EVALUATION AND AWARD

Stage 1 will check compliance with mandatory/minimum requirements before scored evaluation:

- £10 million Public Liability Insurance.
- Employers' Liability Insurance where required.
- Appropriate health and safety/risk-assessment arrangements.
- Appropriate competence/qualifications for the work, particularly tree work.
- Ability to provide suitable staffing/cover and emergency response.
- Completion of mandatory site visit.
- Completed and compliant tender submission.

WEIGHTINGS:

Criterion	Weighting
Price	35%
Emergency response, resilience and ability to access Vigo	20%
Experience and relevant track record	15%
Staffing, resources and continuity	15%
Quality / approach to service delivery	10%
Understanding of Vigo and the Contract	5%
TOTAL	**100%**

QUALITY SCORING

Score	Assessment	Meaning
0	Unacceptable	No response or fails to address the requirement.
1	Poor	Significant weaknesses; little evidence that the requirement can be met satisfactorily.
2	Below expectations	Partially addresses the requirement but has weaknesses, omissions or concerns.
3	Good	Meets the requirement with an appropriate and credible response.
4	Very good	Meets the requirement well, with strong evidence and added confidence in delivery.
5	Excellent	Particularly strong, comprehensive and convincing response demonstrating a high level of capability and confidence in delivery.

For each quality criterion, weighted points = (score ÷ 5) × criterion weighting

Evaluators should record a brief written reason for each score. The minimum score for Emergency Response, Resilience and Ability to Access Vigo is 3/5; a tender below that threshold would not be eligible for award.

Tender Interviews and Clarifications

Interviews will not be scored separately. Clarification responses may be taken into account when confirming or adjusting scores against the published evaluation criteria, provided any adjustment relates solely to the tender as originally submitted. New or improved offers made during an interview will not be considered. The Council will record the reasons for any score adjustments.

PRICE SCORING

Lowest compliant annual tender price ÷ Tenderer's annual tender price × 35. Evaluation will use the annual Contract Price excluding VAT.

Out-of-hours emergency rates and separately funded MEWP/cherry-picker hire will not form part of the headline price-scoring formula, but additional rates may be reviewed for reasonableness.