



Tender Evaluation Methodology and Marking Scheme (TEMMS)

TENDER NO:	3141483
CONTRACT TITLE:	Maintenance of Patient Related Weighing Scales
CONTRACT PERIOD:	5 years from date as stated in the award letter with the option of extending for any period(s) of up to and including 24 months

Introduction

This document outlines the evaluation methodology and the marking scheme in terms of scoring and weightings that will be applied to this tender.

The Contract Adjudication Group (CAG) will evaluate the tender submissions. This tender contains three (3) Envelopes as listed below, and these are referred to in the relevant steps of the Evaluation Process:

- Eligibility Envelope
- Technical Envelope
- Financial Envelope

Clarifications (during the tender advert period)

Should clarification be required on any aspect of the information published, clarification questions must be submitted in writing via the eTendersNI portal before the closing date for receipt of clarifications. Questions and responses will, in most cases, be made available to all Tenderers.

Should clarification be required in relation to an obvious error/ambiguity to facilitate the completion of the evaluation of the Tender submission in accordance with this document, these may be sought via the secure messaging system on eTendersNI.

These clarification(s) will be sought if necessary at the discretion of the Contracting Authority/CAG. All responses received will be treated in the same confidential manner as the original Tender submission.

The closing date for receipt of clarifications is **15:00 on Thursday, 1 April 2021**.

NOTES

The responses to any question within this tender must be standalone in that there must be NO cross referencing between responses. All cross referencing will be disregarded and will NOT be included in the evaluation of this tender.

Responses to the Exclusion Grounds Questions and the Award Criteria Questions must be CONCISE and RELEVANT.

Responses must not include reference to URL's, appendices, cross referencing, embedded files, or any other form of attachment or supplement, unless specifically requested, since these will be disregarded and will NOT be evaluated or scored as part of your response.



Please ensure all relevant information is provided in your submission. Please answer all questions fully ensuring that you provide sufficient evidence and relevant examples to substantiate your answers, where appropriate.

Please refer to all documents associated with this tender to assist with your tender submission.

Simple statements, unless otherwise specifically instructed, indicating that the bid will fully comply with the requirements is insufficient to determine the degree of compliance with a particular requirement and will be marked accordingly.

Cell Capping

The response to any Award Criteria questions which require a full written response must be made in the relevant online text box (es). Each text box has an automatic cell capping of 10,000 characters which equates to approximately 1,750 words. All responses to each question must strictly adhere to this cell capping unless otherwise stated. The Contract Adjudication Group (CAG) will only read and mark the response in the relevant text box (es).

Tender Validity Period

Tenders MUST remain open and valid for acceptance for 120 days from the tender submission deadline (“the Tender Validity Period”) to enable time for the award of Contract to be made. The Contracting Authority may, before the expiry of the Tender Validity Period, request that Tenderers extend the Tender Validity Period for specified additional period(s) as may be reasonably requested by the Contracting Authority. Where a Tenderer does not agree to extend the Tender Validity Period (or any previous extension of the Tender Validity Period) that Tenderer’s tender shall be excluded.

Attachment Questions

While a question may allow the bidder to upload an attachment, please note that the information contained in your attachment will not be reviewed as part of your submission unless an attachment containing further information has been specifically requested.

***When uploading attachments, the naming convention dictates that they should not contain the following special characters \ / - ~ # & * ? % () { } < > + “ : . _**

Tender Structure

This Tender is made up of five sections, as detailed below. This document outlines the evaluation methodology and the marking scheme in terms of scoring and weightings that will be applied to each section. Tenderers must fully adhere to ALL instructions contained within this Tender.

Section 1 – Belfast Health and Social Care Trust

Sub - Section 1.1 - BHSCT - Acute: Planned Preventative Maintenance (PPM)

Sub - Section 1.2 - BHSCT - Acute: WEIGHT TEST

Sub - Section 1.3 - BHSCT - Community - Planned Preventative Maintenance (PPM)



Section 2 – Northern Health and Social Care Trust

- Sub - Section 2.1 - NHSCT - Acute: Planned Preventative Maintenance (PPM)
- Sub - Section 2.2 - NHSCT - Acute: Weight Test
- Sub - Section 2.3 - NHSCT - Community - Planned Preventative Maintenance (PPM)

Section 3 – South Eastern Health and Social Care Trust

- Sub - Section 3.1 - SEHSCT - Acute: Planned Preventative (PPM)
- Sub - Section 3.2 - SEHSCT - Acute: Weight Test
- Sub - Section 3.3 - SEHSCT - Community - Planned Preventative Maintenance (PPM)

Section 4 – Southern Health and Social Care Trust

- Sub - Section 4.1 - SHSCT - Acute: Planned Preventative Maintenance (PPM)
- Sub - Section 4.2 - SHSCT - Acute: Weight Test
- Sub - Section 4.3 - SHSCT - Community - Planned Preventative Maintenance (PPM)

Section 5 – Western Health and Social Care Trust

- Sub - Section 5.1 - WHSCT - Acute: Planned Preventative Maintenance (PPM)
- Sub - Section 5.2 - WHSCT - Acute: Weight Test
- Sub - Section 5.3 - WHSCT - Community - Planned Preventative Maintenance (PPM)

Sections 1 – 5

Each Section comprises a combination of mandatory pricing elements as detailed within the SS19a Pricing Schedule(s).

The following pricing elements will not form part of the evaluation but will form part of the Contract:

- % Discount for Aggregated Servicing for Community Assets
- Contract Cost Breakdown

Tenderers can bid for one Section, more than one Section or all Sections. Tenderers who bid for more than one Section will have their bid per Section treated and evaluated as a separate bid. Each Section bid for MUST be completed in full for all relevant sub-sections, failure to do so will result in the Tenderer being excluded from that Section.

Tenderers should note the award of this Contract will be offered to one Tenderer per section, where compliant bids are received.

Should a Tenderer not accept a Contract or a Contract is terminated, the Contract may be offered to the bidder ranked next in the evaluation for the relevant Section.

Tenderers who submit a bid for any or all of the Sections MUST ensure the relevant SS19a Pricing Schedule is attached, fully completed within the relevant Financial Envelope, as failure to do so will result in the Tenderer being excluded.

This Tender will be checked and evaluated for Sections 1 – 5 as detailed in the following steps of the Evaluation process.

Evaluation Process Steps

Compliance Checks

There are a number of Compliance checks which will be carried out during the various Steps of the Evaluation Process. These are as follows:

1. All tender submissions will be checked to ensure that each Tender is compliant in that it has been submitted in accordance with all instructions contained within the Eligibility, Technical and Financial Envelopes and within this document.
2. Tenderers must bid for at least one Section in full including all relevant sub-sections; otherwise fail and your tender bid will be deemed non-compliant and will be excluded.

If bidding for any Section(s), only Tenderers who have met both of the Compliance Checks detailed above will have their Tender submission considered any further in the process.

If a Tenderer fails a Compliance Check within an Envelope, then in accordance with the notes or instructions within the Envelope, they may have their tender deemed as non-compliant and may have their tender rejected at that step.

Tenderers who submit a bid for any or all Sections MUST ensure the SS19a - Pricing Schedule is fully completed in accordance with the instructions and attached within the relevant question within the Financial Envelope, failure to do so will result in the Tenderer being excluded.

Any Tenderer who has not followed all instructions in full will have their tender deemed non-compliant and will have their tender excluded.

Only Tenders that have met the compliance checks detailed above will be considered any further in the process for the Section(s) for which the Tenderer has bid.

Eligibility Envelope – General Questions

The purpose of the Eligibility Envelope is to confirm acceptance of the Terms and Conditions of Contract and other mandatory requirements (Eligibility Envelope Sections 1 – 8). Failure to comply will result in the Tenderer being excluded.

The General Questions contained in Sections 9, 10 and 11 in the Eligibility Envelope are for information only and will not be scored. Failure to answer all questions may result in the Tenderer being excluded.

The General Question contained in Section 13 in the Eligibility Envelope relates to the requirements detailed within the Compliance Checks and will be scored manually.

Eligibility Envelope - Exclusion Grounds

The Eligibility Envelope contains a number of questions relating to Exclusion Grounds. These questions will be evaluated as detailed in **Table 1 – Exclusion Grounds** below.

Only Tenderers who have achieved a full pass rate in all of the Exclusion Grounds Questions will progress to the Award Criteria Evaluation.

Table 1 – Exclusion Grounds

Reference	Exclusion Grounds	Evaluation Methodology
Eligibility Envelope – Exclusion Grounds – Section 12		
Q.12.1 Mandatory Exclusions	Compliance with Regulation 57 (1) and 57 (2)	Pass or Fail. A “No” Statement will result in a “Pass”. A “Yes” Statement will result in a “Fail” unless evidence is provided at Q12.2 to demonstrate reliability in accordance with Regulation 57 (13) (self-cleaning) to the satisfaction of the authority.
Q.12.3 Mandatory and Discretionary Exclusions for Non-Payment of Taxes etc.	Compliance with Regulation 57 (3)	Pass or Fail A “No” statement will result in a “Pass”. A “Yes” Statement will result in a “Fail” unless evidence is provided at Q.12.4 to demonstrate the fulfilment of obligations in accordance with Regulation 57 (5)
Q.12.5 Mandatory and Discretionary Exclusions for Non Payment of Taxes etc.	Compliance with Regulation 57 (4)	Pass or Fail A “No” statement will result in a “Pass”. A “Yes” Statement will result in a “Fail” unless evidence is provided at Q.12.6 to demonstrate the fulfilment of obligations in accordance with Regulation 57 (5)
Q.12.7 Discretionary Exclusions	Compliance with Regulation 57 (8)	Pass or Fail A “No” statement will result in a “Pass”. A “Yes” Statement will result in a “Fail” unless evidence is provided at Q.12.8 to demonstrate reliability in accordance with Regulation 57 (13) (self-cleaning) to the satisfaction of the authority.

Technical Envelope - Selection Criteria

In the Technical Envelope there are 6 Selection Criteria Questions and Tenderers must answer all Selection Criteria Questions. These questions will be scored **Pass** or **Fail**.



Tenderers must pass **all** Selection Criteria questions; failure to do so will result in the Tenderer being excluded from the relevant Section(s).

The Contract Adjudication Group (CAG) will score each Selection Criteria question in the order that they appear. If a Tenderer fails a question then their tender will fail and any remaining Selection Criteria questions will not be scored.

Only Tenderers who have achieved a full pass rate in all of the Selection Criteria Questions will progress to the Award Criteria Evaluation in the Technical Envelope.

Please see Selection Criteria Marking Scheme Table below:

Table 2 – Selection Criteria

Reference	Questions – Information Requested	Scores Available
Technical Response – Section 3 – Selection Criteria – Previous Experience		
Q.3.5	Previous Experience	Pass or Fail. To achieve a pass you must provide the name of a Customer to whom Maintenance of Weighing Scales has been provided by your company in the past 3 years up to the closing date of this Tender, failure to do so will result in the tender being excluded.
Q.3.7	Previous Experience Contact Details	Pass or Fail. To achieve a pass you must provide contact details for the Customer provided in 3.5 to whom Maintenance of Weighing Scales has been provided by your company in the past 3 years up to the closing date of this Tender, failure to do so will result in the Tenderer being excluded. These details should include:- Contact name Email address Telephone number
Q.3.8	Previous Experience Details	Pass or Fail. To achieve a pass you must confirm that the date of service provision to the Customer provided in 3.5 is within the past 3 years up to closing date of this Tender , failure to do so will result in the Tenderer being excluded.



Q.3.9	Previous Experience Details	Pass or Fail. To achieve a pass you must confirm that the service provided to the Customer provided in 3.5 included the following: testing/servicing/calibration of Weighing Scales.
Q.3.10	Previous Experience Details	Pass or Fail. To achieve a pass you must confirm that the service provided to the Customer provided in 3.5 included the following: repair of Weighing Scales.
Q.3.11	Previous Experience Details	Pass or Fail. To achieve a pass you must confirm that in the provision of the service delivered to the Customer provided in 3.5 within the past three years you had access to any tools and equipment identified by the relevant OEM for the equipment being maintained.

Technical Envelope - Award Criteria - Sections 1 – 5

The Contract for each Section will be awarded based on the following award criteria – **most economically advantageous tender which meets the specification**, in terms of the weightings as described in the table below.

Award Criteria	Weighting
Non-Price	Pass/Fail
Price	100%
Total	100%

Award Criteria Evaluation

The Award Criteria will be evaluated and scored as detailed in this document and this document should be read in conjunction with the Technical Envelope.

The Award Criteria evaluation will take place in the following steps. These are outlined below and then fully explained.



Evaluation Step 1 – Technical Envelope - Award Criteria – Quality – Question 5.3

The CAG will score the Award Criteria Quality Question. This question is based upon the requirements of the Scoping and Specification SS20a and will be scored Pass/Fail, ‘Yes’ response will be a ‘Pass’, a ‘No’ response or failure to submit an answer will be a ‘Fail’.

Tenderers who fail or omit to answer the question will not be considered any further in the evaluation process. Tenderers must achieve a ‘Pass’ to progress to Award Criteria – Verification of Technical Evidence.

Evaluation Step 2 - Technical Envelope - Award Criteria - Verification of Technical Evidence - Sections 1 – 5

The Technical Evidence submitted will be reviewed by the CAG, who will verify if it meets the requirements of SS20a Scoping and Specification and is therefore acceptable.

Please see Award Criteria Marking Scheme Table below:

Reference	Award Criteria – Verification of Technical Evidence – Staff Competency	Evaluation Methodology
Q.6.4	Technical Evidence - Staff Competency as per Scoping and Specification SS20a Clause 2.1.1, 2.3.2 and 2.3.3 – OEM documented training	Pass or Fail.
<p>To achieve a pass Tenderers are required to attach:</p> <p>Current and valid OEM training certificates and/or OEM approved training documentation for <u>each</u> competent Engineer who will be responsible for servicing and maintaining the equipment in this Contract from at least <u>one</u> of the following manufacturers:</p> <p style="padding-left: 40px;">Seca Marsden UWE</p> <p>OR</p> <p>A letter or other written statement (i.e. agreement/e-mail) ** from one of the following manufacturers confirming that <u>each</u> Engineer has successfully completed OEM training:</p> <p style="padding-left: 40px;">Seca Marsden UWE</p> <p>as set out in Clause 2.3.2 and Clause 2.3.3 of SS20a Scoping and Specification for <u>each</u> engineer.</p>		



Q.6.5	Technical Evidence - Staff Competency as per Scoping and Specification SS20a Clause 2.1.2 and 2.3.4 – Service Reports	Pass or Fail.
<p>To achieve a pass Tenderers are required to attach:</p> <p>Valid service reports demonstrating 1 year experience for each engineer clearly identifying the engineer’s name and showing the dates of service and detailing the equipment tested/serviced/calibrated/repared as set out in Clause 2.1.2 of SS20a Scoping and Specification.</p>		
Q.6.7	Technical Evidence – Tools and Equipment as per Scoping and Specification SS20a Clause 6.1.1 and 6.1.3 – Test Weights	Pass or Fail.
<p>To achieve a pass Tenderers are required to attach:</p> <p>A current Certificate of Calibration issued by UKAS or an equivalent organisation for the Testing and Calibration Laboratory used to calibrate the test weights and this documentation must detail the reference number of the Laboratory involved in the calibration and/or the particulars of the set of test weights utilised for calibration as set out in Clause 6.1.1 and 6.1.3 of SS20a Scoping and Specification.</p>		

If the Technical Evidence submitted within the Award Criteria – Verification of Technical Evidence questions has been deemed acceptable by the CAG and no further action is necessary, the Tenderer will progress to Award Criteria – Price and will not be required to undertake “Technical Evidence Request”.

Technical Evidence Request

Should a Tenderer fail to submit Technical Evidence or submit Technical Evidence that does not meet the requirements of SS20a Scoping and Specification and is therefore deemed unacceptable by the CAG, the Tenderer will be contacted via the secure eTendersNI messaging area with a request to submit further Technical Evidence.

Tenderers will be given a further **five working days** to provide further Technical Evidence via the secure eTendersNI messaging area. This further evidence will then be reviewed by the CAG, who will verify if it meets the requirements of SS20a Scoping and Specification and is therefore acceptable.

Should the CAG require clarification on any of the evidence submitted, Tenderers may be requested to attend a clarification meeting with the CAG to verify HOW the evidence submitted meets each of the relevant technical requirements of the Scoping and Specification SS20a.

Submitting Technical Evidence during Technical Evidence Request that does not meet the requirements of Scoping and Specification SS20a and is therefore deemed unacceptable by the CAG, or failure to submit the evidence when requested during Technical Evidence Request within the required deadline, will lead to the elimination of that tender bid.

Tenderers must achieve a ‘Pass’ at Verification of Technical Evidence to progress to Award Criteria – Price.

Evaluation Step 3 – Financial Envelope – Award Criteria – Price



The evaluation of Price in this tender will be based on prices submitted within the SS19a - Pricing Schedule attached within the relevant Financial Envelope for the Section(s) bid for.

Should clarification be required on any part of the Commercial Response which cannot be adequately addressed via the secure messaging system on eTendersNI, Tenderers may be requested to attend a meeting to provide clarification/substantiation in relation to any anomalies which could constitute an obvious error/ambiguity or those which may hinder the evaluation process.

All tenderers must follow the Instructions detailed within the SS19a - Pricing Schedule in full.

Details of how each Section will be evaluated are shown below:

Sections 1 – 5: Maintenance of Patient Related Weighing Scales

Acute: Planned Preventative Maintenance (PPM)

The “Planned Preventative Maintenance” (Fixed 3 Year) Cost for each “Scale Weight Capacity” will be multiplied by the “Quantity” to achieve a “Total PPM” cost for each “Scale Weight Capacity”.

The “Total PPM” cost for each “Scale Weight Capacity” will be added together to achieve a “Total Annual Cost for Planned Preventative Maintenance” for each Acute Section.

Weight Test

The “Weight Test – ON–SITE” (Fixed 3 Year) Cost for each “Scale Weight Capacity” will be multiplied by the “Quantity” to achieve a “Total cost for Weight Test – ON–SITE” for each “Scale Weight Capacity”. The “Total cost for Weight Test – ON–SITE” for each “Scale Weight Capacity” will be added together to achieve a “Total Annual Cost for Weight Test – ON–SITE” for each Section.

The “Weight Test – OFF–SITE” (Fixed 3 Year) Cost for each “Scale Weight Capacity” will be multiplied by the “Quantity” to achieve a “Total cost for Weight Test – OFF–SITE” for each “Scale Weight Capacity”. The “Total cost for Weight Test – OFF–SITE” for each “Scale Weight Capacity” will be added together to achieve a “Total Annual Cost for Weight Test – OFF–SITE” for each Section.

The “Total Annual Cost for Weight Test – ON–SITE” for each Section will be added together to the “Total Annual Cost for Weight Test – OFF–SITE” for each Section to achieve a “Total Annual Cost for Weight Test” for each Section.

Community: Planned Preventative Maintenance (PPM)

The “Planned Preventative Maintenance” (Fixed 3 Year) Cost for each “Scale Weight Capacity” will be multiplied by the “Quantity” to achieve a “Total PPM” cost for each “Scale Weight Capacity”.

The “Total PPM” cost for each “Scale Weight Capacity” will be added together to achieve a “Total Annual Cost for Planned Preventative Maintenance” for each Community Section.

Total Servicing Cost

The “Total Annual Cost for Planned Preventative Maintenance” for each Acute Section, the “Total Annual Cost for Weight Test” for each Section and the “Total Annual Cost for Maintenance of Patient Related



“Weighing Scales” for each Community Section will be added together to produce the “Total Annual Servicing Cost per Section”.

The “Total Annual Servicing Cost per Section” will be multiplied by 5 to produce a “Total 5 Year Servicing Cost” for each Section.

Hourly Repair Rate Scenario

A scenario will be used to assess Repair Rates for During Normal Working Hours.

During Normal Working Hours – A scenario of repair visit (as per table below) will be used, utilising costs submitted within the relevant Part A of the SS19a Pricing Schedule.

The cost of each repair visit will be calculated to include one call - out charge and 2 hours labour. The repair visit cost will then be multiplied by the number of repairs for the relevant Section as shown in the table below to calculate the total scenario cost for During Normal Working Hours repair visits.

Section	During Normal Working Hours Estimated Number of Repairs Per Annum
Section 1 A - BHSCT	150
Section 2 A - NHSCT	47
Section 3 A - SEHSCT	50
Section 4 A - SHSCT	76
Section 5 A - WHSCT	84

The “Total Cost for repairs for During Normal Working Hours” will then be multiplied by 5 to produce a “Total Five Year Repair Rate Scenario” for each Section.

Electrical Safety Test Scenario

The “Cost per Unit” for each test per Section will be multiplied by the “Estimated Annual Usage” to produce a “Total Electrical Safety Test Cost” per Section.

The “Total Electrical Safety Test Cost” per Section will be multiplied by 5 to produce the “Total Five Year Electrical Safety Test Cost” for each Section.

Re-Verification of Scales Scenario

The “Cost per Unit” for each “Scale Weight Capacity” will be multiplied by the “Estimated Annual Usage” to achieve a “Total Re-Verification of Scales” cost for each “Scale Weight Capacity”. The “Total Re-Verification of Scales” cost for each “Scale Weight Capacity” will be added together to achieve a “Total Annual Cost for Re-Verification of Scales” for each Section.

The “Total Annual Cost for Re-Verification of Scales” per Section will be multiplied by 5 to produce the “Total Five Year Re-Verification of Scales Cost” for each Section.

Final Calculation Total



The “Total 5 Year Servicing Cost” for each Section” for each Section, the “Total Five Year Repair Rate ” for each Section, the “Total Five Year Electrical Safety Test Cost” for each Section and the “Total Five Year Re-Verification of Scales Cost” for each Section will be added together to achieve a “Final Overall Calculation Total” for Award Criteria - Price for each Section.

Calculation Method – Percentage Weighted Score

“Final Overall Calculation Total” will be evaluated out of 100% as detailed below:-

The “Final Overall Calculation Total” is then converted into a percentage-weighted score (PWS) attributed to price using the formula below.

$$\text{PWS (\%)} = \frac{\text{Price of the lowest compliant tender submitted}}{\text{Price of the tender being assessed}} \times 100\%$$

This will allow each Tenderer to achieve a percentage score out of 100%, calculated to two decimal places for **each Section**.

The Tenderer with the lowest “Final Overall Calculation Total” will be awarded a score of 100% for **each Section** bid for. The remaining Tenderers will be allocated a pro rata percentage using the formula above for **each Section**.

In instances where Tenderers achieve the same overall score and there is a tie-break situation, the Tenderer with the lowest “Total Annual Servicing Cost per Section” for each Section will be awarded the Contract.

NB It is each Tenderer’s responsibility to ensure the accuracy of the figures inserted against all lines.

Should a Tenderer not accept an award, the Contract award will be offered to the next ranked bidder.

Award Criteria Marking Scheme Table

Criterion	Sub Criterion /Question Number	Weighting
Quality		
Award Criteria Question – Quality Q 5.3		Pass or Fail
Award Criteria – Verification of Technical Evidence – Evaluation Step 2		
Evidence of Staff Competency		Pass or Fail
Evidence of Company Competency		Pass or Fail



Price		
Price	Section 1: BHSCT	100%
	Section 2: NHSCT	100%
	Section 3: SEHSCT	100%
	Section 4: SHSCT	100%
	Section 5: WHSCT	100%