

Tender Scoring Matrix Guide

This guide provides a structured framework for scoring tenders based on key evaluation criteria. Each section outlines its importance, meaning, and how to score.

1. Criteria for Assessing Quotations

Each tender submission will be scored based on the following weighted criteria:

Criteria	Weighting
Public Liability Insurance	20%
Work Programme (Outputs & Results)	40%
Price	20%
Health & Safety Assessment	10%
Experience with the Sector	10%

Each tender will be scored between **0 and 100** (based on the guidance below), then weighted according to the percentage breakdown.

2. Scoring Guide

Each criterion is scored using the following scale:

Score	Description
100	Exceptional response in all areas – Fully meets or exceeds expectations with strong evidence of capability and added value.
90	Exceptional response with minor shortcomings OR Very good response with exceptional elements.
80	Very good response – Strong submission with clear understanding, minimal gaps.
70	Very good response with minor shortcomings OR Good response with very good elements.
60	Good response in all areas – Meets the requirements with no major concerns.
50	Good response with minor shortcomings OR Acceptable response with good elements.
40	Acceptable response in all areas – Basic response that meets minimum requirements.
30	Acceptable response with minor shortcomings OR Poor response with some acceptable elements.
20	Poor response in all areas – Limited information or weak proposal.
10	Very poor response – Significantly below expectations, major concerns.
0	No response, or entirely inappropriate response – Fails to meet any requirements.

3. Explanation of Each Criterion

1. Public Liability Insurance (20%)

- Ensures the contractor has adequate insurance to cover potential risks.
- A bidder with full, valid insurance covering all necessary areas scores higher.
- Lack of sufficient insurance may result in a lower score.

2. Work Programme (40%)

- Assesses the proposed work plan in terms of delivering the required results effectively.
- High scores are awarded if the bidder demonstrates:
 - Clear, logical work processes
 - Measurable outcomes and efficiency
 - Consideration for biodiversity and sustainability
- Generic or unclear plans receive lower scores.

3. Price (20%)

- Evaluates whether the pricing is competitive and reasonable.
- The lowest price does not always score highest—value for money and quality are considered.
- Excessively high or unreasonably low bids may score lower.

4. Health & Safety Assessment (10%)

- Examines the bidder's approach to risk management, safety measures, and compliance.
- High scores for detailed risk assessments, use of PPE, and safe working procedures.
- Poor or non-existent health and safety plans result in a lower score.

5. Experience with the Sector (10%)

- Evaluates the contractor's experience in similar projects.
- High scores for well-documented experience and references.
- Limited experience results in lower scores.

4. Converting Scores into Weighted Percentages

After scoring each category out of **100**, the final score is calculated using the weightings:

1. Multiply the **score given** by the **weighting percentage** for each criterion.
2. Sum the weighted scores to get a **final percentage**.
3. The highest overall percentage represents the best value bid.

5. Decision Making

- The contractor with the **highest weighted percentage** is **preferred**.
- If multiple contractors score closely, councillors may also consider additional factors like:
 - Environmental impact
 - Previous working relationships

- Local economic benefit
- Councillors should record justifications for their final decision.

This structured approach ensures fairness, transparency, and accountability when awarding tenders.