according to the specification defined in 3.3 above initially for a period of two years, with the option to extend at the sole discretion of RMBC subject to need and supplier performance for a further two years, each on a year by year basis.

3.7 Account Management

The appointed Tenderer(s) will need to assign at least one Account Manager to address RMBC's needs. This Account Manager must be available to provide, or arrange, support to various RMBC Departments across all activities in their bid. The appointed Tenderer(s) must confirm such names and outline how their account management team will provide enhanced pre- and post-sales support to RMBC within 2 weeks of their identification as preferred Tenderer.

The appointed Tenderer(s) shall submit any agreed Management Information and KPI reports monthly to RMBC and regular meetings shall also be held between the appointed Tenderer(s) and RMBC to review performance to date.

3.8 Operating the Framework

Upon completion of the tender evaluation process and appointment of the successful bidders, within each Lot, each item will be ranked in order of price, with orders being placed with the Supplier offering the lowest price, as per the below example:

Lot 1 – Lounge Furniture	Supplier A Price £	Supplier B Price £	Supplier C Price £
2 Seat Fabric Sofa	250	225	200
2 Seat Faux Leather Sofa	225	230	210
Fabric Chair	180	175	185
Faux Leather Chair	170	165	160

Orders for a 2 seat fabric sofa will initially be placed with Supplier C based on the above scenario; if this order cannot be fulfilled by Supplier C then Supplier B will be approached and so on.

3.9 Order/ Invoice procedure

Purchase Order(s) will be issued from RMBC, who shall provide the successful Tenderer(s) with an official purchase order number.

The successful Tenderer(s) will be required to submit invoices monthly in arrears detailing the goods it has supplied to the Council during the preceding week and the prices for those goods.

Invoices must be sent to the following address and marked as stated:

Rotherham Metropolitan Borough Council
Purchase to Pay Team,
Wing 3A
Riverside House
Main Street
Rotherham
S60 1AE

All Supplier Invoices must quote the relevant official Purchase Order number issued by RMBC. Any Invoices which do not carry such an official Purchase Order number will be immediately returned to the Supplier, which may result in payments being delayed through no fault of the council.

RMBC is willing to look at all means of simplifying current Purchase Order/ Invoice activity including Purchase Cards, invoice consolidation and e-Invoicing in its strive to modernise the procurement cycle and improve efficiencies across the business.

RMBC's preferred method for the payment of invoices is via the BACS system with the issue of remittances electronically. Please refer to the E-commerce section within the ITT Part Two - Response Document.

Tenderers should be prepared to outline their suggestions for such simplification if invited to present their bid.

4 Evaluation Criteria

You are required to provide a response to this tender by completing all appropriate sections of the ITT Part Two - Response Document, the corresponding Lot Specific Tender Response Documents, and Appendix A – Pricing Schedule, which are available as part of this tender opportunity.

All tenders will be evaluated at all stages against pre-determined evaluation criteria as provided below, by a panel representing a range of Council stakeholders

4.1 Stage One – Selection Criteria

An assessment of responses to the Selection Questionnaire (ITT Part Two Response Document – Section 1) will be made where the panel are seeking to identify organisations with sufficient capacity and capability to deliver the Contract. The following sections of the Selection Questionnaire will be assessed using the stated criteria.

Part	Section	Section Criteria
Part 1: Potential supplier information	1. Potential Supplier Information	Information
	1. Bidding model	Information
	1. Contact details and declaration	Information
Part 2: Exclusion Grounds	2. Grounds for mandatory exclusion	Pass/Fail
	3. Grounds for discretionary exclusion	Pass/Fail
Part 3: Selection Questions	4. Economic and Financial Standing	Pass/Fail
	5. Wider Group	Pass/Fail
	6. Technical and Professional Ability	Pass/Fail
	7. Modern Slavery Act 2015	Pass/Fail
	8.1 Insurance	Pass/Fail
	8.2 Minimum Standards	Pass/fail

If a Tenderer is awarded a **'fail'** in any section, they will be eliminated from the process at this point and the remainder of their submission will not be considered further.

All Tenderers that are awarded a **'pass'** for all Pass/Fail sections will be taken through to the second stage of the evaluation process where an evaluation of the proposed solutions will be undertaken.

4.2 Stage Two – Award Criteria

Following the assessment of the Selection Criteria, responses to ITT Part Two – Response Document Section 2, Lot specific Tender Response Documents Appendix J – Appendix N, and Appendix A – Pricing Schedule, will be evaluated on the basis of the most economically advantageous tender.

The evaluation methodology and criteria are as follows:

4.2.1 Lot 1 – Lounge Furniture

The evaluation methodology and criteria for this Lot are as follows:

Quality: Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
Quality/Method Statement Questions	
Part Two – Response Document - Question 1 - Safeguarding	50
Part Two – Response Document - Question 2 - Local Labour	30
Part Two – Response Document - Question 3 - Local Supplier Base	40
Part Two – Response Document - Question 4 - Innovation	30
Service Delivery	
Part Two – Response Document - Question 5 – Customer Satisfaction	50
Appendix J – Question 1 – Service Delivery	50
Appendix J – Question 2 – Stock Availability	50
Appendix J – Question 3 – Faulty Goods	50
Appendix J – Question 4 – Business Continuity	50
Part Two – Response Document - Question 6 - Mobilisation	50
Total Quality/Method Statement Questions	450 (45%)
Furniture Sampling	
Sampling	150 (15%)
TOTAL	600 (60%)

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

Score	Score Standards	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

Furniture Sampling

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

Furniture Sample Scoring

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.

Weighting	Assessment Criteria	Available Score	Total Score Available
5	Aesthetics <ul style="list-style-type: none"> • Appearance • Finish of the material • Wearability 	10	50
5	Build Quality <ul style="list-style-type: none"> • Construction of furniture • Solidity of sofa/chair arms • Reversibility of seat cushions 	10	50
5	Overall Comfort <ul style="list-style-type: none"> • Depth of the seat cushions • Cushioning of furniture arms 	10	50
Total Score Available			150

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

Example:

Each sample will be evaluated as per the model below.

Sample 1

Assessment Criteria	Weighting	Example Score Standard	Total Score
Aesthetics	5	6	30
Build Quality	5	4	20
Overall Comfort	5	8	40
Total Score			90

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

The final scores for quality and sampling will then be added together to give the total quality mark achieved.

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

Price Evaluation

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

Example

Company Name	Total Cost £	Lowest Cost £	% diff from lowest	Price Score Available	Total Price Score
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

4.2.2 Lot 2 – Bedroom Furniture

The evaluation methodology and criteria for this Lot are as follows:

Quality: Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
Quality/Method Statement Questions	
Part Two – Response Document - Question 1 - Safeguarding	50
Part Two – Response Document - Question 2 - Local Labour	30
Part Two – Response Document - Question 3 - Local Supplier Base	40
Part Two – Response Document - Question 4 - Innovation	30
Service Delivery	
Part Two – Response Document - Question 5 – Customer Satisfaction	50
Appendix K – Question 1 – Service Delivery	50
Appendix K – Question 2 – Stock Availability	50
Appendix K – Question 3 – Faulty Goods	50
Appendix K – Question 4 – Business Continuity	50
Part Two – Response Document - Question 6 - Mobilisation	50
Total Quality/Method Statement Questions	450 (45%)
Furniture Sampling	
Sampling	150 (15%)
TOTAL	600 (60%)

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

Score	Score Standards	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

Furniture Sampling

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

Furniture Sample Scoring

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.

Weighting	Assessment Criteria	Available Score	Total Score Available
5	Aesthetics <ul style="list-style-type: none"> • Appearance • Finish of the steel/wood • Durability 	10	50
5	Build Quality <ul style="list-style-type: none"> • Construction of furniture • Solidity of finished product 	10	50
5	Functional Characteristic <ul style="list-style-type: none"> • Door and drawer operations • Capacity/volume of drawers and robe 	10	50
Total Score Available			150

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

Example:

Each sample will be evaluated as per the model below.

Sample 1

Assessment Criteria	Weighting	Example Score Standard	Total Score
Aesthetics	5	6	30
Build Quality	5	4	20
Functional Characteristic	5	8	40
Total Score			90

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

The final scores for quality and sampling will then be added together to give the total quality mark achieved.

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

Price Evaluation

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

Example

Company Name	Total Cost £	Lowest Cost £	% diff from lowest	Price Score Available	Total Price Score
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

4.2.3 Lot 3 – Dining Room Furniture

The evaluation methodology and criteria for this Lot are as follows:

Quality: Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
Quality/Method Statement Questions	
Part Two – Response Document - Question 1 - Safeguarding	50
Part Two – Response Document - Question 2 - Local Labour	30
Part Two – Response Document - Question 3 - Local Supplier Base	40
Part Two – Response Document - Question 4 - Innovation	30
Service Delivery	
Part Two – Response Document - Question 5 – Customer Satisfaction	50
Appendix L – Question 1 – Service Delivery	50
Appendix L – Question 2 – Stock Availability	50
Appendix L – Question 3 – Faulty Goods	50
Appendix L – Question 4 – Business Continuity	50
Part Two – Response Document - Question 6 - Mobilisation	50
Total Quality/Method Statement Questions	450 (45%)
Furniture Sampling	
Sampling	150 (15%)
TOTAL	600 (60%)

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

Score	Score Standards	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

Furniture Sampling

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

Furniture Sample Scoring

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.

Weighting	Assessment Criteria	Available Score	Total Score Available
5	Aesthetics <ul style="list-style-type: none"> • Appearance • Finish/smoothness of the wood 	10	50
5	Build Quality <ul style="list-style-type: none"> • Construction of furniture • Solidity of finished product 	10	50
5	Functional Characteristic <ul style="list-style-type: none"> • Size of the table • Height of the table/chairs • Weight of the table/ease of movement 	10	50
Total Score Available			150

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

Example:

Each sample will be evaluated as per the model below.

Sample 1

Assessment Criteria	Weighting	Example Score Standard	Total Score
Aesthetics	5	6	30
Build Quality	5	4	20
Functional Characteristic	5	8	40
Total Score			90

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

The final scores for quality and sampling will then be added together to give the total quality mark achieved.

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

Price Evaluation

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

Example

Company Name	Total Cost £	Lowest Cost £	% diff from lowest	Price Score Available	Total Price Score
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

4.2.4 Lot 4 – Beds & Mattresses

The evaluation methodology and criteria for this Lot are as follows:

Quality: Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
Quality/Method Statement Questions	
Part Two – Response Document - Question 1 - Safeguarding	50
Part Two – Response Document - Question 2 - Local Labour	30
Part Two – Response Document - Question 3 - Local Supplier Base	40
Part Two – Response Document - Question 4 - Innovation	30
Service Delivery	
Part Two – Response Document - Question 5 – Customer Satisfaction	50
Appendix M – Question 1 – Service Delivery	50
Appendix M – Question 2 – Stock Availability	50
Appendix M – Question 3 – Faulty Goods	50
Appendix M – Question 4 – Business Continuity	50
Part Two – Response Document - Question 6 - Mobilisation	50
Total Quality/Method Statement Questions	450 (45%)
Furniture Sampling	
Sampling	150 (15%)
TOTAL	600 (60%)

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

Score	Score Standards	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

Furniture Sampling

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

Furniture Sample Scoring

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.

Weighting	Assessment Criteria	Available Score	Total Score Available
5	Aesthetics <ul style="list-style-type: none"> • Product appearance • Finish/smoothness of the wood • Strength of the steel 	10	50
5	Build Quality <ul style="list-style-type: none"> • Construction of furniture • Solidity of finished product • Ease of assembly 	10	50
5	Overall Quality <ul style="list-style-type: none"> • Mattress quality • All components present to enable assembly 	10	50
Total Score Available			150

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

Example:

Each sample will be evaluated as per the model below.

Sample 1

Evaluation Criteria	Weighting	Example Score Standard	Total Score
Aesthetics	5	6	30
Build Quality	5	4	20
Overall Quality	5	8	40
Total Score			90

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

The final scores for quality and sampling will then be added together to give the total quality mark achieved.

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

Price Evaluation

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

Example

Company Name	Total Cost £	Lowest Cost £	% diff from lowest	Price Score Available	Total Price Score
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

4.2.5 Lot 5 – Domestic Appliances

The evaluation methodology and criteria for this Lot are as follows:

Quality: Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points.

Criteria	Available score
Quality/Method Statement Questions	
Part Two – Response Document - Question 1 - Safeguarding	50
Part Two – Response Document - Question 2 - Local Labour	30
Part Two – Response Document - Question 3 - Local Supplier Base	40
Part Two – Response Document - Question 4 - Innovation	30
Service Delivery	
Part Two – Response Document - Question 5 – Customer Satisfaction	50
Appendix N – Question 1 – Service Delivery	50
Appendix N – Question 2 – Stock Availability	50
Appendix N – Question 3 – Faulty Goods	50
Appendix N – Question 4 – Business Continuity	50
Part Two – Response Document - Question 6 - Mobilisation	50
Total Quality/Method Statement Questions	450 (45%)

IN CONFIDENCE

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

Score	Score Standards	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

The following calculation will be applied to the resulting score of the quality/method statement evaluations:

Total maximum available score for method statements = **450**

If the evaluated score achieved is **380** the following calculation will be carried out to convert to 60% quality:

- $380 \text{ (evaluated score)} / 450 \text{ (total available)} \times 600 = 506 \text{ points}$

In striving for a high standard of quality and service any tender which fails to meet the minimum quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

Price Evaluation

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

Example

Company Name	Total Cost £	Lowest Cost £	% diff from lowest	Price Score Available	Total Price Score
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

4.3 Stage Three – Due Diligence

Clarification Meetings

On completion of the Quality / Price scoring by the evaluation team, bidders will be informed if they are required to undertake a clarification meeting to obtain a clearer and deeper understanding of the tenderers response. The clarification meeting will also provide a chance for the Tender Evaluation Team to meet some of the people involved in delivering the solution.

Scores already given on the basis of the written submission to the quality questions / method statements may vary either up or down or stay the same as a result of the clarification meeting.

Credit Safe

At the preferred bidder stage of the tender process, the council may use other sources to assist them in the financial assessment and evaluation of the preferred bidding organisation, namely a credit check from Credit Safe.

If the credit check suggests that there may be an issue with a contractor's financial standing the council will always follow this up with the preferred bidder before coming to a final assessment. Based on the additional information provided, the council will then determine the financial strength of the company and may, where appropriate, seek parent company guarantees and/or a financial bond.

It should be noted that all Tenderers begin this phase of the procurement process on a level playing field. Whether incumbent or not, and regardless of the merits of responses to earlier requests for information including any pre-qualification questionnaire, only the above criteria will be used for decision-making.

4.4 Stage Four – Award Process

All Tenderers will be notified of the outcome of the evaluation process

The successful Tenderers will be provided with:

- The outcome of the evaluation
- Their total quality score achieved
- Their total price score achieved
- A breakdown of the awarded scores and rationale for all award criteria

Unsuccessful Tenderers treated as non-compliant will be provided with:

- Reasons why their submission was non-compliant.
- The name of the successful Tenderer (s).

Unsuccessful Tenderers at Selection Criteria will be provided with:

- The outcome of the selection criteria evaluation and the reason why their submission was eliminated
- The name of the successful Tenderer (s)

Unsuccessful Tenderers at Award Criteria will be provided with:

- Their total quality score achieved
- Their total price score achieved

- A breakdown of the scores awarded and rationale for all award criteria
- The name of the successful Tenderer (s)
- The total quality score achieved by the successful Tenderer (s)
- The total price score achieved by the successful Tenderer (s)
- A breakdown of the scores awarded to the successful Tenderer (s) for all award criteria
- The characteristics and relative advantages of the successful Tenderer (s)

A minimum ten calendar day standstill period will be applied starting the day after the issue of the above notification. The period will end at midnight on day ten, or where day ten falls on a weekend, midnight of the next available working day. The contract will not commence with the successful Tenderer during this standstill period.

Following completion of the award process

- A Contract Award Notice will be placed in the Official Journal of the European Union (OJEU)
- The tender profile on YORtender will be updated with the award details and made available on the Contract Register
- An award notice will be published on Contracts Finder

5 Items to be submitted to Tender

Below is a checklist of all areas that MUST be completed and submitted. Please note that the Lot specific documents only need completing for the Lots your organisations are bidding for. Failure to do so could result in an incomplete ITT submission and subsequent loss of marks.

Checklist Items to be Submitted.		
Document	Description	Tick
ITT – Part Two Response Form	Section 1 – Selection Questionnaire	
ITT - Part Two Response Form	Section 2 - Method Statement (Quality Questions)	
ITT – Part Two Response Form	Section 3 – Statement of Intent	
Appendix J – Tender Response Document	Lot 1 – Bedroom Furniture Method Statement (Quality Questions)	
Appendix K – Tender Response Document	Lot 2 – Dining Room Furniture Method Statement (Quality Questions)	
Appendix L – Tender Response Document	Lot 3 – Lounge Furniture Method Statement (Quality Questions)	
Appendix M – Tender Response Document	Lot 4 – Beds & Mattresses Method Statement (Quality Questions)	
Appendix N – Tender Response Document	Lot 5 – Domestic Appliances Method Statement (Quality Questions)	
Appendix A	Pricing Schedule	

6 Glossary of Terms

Abbreviation	Explanation
RMBC	Rotherham Metropolitan Borough Council
YORtender	Electronic tendering system
KPi	Key Performance Indicator
MI	Management Information
ITT	Invitation to Tender