

APPENDIX A

CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONS

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
1.1 1.1 (a) 1.1 (b) (i) 1.1 (b) (ii) 1.1 (c) 1.1 (d) 1.1 (e) 1.1 (f) 1.1 (g) 1.1 (h) 1.1 (i) (i) 1.1 (i) (ii) 1.1 (j) (i) 1.1 (j) (ii) 1.1 (k) 1.1 (m) 1.1 (n) 1.1 (o) 1.1 (p)	Potential Supplier Information Full name Registered office Registered website address Trading status Date of registration Company registration number Charity registration number Head Office DUNS number Registered VAT number Appropriate professional/trade registration If yes, details Legal required for professional/trade registration If yes, details Relevant classifications SME Persons of Significant Control Details of immediate parent company Details of ultimate parent company	0%	0%
1.2 1.2 (a) (i) 1.2 (a) (ii) 1.3 (a) (iii) 1.2 (b) (i) 1.2 (b) (ii)	Bidding Model Bidding as lead contact for a group of economic operators Name of group of economic operators Proposed legal structure Use of sub contractors Sub Contractor details	0%	0%
1.3 1.3 (a)-(h)	Contact Details and Declaration Details completed	0%	0%
2 2.1 (a)	Grounds for Mandatory Exclusion Regulations 57(1) and (2): Criminal organisation Corruption Fraud	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
2.1 (b)	Terrorist offences Money laundering Child labour/human trafficking Breach of environmental obligations Breach of social obligations Breach of labour obligations Bankrupt/insolvency or winding-up proceedings Grave professional misconduct Agreements with other economic operators to distort competition Conflict of interest Preparation of procurement procedure Early termination of contract /damages/comparable sanctions In breach of obligations re: tax/social security contributions Measures taken		
2.2	Self cleaning measures	Pass/Fail	Pass/Fail
2.3 (a)	Breach of tax/social security obligations	Pass/Fail	Pass/Fail
2.3 (b)	If yes, further details		
3	Grounds for Discretionary Exclusion	Pass/Fail	Pass/Fail
	Regulation 57 (8)		
3.1 (a)	Breach of environmental obligations		
3.1 (b)	Breach of social obligations		
3.1 (c)	Breach of labour obligations		
3.1 (d)	Financial administration		
3.1 (e)	Guilty of grave professional misconduct		
3.1 (f)	Distorting competition		
3.1 (g)	Conflict of interest		
3.1 (h)	Involved in preparation of procurement		
3.1 (i)	Significant or persistent deficiencies		
3.1 (j)	Statement response		
3.2	If yes, self cleaning		
Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
4 and 5 4.1	Economic and Financial Standing	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
4.2 5.1 5.2 5.3	Audited accounts or alternative means of demonstrating financial status Minimal financial threshold Parent company accounts Parent company guarantee Bank guarantee		
6 6.1 6.2	Technical and Professional Ability Details of up to three contracts Evidence of healthy supply chains maintained with sub-contractors Sub contract supply chain management	0%	0%
7 7.1 7.2	Requirements under Modern Slavery Act 2015 Relevant commercial organisation Compliant with annual reporting requirements	Pass/Fail	Pass/Fail
8	Additional Questions:		
8.1	Insurance	Pass / Fail	Pass/Fail

3. CRITERIA FOR ASSESSING TENDER RESPONSES

Only those Bidders which pass the Selection Questions will have their tenders evaluated using this scheme.

Section Headings and Sub-Headings	Maximum Score Available	Weighting Within Sub-Heading
Quality Company vehicle compliance Employee licensing	0%	Pass/Fail Pass/Fail
* Price (exclusive of VAT) Route pricing	100%	100%
Total	100%	

Pricing should be shown per journey (which normally includes a return journey). Unit rates and prices must be quoted in pounds and decimals of a pound. Such decimals need to be restricted to two decimal places.

For the purpose of giving feedback to bidders at the end of the process, pricing will be converted to a percentage score using the following formula:

Lowest price for this route x 100%

Bidder's price for this route

So if the lowest price offered for a given route is from Bidder A at £20.00, and the price offered by Bidder B is £40.00,

Then Bidder A will score $\frac{£20.00}{£20.00} \times 100\% = 100\%$ Contract awarded

And Bidder B will score $\frac{£20.00}{£40.00} \times 100\% = 50\%$