

SCORING METHODOLOGY – CCTV System Upgrade

Evaluation

- The Contract will be awarded based on the most economically advantageous Tender to the Horniman Museum and Gardens (HMG). HMG's decision to accept or reject a Tender will be in accordance with the Public Contracts Regulations 2015, as amended, the provisions of the Local Government Acts 1988 and 1992 and the various Regulations and Guidance issued thereunder.
- Prior to evaluating the Tenders, HMG will carry out an initial review to confirm completeness and compliance with the Tender requirements and may, at its discretion, reject a Tender which is incomplete and/or non-compliant
- All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 50% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the four (4) most economically competitive tenders only.
- HMG has established an evaluation methodology and will be carrying out the evaluation of Tenders by applying the methodology set out in this document.
- The evaluation criteria for this Procurement are set out in Table 2 below.
- Quality and Social Value criteria will be assessed qualitatively using the scale shown below in Table 1. Each of these criteria will be scored out of 5 and multiplied by the attributed weighting. The points will be awarded as follows:

HMG reserves the right to hold clarification and value engineering meetings with Tenderers and invite the relevant project lead to attend such meetings if required.

Tenders that do not contain all complete and correct information (including supporting evidence for evaluation purposes) may be rejected by HMG. HMG does not undertake to award the Contract to the lowest priced or any tender and reserves the right to cancel or withdraw the Procurement at any stage; and/or not to award a Contract.

Qualitative Scoring Guide

Points	Methodology
5	Very good response against the requirements of the project and exceeds HMG's expectations in major areas.
4	Good response against the requirements of the project and meets HMG's expectations in all material respect.
3	Response meets an acceptable standard in all material respects but falls short of HMG's expectations and/or has minor impact on cost and/or minor risk transfer to HMG.
2	Poor response which fall short of meeting an acceptable standard in some respects and/or fall short of HMG's expectations and/or has a material impact on cost and/or material risk transfer to HMG.
1	Very poor response which fails to meet an acceptable standard in some material respects and/or which fails to meet HMG's expectations in major areas and/or has a significant impact on cost and/or significant risk transfer to HMG.
0	No response submitted or a substantially incomplete response submitted or a response which cannot be accepted by HMG

Evaluation Criteria

Evaluation Criteria	Subheadings	Overall Weighting	Evaluation
Cost		50%	Completed Pricing Schedule
Quality	Resource Experience & Understanding Programme Health, Safety and Security	50%	Tender Documentation
Financial Stability	Financial appraisal via Creditsafe, including credit score rating, balance sheets, P&L etc.	Pass/Fail	Financial Checks

Quality Questions

No.	Question	Word Count	Weighting = 50% of total score
1	Resource i. Provide details on your allowances for site supervision, first aid provision, project management and quality assurance processes. ii. Provide details on what concurrent work your company has on when delivering this project. iii. Provide details of any construction or other relevant accreditations your company has. iv. Detailed makeup of team undertaking work. Directly employed operatives, number of operatives, relevant experience etc. include list of what works will be subcontracted, if any. v. Provide the CV's of your lead engineer and project manager who have completed projects similar in size and complexity and would be utilized on this project. Each CV is to be 1 A4 page	750	25%
2	Experience Include references from two case studies of relevant projects covering: i. Examples of working within restricted access facilities around sensitive collections and living species. ii. Example of how you have mitigated downtime to reduce impact on sensitive areas requiring close environmental conditions iii. Examples of projects of a similar size and value iv. Provide details of contact details of three (3) reference that the museum can contact	N/A	25%
3	Understanding Demonstrate experience and understanding of the project requirement and with the specification. The submission detail shall include the following as a minimum. i. What do you consider are the top 3 project specific risks and how would you mitigate them? Limit your response to 1000 words. ii. Works plan method statement	N/A	20%

	iii. Proposed programme of works iv. Full schedule of rates		
4	Programme: i. Provide a Gantt chart showing how you would deploy the CCTV recording platform replacement project within the timeframe along with an explanation of your preferred methodology for the project, including any downtime of the CCTV system. Limit your response to 1000 words ii. Works must be completed by 31 st January 2026.	N/A	20%
5	Health, Safety and Security: Outline concisely. i. How Health and Safety is managed within your organisation. ii. Responsibilities of the main staff involved within this contract. iii. Logistics management on this contract. iv. What specific health and safety and programme risks do you foresee on this contract and how will you control them.	500	10%

Compliant Bid

A compliant bid must include the following:

For your tender return to be considered as compliant, you are required to return the following.

- Form of Tender duly signed
- Contract Sum Analysis (Pricing Document) fully priced.
- A detailed programme for the works with critical path and associated information required.
- Evidence of your insurances, VAT registration and UTR –
- Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy
- Response to the quality assessment questions
- Digital tender submissions must be received by their attendant deadlines.
- Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using the Schedules of Work – Pricing document.

IMPORTANT: All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 50% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the four most economically competitive tenders only.

Award of Contract

Following the evaluation process, if required, interviews will be undertaken with the highest scoring appointable companies and responses analysed. Following interviews (if deemed necessary) HMG will make a recommendation to award the contract through its internal governance procedures.

Once approval to award has been obtained, HMG will send letters via email to all those suppliers who submitted a tender to advise:

- whether your bid has been successful or unsuccessful and how to request feedback for unsuccessful bids