Instructions To Tenderers - Appendix A .

Multi-Party Framework Agreement for Minor Repair and Maintenance works to Occupied Units & Properties owned or managed by Dublin City Council Housing Department.

Further Details on Award Criteria.

The tenderer(s) who have submitted a responsive tender and have passed the selection criteria will have their tender evaluated under all award criteria. These tenderer(s) will be considered for inclusion in the Multi Party Framework Agreement for Local Area Term Maintenance & Refurbishment Works in Dublin City Council.

The framework agreement for each Lot will be established on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings:

	Award Criteria	**Weightings**	**Minimum Score**	**Total Possible Score**
A	Notional Tender Total	80%	N/A	8,000
B	Contract Management Proposals	10%	500	1,000
C	Proposed Methodology for delivery of the works	10%	500	1,000
	Total	100%		10,000

Award of contract may be subject to a clarification meeting. Key personnel assigned to this contract must be available to attend at this meeting.

NOTE :*Tenderers should note that they must achieve a minimum rating of 50% for Criteria (B) and (C) in order to avoid elimination from the competition.*

Criterion A – Notional Tender Total

Tenderers must submit a fully completed pricing schedule Volume C - Schedule of Rates. The prices offered will be combined with the notional quantities which are included in Volume C to calculate a notional tender total for the purposes of scoring criterion A. The notional quantities indicated in Volume C are used solely for the purpose of calculating a notional total and must not be considered indicative of the volume of work which will be allocated to framework members. The rates offered by tenderers shall be considered binding.

The formula for calculating scores for this criterion will **not** use the methodology set out in ITTW7 Instructions to Tenderers _Term Maintenance' document.

The score for the Notional Tender Total for each tender will be calculated using the following formula

Lowest Cost from a Bona Fide Tender	***A***
Cost for the tender being evaluated	***B***
Maximum Points available for Cost	***8000***
Formula employed	$\frac{8000 \times A}{B}$

***Criterion B* – Contract Management Proposals - 1000 marks**

Tenderers must provide comprehensive details showing how they propose to fulfil the execution and performance monitoring requirements of the term maintenance framework agreement as set out in:

- the General Service Requirements as set out in Section 2.3 of the SLA as attached to these tender documents, and

- the Health and Safety Requirements as set out in Section 2.4 of the SLA as attached to these tender documents.

Tenderers must provide a comprehensive statement explaining how they will meet each of requirements in the SLA. Tenderers must provide a comprehensive statement outlining how they will meet each of the numbered requirements under sections 2.3 and 2.4 of the SLA. This statement **cannot exceed 2,000 words.** If the statement exceeds 2,000 words only the first 2,000 words will be taken into consideration.

Tenders must score a minimum of 500 marks overall in this criterion. Submissions scoring below this minimum will be eliminated from further consideration.

The formula for calculating scores for this criterion will **not** use the methodology set out in ITTW7 Instructions to Tenderers _Term Maintenance' page 22 (3).

Instead a mark between 0% and 100% will be applied based on the quality of the response to this criterion, using the methodology outlined in the table below, and the percentage awarded using this methodology will be multiplied by the maximum marks available for the criterion, to calculate the score to be awarded for this criterion.

Criterion C – Proposed Methodology for delivery of the works - 1000 marks

Tenderers must demonstrate their proposed approach to the delivery of the works, including any associated risks and mitigation measures by submitting sample methodology plans including initial investigation and preparatory steps , itemisation of works required, the sequencing of required works, and timelines for the following sample tasks/scenarios

- Water coming through ceiling in bedroom
- Replace kitchen
- Replace bathroom suite

- No water in property

The appropriate methodology for carrying out the above jobs may vary for different accommodation types, therefore for each designated task/scenario, you must explicitly detail how your operational approach would be adapted to the following different accommodation types.

- Single room bedsit in Older Persons Complex
- Two bedroom apartment
- Three bed house

The timelines submitted must, as part of tenderers responses, reflect the assumption that the contractor will be carrying out up to 40 tasks at a given time. Tenderers are not required to price these task methodologies as marks are not awarded for Price in this criterion. Marks are not given under this criteria for how quickly the Task Order can be completed.

Tenderers must submit a methodology statement not exceeding 3,000 words (if the statement is longer than 3,000 words only the first 3,000 words will be taken into consideration).

Tenderers must score a minimum of 500 marks overall in this criteria. Submissions scoring below this minimum will be eliminated from further consideration.

Tenders should note that the formula for calculating scores for this criterion will not use the methodology set out in ITTW7 Instructions to Tenderers _Term Maintenance' page 22 (3).

Instead a mark between 0% and 100% will be applied based on the quality of the response to this criterion, using the methodology outlined in the table below, and the percentage awarded using this methodology will be multiplied by the maximum marks available for the criterion, to calculate the score to be awarded for this criterion.

Methodology for Scoring of Qualitative Criteria

Marks in the score ranges outlined below can be awarded where responses so merit additional marks.

Weighting	Meaning
90% - 100%	Excellent response with very few or no weaknesses exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the Tenderer will deliver to an excellent standard.
70% - 89%	A very good response that demonstrates real understanding and fully meets the requirements and assurance that the Tenderer will deliver to high standard.
50% - 69%	A satisfactory response, which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.

30% - 49%	A response where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful.
0% - 29%	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery.