



**UK-AFI**

UNITED KINGDOM  
ASSOCIATION OF  
FIRE INVESTIGATORS

# **TENDER EVALUATION CRITERIA**



## Evaluation Criteria

### **Provision of interactive training workshops on electrical systems for the members of the United Kingdom Association of Fire Investigators.**

#### **1. Purpose**

- 1.1 This document describes the method and plan for evaluating Bidders' responses for the contract of providing training consisting of interactive workshops to the members of the United Kingdom Association of Fire Investigators (UK-AFI) in 11 National Fire Chiefs Council (NFCC) regions in England, Wales & Scotland. Northern Ireland will be dealt with separately.
- 1.2 The purpose of this Tender Evaluation Criteria document is:
  - a) To allow Bidders to understand how the UK AFI will evaluate responses and identify successful Bidders.
  - b) To allow the UK AFI to satisfy itself that each Bidder has responded appropriately to the Tender and that it can provide the Services in accordance with the Contract.
  - c) To allow the UK AFI to assess each Tender Response, in order that an objective comparison is achieved between each compliant Tender Response.
  - d) To identify any potential risks or issues which need to be addressed prior to, or post, Contract award.
  - e) To identify the Bidders who have submitted the most economically advantageous Tender Response, having regard to both cost and content criteria under the headings outlined in this Tender process.
- 1.3 This document also provides Bidders with information on the Evaluation Criteria which will be used for the evaluation of each submitted Tender. It contains guidance on the construction of the tender, including:
  - a) To Instructions to Bidders - returning the Tender Response.
  - b) The construction of the content and quality requirement and score.
  - c) The relationship of commercial score to the content and quality requirement score.
  - d) Qualitative criteria Importance and weightings.
  - e) Detailed evaluation guidance to the Tender process questions.



## **2. Format of the Tender Process**

- 2.1 The required training is being procured under a formal Tender process.
- 2.2 The UK AFI confirms that all bidders will be treated with confidence in a transparent, fair and impartial manner.
- 2.3 Following receipt of the Bidders' responses to this Procurement Competition, the UK AFI will evaluate those responses against the criteria set out in Section 3 below.
- 2.4 Bidders are required to provide a compliant Tender Response for undertaking to provide the training services. Tenders requiring minor alterations to make them compliant and areas of uncertainty requiring clarification will be identified and information will be requested by the UK AFI as required.
- 2.5 The UK AFI requires Bidders to submit Tender Responses that meet all the UK AFI's requirements. Bidders must ensure that their compliant Tender Response incorporates all the information requested in the Tender documentation with sufficient detail to facilitate the evaluation of the Tender Response by the UK AFI.
- 2.6 All Tender submissions should be made unconditionally and free from caveat or hidden charge.
- 2.7 Should the UK AFI, at any time prior to the Tender Agreement signature, find that a Tender Response does not fulfill the Tender requirements, the UK AFI reserves the right to suspend the evaluation of that Tender Response and/or remove that response from further participation in the Tender process.

## **3. Evaluation of Tender Responses**

- 3.1 The purpose of this section is to provide information to Bidders on the evaluation process and the criteria that will be used to select a successful Bidder.
- 3.2 The broad evaluation criteria are set out below. More detailed criteria will be applied to individual Tender Responses. These are set out in the form of Evaluation Criteria and are available at Appendix A of this document.

### **Evaluation Strategy**

- 3.3 Bidders shall accept all the terms and conditions detailed in the Tender documentation and confirm that they will comply with all the schedules of the proposed Tender and that they have carried out all due diligence prior to submitting their Tender Response.
- 3.4 The overall aim of the evaluation process is to select the Tender Response that is the most economically advantageous to the UK AFI, having regard to the UK AFI's overall objectives. To achieve value for money the Evaluation Criteria are split into two main parts: Content and Quality and Price. Overall, the Content and Quality has been allocated 60% and the Price has been allocated 40% of the total weighting.



3.5 The Procurement Competition evaluation is therefore divided as follows:

<b>Tender Response Evaluation</b>	
Bidder Information	0%
Content and Quality	60%
Price	40%
<b>Total</b>	<b>100%</b>

#### 4. Scoring Methodology

4.1 The Bidder Information ensures that potential supplier information, bidding model, general understandings, economic and financial standing, and declarations are captured for this Tender. This also includes mandatory and discretionary exclusions and as such forms an important and mandatory part of the evaluation approach and bidder response. As this information is mandatory to this Tender, each response is not weighted but must be answered and mandatory requirements must be passed. Failure to pass the mandatory criteria will result in exclusion from the tender process.

##### Content and Quality

4.2 The core principle of the scoring mechanism is that a Bidder can achieve the maximum score. To ensure this each Content and Quality question has a maximum score for “Fully Meets All Requirements” and the highest mark of 60% will be awarded to the Bidder with the highest score. The following sets out the quality scoring mechanism to be applied:

<b>Assessment</b>	<b>Score</b>	<b>Explanation</b>
Exceeds All Requirements	>100	The response fully meets all points raised (as below) and provides other benefits beyond those which were required.
Fully Meets All Requirements	100	The response fully answers all the points raised in the question and contains relevant evidence to support the answer, is unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirements will be met in full.
Good response	75	The response answers all or most of the points raised in the question and/or the response contains some relevant evidence, but the response either lacks sufficient understanding of the requirement or fails to address all the points / deliverables



Acceptable	50	The response answers some of the points raised in the question but fails to address many of the points being raised. The response contains evidence to demonstrate some understanding of the requirement, but the evidence does not indicate a reasonable understanding of the requirements.
Poor	25	Response fails to address the points in the question, contains insufficient evidence or information is irrelevant to the question.
Does Not Meet Requirement	0	Nil or inadequate response. Totally fails to address the points raised in the question and contains no supporting evidence.

4.3 Bidders' responses must meet the minimum mandatory criteria and achieve a score of 50 or more for each area. All the Content and Quality scores will be added together to determine a weighted overall Content and Quality requirements score for each Bidder.

**Price Score**

4.4 The price score will be calculated on a 'total Tender price' where the lowest price will become the 'base price' and will be awarded the highest available price score of 40%. Other Tender prices will then be given score relative to the base price e.g. (35%, 30%, 25% etc.)

**Price Score = (Lowest Price / Other Bidder Price) x 40.** As an example (5000 / 7000) x 40 = 0.7 x 40 = 28.5% relative to the lowest price submitted.

**Total Score**

4.5 For each Bidder the Content and Quality score and the Price score will be added to calculate the total score which will be used to produce a ranking.

4.6 The successful Bidder announcement will be subject to UK AFI due diligence checks and the UK AFI's approval.

**Tied Score**

4.7 If, after the evaluation process, two or more Bidders total score is tied, the decision as to who shall be the winning Bidder will be determined with the highest content and quality score among all the Bidders involved in the tie.

**Tender Evaluation Process**

4.8 The evaluation of the Tender Responses will adopt a staged approach.

4.9 **Stage 1** will consist of certification of the completeness and timeliness of responses in line with the Tender instructions.

4.10 **Stage 2** will comprise of the Evaluation Panel assessment of all sections of the Tender Response including Bidder information, Content and Quality and pricing. Evaluators may raise clarification questions if required to complete their evaluation of a bid. The UK AFI will request further information from Bidders as needed.

4.11 **Stage 3** will consist of moderation of the scores to ensure compliance with this evaluation criteria.



- 4.12 **Stage 4** will consist of the production of a ranking based on the total score and a provisional recommendation for the Tender award. The recommendation will be subject to the necessary due diligence checks and approval of the recommendation by the UK AFI Board.
- 4.13 The Bidder should note that the UK AFI reserves the right to make changes to the evaluation stages where required.

### **Due Diligence**

- 4.14 The UK AFI will conduct due diligence prior to the Tender award to allow for the economic and financial standing of the Bidder(s) to be assessed, and to ensure that bid prices are sustainable for the period of the Tender.
- 4.15 To provide final assurance that the solutions put forward are achievable and any specific areas of concern identified within the Tender Responses are checked and confirmed as satisfactory.

### **Important Information**

- 4.16 The UK AFI is not responsible for any bidding costs directly or indirectly incurred by selected Bidders in respect of this competition. The UK AFI reserves the right to:
- a) abandon the competitive process and not award any Tender.
  - b) make any changes it sees fit to the competitive process.
  - c) remove and/or amend element(s) from the scope of the requirements.
  - d) accept any Tender Response unless the Bidder expressly stipulates otherwise.
- 4.17 Where any change is made by the UK AFI, this will be communicated to all Bidders. Where any change could materially alter the Bidders' Tender Responses, the UK AFI also reserves the right to re-open the Tender process bid stage and invite amendments to Bidders Tender Responses.

## **5. Information requirements from Bidders**

- 5.1 Bidders are to provide information as listed in Appendix A. This information list includes:

### **Bidder Information**

- 1.1 – Potential Supplier Information.
- 1.2 – Declaration
- 1.3 – Contact Details
- 1.4 – General Understandings

### **Content and Quality**



- 2.1 – Skills and experience
- 2.2 – Subject matter

### **Pricing**

- 3.1 Pricing questions

## **6. Price information from Bidders**

- 6.1 In order that the UK AFI can ensure comparability between Bidders, Bidders must provide a breakdown of the total Tender prices.
- 6.2 For the sake of transparency, Bidders should be willing to make available all pricing information used to develop their pricing proposal, whether or not included in the submitted document.



## Appendix A

### Detailed Evaluation Guidance

The following table lists the information required from potential Bidders as part of their Tender Response.

Section	Question	Question Importance	Maximum Score	Evaluation Criteria
<b>1. Bidder Information</b>				
<b>1.1 – Potential Supplier Information</b>				
1.1.1	Full name of the potential supplier submitting the information	0	0	Not scored but must be answered
1.1.2	Registered office address (if applicable)	0	0	Not scored but must be answered
1.1.3	Registered website (if applicable)	0	0	Not scored but must be answered
1.1.4	Trading status	0	0	Not scored but must be answered
1.1.5	Company registration number (if applicable)	0	0	Not scored but must be answered
1.1.6	Charity registration number (if applicable)	0	0	Not scored but must be answered
1.1.7	Registered VAT number (if applicable)	0	0	Not scored but must be answered
<b>1.2 – Declaration</b>				
1.2.1	I declare that to the best of my knowledge the answers submitted, and information contained in this document, are correct and accurate. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this Tender. I understand that the UK AFI may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation.	0	0	Not scored but must be answered
<b>1.3 – Contact Details</b>				
1.3.1	Contact Name	0	0	Not scored but must be answered
1.3.2	Name of organisation	0	0	Not scored but must be answered
1.3.3	Role in organisation	0	0	Not scored but must be answered





1.3.4	Phone number	0	0	Not scored but must be answered
1.3.5	Email address	0	0	Not scored but must be answered
1.3.6	Postal address	0	0	Not scored but must be answered
<b>1.4 – General Understandings</b>				
1.4.1	Please confirm you have read and understood the requirements specified in the “Tender Specification” document.	0	0	Not scored but must be answered
1.4.2	Please confirm you have read and understood the “Conditions of Tender Submission” document, which contains essential information about the completion of the Tender process.	0	0	Not scored but must be answered
1.4.3	Please confirm you have read the “Evaluation Criteria” document, which contains essential information about the selection phase of this Tender process.	0	0	Not scored but must be answered
1.4.4	Please confirm you understand that during the Tender process, no corporate hospitality will be accepted by the bid team and the Evaluation Panel. Suppliers who do not meet this will be immediately eliminated from the procurement process.	0	0	Not scored but must be answered
1.4.5	The Tender Agreement term shall be the 12-month period following the Tender award. Please confirm your commitment in delivering the services for the full term.	0	0	Not scored but must be answered
<b>2. Content and Quality</b>				
<b>2.1 – Skills and Experience</b>				
2.1.1	Identify how each of the requirements (section 5 of the Tender Specification) detailing skills and knowledge are met by the individual(s) identified in the bid.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document
2.1.2	Demonstrate experience in delivering and providing training to groups of delegates from different backgrounds and levels of understanding.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document
2.1.3	Provide evidence that demonstrates the required knowledge and experience of the subject matter. Current and up to date subject-specific evidence of Continuous Professional Development for each member of the delivery team is required.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document
2.1.4	Identify what methods of knowledge testing will be developed / applied for the delegates following training.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document
<b>2.2 – Subject Matter</b>				
2.2.1	Provide evidence to demonstrate that all areas of the subject matter listed in 4.1 of the Tender Specification will be covered. A copy of the training workshop timetable and copies of the individual session lesson plans are required to be provided	50	100	Please refer to para 4.2 Content & Quality Scoring in this document
2.2.2	Provide evidence of the availability of relevant case studies to reinforce the learning in a practical situation.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document



2.2.3	Provide evidence of any practical sessions already delivered that encompass the subject matter listed in 4.1 of the Tender Specification.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document
2.2.4	Identify what elements would be included for delivery of the interactive workshops for either a half day delivery or a full day delivery duration.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document
2.2.5	Demonstrate evidence of your experience to identify and procure suitable training venues for delivering training outside of your organisation.	50	100	Please refer to para 4.2 Content & Quality Scoring in this document

### 3. Pricing

#### 3.1 – Pricing Questions

3.1.1	Please confirm you understand the UK AFI's payments process as set out in paragraph 9.2 of the "Tender Specification" document.	Mandatory	100	Yes = 100 and No = 0
3.1.2	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the types of insurance cover indicated below:  Employer's (Compulsory) Liability Insurance Public Liability Insurance Professional Indemnity Insurance  It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	Mandatory	100	Yes = 100 and No = 0