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| **INVITATION TO TENDER** |
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| **Invitation to Tender (ITT)****for the Provision of Health and Safety Advisor Services****Ref: WLWA/002/2025****DATE OF ISSUE – Saturday 22nd February 2025****CLOSING DATE – Tuesday 25th March 2025** **CLOSING TIME – 16:00 (GMT)** |
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| **WLWA Person dealing with this process** | Kailash Dholliwar |
| **Contact details** | Telephone: 07917075876e-mail address: kailashdholliwar@westlondonwaste.gov.ukAll correspondence must be communicated via email to procurement@westlondonwaste.gov.uk Please note any correspondence or submission emailed to any other address will result in an automatic fail and will not be considered further.  |

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| **Tender Return Date and Time** | **Tuesday 25th March 2025 at 16:00 (GMT)** |
| **Tenders MUST be returned to:** | Electronically via: email to procurement@westlondonwaste.gov.uk. Please note any correspondence or submission emailed to any other address other than the one highlighted in this section, will result in an automatic fail and will not be considered further. |
| **Other Information** | N/A |

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# Introduction and background information

## Invitation

This Invitation to Tender (“ITT”), has been prepared by West London Waste Authority (“WLWA”) for use by the bidders to assist them in preparing solutions for WLWA’s provision of Health and Safety Consultancy Services contract. All intellectual property rights in the ITT are associated documents belong to WLWA.

## Introduction

West London Waste Authority (WLWA) is conducting this procurement through the West London Waste Authority’s main website [www.westlondonwaste.gov.uk](http://www.westlondonwaste.gov.uk) . Instructions for Tender submissions are outlined on page 2 of this ITT. In accordance with the Public Contracts Regulations 2015, WLWA’s needs and requirements are set out in this ITT.

This ITT sets out how WLWA intends to proceed with the procurement process and explains what the bidder is required to submit in response to this ITT.

The tender is for the purpose of appointing a Contractor for the provision of Health & Safety Consultancy Services for West London Waste Authority.

The requirements are further described in ‘Annex 2 – Specification’ and associated documents.

## Overview of Documentation

This ITT comprises a range of supporting appendices shown below which have been uploaded to the Portal.

Bidders are required to ensure that they have read and understood the ITT and supporting Appendices in its entirety in order to complete their Tender submission.

* Annex 1 – Terms and Conditions
* Annex 2 – Specification
* Annex 3 – Pricing Schedule
* Annex 4 – Form of Covering Letter
* Annex 5 – Declaration Documents
* Annex 6 – WLWA Low Carbon Procurement Charter
* Annex 7 – WLWA Low Carbon Procurement Charter SME Guidance
* Annex 8 – Mandatory Pass/Fail Supplier Response
* Annex 9 – Health & Safety WLWA Policy 2025

Please only submit the following:

* Annex 3 – Pricing Schedule
* Annex 4 – Form of Covering Letter
* Annex 5 – Declaration Documents
* Annex 6 – WLWA Low Carbon Procurement Charter
* Annex 8 – Mandatory Pass/Fail Supplier Response
* ITT Section 6.2.1 - Executive Summary
* ITT Section 7.8 – Quality Evaluation Questions responses

## 1.4 Procurement Timetable

WLWA is intending to follow the procurement timetable as shown below.

The timetable has been carefully considered to ensure an appropriate balance between (a) ensuring that the service commencement date is achievable; and (b) allowing sufficient time for bidders to develop their solutions.

Notwithstanding the above, WLWA reserves the right to change the timetable at any stage of the process and will notify bidders of any such changes as soon as reasonably practicable and in line with the Public Contract Regulations 2015.

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| **Activity** | **Dates and Time (GMT)** |
| Publish tender documents: | Saturday 22nd February 2025 |
| Deadline for Clarification Questions: | Tuesday 11th March 2025 at 14:00 (GMT) |
| Clarifications made available on West London Waste Authorities website [www.westlondonwaste.gov.uk](http://www.westlondonwaste.gov.uk) where the ITT is published:  | Thursday 13th March 2025 at 15:00  |
| Deadline for Tender Returns: | Tuesday 25th March 2025 at 16:00 (GMT) |
| Evaluation of Tenders: | Thursday 27th March – Friday 4th April 2025  |
| Notification of Award (Estimated): | W/C Monday 14th April 2025 |
| Confirm Contract Award and Contract Start Date (Estimated): | Monday 21st April 2025 |

## 1.5 Background Information

### 1.5.1 West London Waste Authority

West London Waste (WLWA) is a statutory Waste Disposal Authority (WDA) formed in 1986. WLWA is responsible for disposing of waste collected by the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames. About 1.7 million people live in this area, which covers 38,000 hectares.

Each borough is represented by one chosen Member, who is a Councillor in their respective borough. Councillors attend five meetings each year on behalf of WLWA. Legislation states that WLWA must transport and recycle/dispose of waste collected or generated by these six constituent boroughs and provide facilities for receiving waste collected by them. To meet this requirement WLWA has three waste transfer stations located in Hillingdon, Brent and Hounslow.

WLWA is primarily funded by a levy paid by the six boroughs. Some income is generated by other charges, including charges paid by businesses for the disposal of their waste. Further background can be found in WLWA Waste Strategy by following URL [WLWA Waste Strategy](http://westlondonwaste.gov.uk/about-us/waste-strategy/)

### 1.5.2 Vision, Mission and Purpose



WLWA’s values are **Partnership, Leadership, Agile and Empower** and the culture wheel below shows the linkage with our purpose, mission and vision.

**WLWA Culture Wheel**



We have been focusing on treating our waste as a valuable resource for many years and making the best use of what we handle in an effort to move away from a ‘linear economy’ (take-make-discard). We have been successfully diverting waste from landfill over the last 5 years and we are continuing to innovate ourselves to move towards a more circular economy — a way in which the society recirculates materials to keep them in use for longer through reuse, repair, remanufacture and recycle and design out waste from our system. This means that we are extracting less raw/virgin materials and reducing pollution and our impacts on the natural environment.

Waste Authorities have key roles to play to facilitate a circular economy and enable the public to embed the principles into their daily lives by acting as a ‘resource transformation body’. WLWA launched the Circular Economy Team to drive innovative changes within the waste sector.

Our 6 west London Boroughs declared a climate emergency in 2019 and are now placing a greater focus on the fight against climate change, setting a target of net zero emissions by 2030. WLWA is working together in partnership with the boroughs and has also adopted a net zero emission target.

The focus of this contract is to provide a high quality service, delivered in a flexible and responsive manner, in line with WLWA’s vision, mission and purpose. To satisfy WLWA’s and its constituent boroughs on-going and varying waste transport and associated needs as they may arise, throughout the life of this contract. The Contractor must be able to provide services, in line with any changes to statutory requirements.

# Scope of the Service

The Contractor shall be responsible for undertaking the following service:

The Contractor will be responsible for fulfilling Health, Safety & Environmental compliance support to West London Waste Authority in accordance with section 3.1.3 of our Health and Safety Policy and as per the requirements outlaid in the Annex 2 – Specification.

## 2.1 Key Objectives

# To keep the waste moving safely, ensuring compliance and excellence in safety and environmental processes.

# 3. Contract

## 3.1 Contract Governance

The contract will be managed by WLWA Operations Manager Jaz Ahluwalia.

## 3.2 Contract Term

The Term shall commence on Monday 21st April 2025 and will continue until Tuesday 20th April 2027 with an option to extend for a further 12 months subject to satisfactory performance and Contracting Authority Board Approval. For absolute clarity, this contract is formed as a 2 + 1 term.

## 3.3 Contract Terms

The Terms used in this document are defined in Annex 1 (Terms and Conditions).

Please note that WLWA will not enter into any post tender negotiations. Clarifications will only be discussed in accordance with the Public Contracts Regulations 2015, where they do not put any bidder at a disadvantage; nor distort competition; nor adversely affect the integrity of the competitive tendering process.

# 4. Specification

For the contract Specification please see Annex 2 - Specification.

# 5. Tender Completion Information

## 5.1 Purpose and Scope of this ITT

This ITT:

* Requires bidders to submit their tenders in accordance with the instructions set out in the remainder of this ITT;
* Sets out the overall timetable and process for the procurement to bidders;
* Provides bidders with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant);
* Sets out the award criteria and the tender evaluation model that will be used to evaluate the tenders; and
* Explains the administrative arrangements for the receipt of tenders.

## 5.2 Clarifications about the Services or ITT

Where there is uncertainty with any element of the tender, WLWA will provide any additional information required. Questions must only be submitted via the communication channel outlined in page 2 of this ITT. Answers will be distributed as soon as possible to **all** Tenderers via a clarification log and will be made available no later than Thursday 13th March at 15:00. The deadline date for questions to be received is contained within the tender timetable on page 6 of this ITT. Any questions received after this date will not be answered.

WLWA will respond to all reasonable requests for clarifications as soon as possible. If a bidder wishes WLWA to treat a clarification as confidential and not issue the response to all bidders, it must state this when submitting the clarification. If, in the opinion of WLWA, the clarification is not confidential, WLWA will inform the bidder and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all bidders.

The deadline for receipt of clarifications relating to the services for this ITT is set out in the timetable.

Any enquiries or requests for clarification of any matters arising from this ITT should be sought from the Contracts Manager at WLWA and must be made in writing via email to procurement@westlondonwaste.gov.uk

Bidders are advised not to rely on communications from WLWA in respect of the Services or ITT unless they are made in accordance with these instructions.

## 5.3 Clarifications about the Contents of the Tenders

WLWA reserves the right (but shall not be obliged) to seek clarification of any aspect of a bidder's tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Bidders are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly.

## 5.4 Deadline for Receipt of Tenders

Tender responses shall be submitted in the manner prescribed within this ITT and by no later than Tuesday 25th March 2025 at 16:00 GMT on the date shown within the timetable set out above or any subsequent date or time that may be communicated by WLWA in accordance with the ITT instructions.

Any tender that is received after the specified submission date and time will not be opened or considered. WLWA may, however, in its own absolute discretion, extend the submission date and in such circumstances WLWA shall notify all bidders of any change.

## 5.5 References

Bidders may be requested to supply references. References will be used to verify the technical proposals put forward in the tender and will not be scored.

WLWA reserves the right to seek references from any of the bidder's customers, including WLWA, whether or not the bidder has listed such customers as referees.

## 5.6 Contract Award

Once the process is completed WLWA may award the contract on the basis of a tender submitted in accordance with these instructions.

Contract award is subject to the formal approval process of WLWA. Until all necessary approvals are obtained and the standstill period completed, no Contract will be entered into.

WLWA does not bind itself to accept any offer, and reserves the right to accept tenders in whole or in part.

Once WLWA has reached a decision, it will notify all bidders of that decision.

## 5.7 Debrief

The Contract award notification will be sent to each bidder. WLWA will inform all unsuccessful bidders of the identity and relative advantages and characteristics of the successful tender as compared with the addressee's tender.

# 6. Instructions to Bidders

## 6.1 Formalities

Tenders must be submitted via email to procurement@westlondonwaste.gov.uk

## 6.2 Tender Submission Checklist

Tenders shall contain all of the information/documentation as detailed below (Contents of a Final Tender):

* Executive Summary (see section 6.2.1 of this ITT)
* Method Statement (see section 7.8 of this ITT)
* Completed ITT Bid Forms:
	+ Annex 3 – Pricing Schedule
	+ Annex 4 – Form of Covering Letter
	+ Annex 5 – Declaration Documents
	+ Annex 6 – WLWA Low Carbon Procurement Charter
	+ Annex 8 – Mandatory Pass/Fail Supplier Response

Bidders are only to submit **ONE** compliant solution.

### 6.2.1 Executive Summary

The bidder must provide an executive summary and introduction to your tender, which should include the following headings and details. This is for information only and will not be separately evaluated but will help WLWA with its consideration of each solution.

The details of the bidder completing the Tender documentation comprising:

* Name of corporate body including status of liability e.g. public limited company or European equivalent.
* Company registered number
* Registered address

The name of the legal organisation and the names of any group members who are providers of the key services, together with the services which they are to provide listed alongside them.

The name and contact details of the person dealing with this submission on behalf of the bidder and the level of WLWA this individual has been empowered to submit the Tender as set out below:

* Name
* Position in Organisation (including groups)
* Address
* E-mail
* Telephone

The contact names, numbers and descriptions of the roles of all relevant persons within the bidder’s consortia or team;

Details of or confirmation there are no changes (existing or imminent) to the bidder’s eligibility to tender (Regulation 57 requirements), financial standing, legal or organisational structures that may have or are likely to have a material impact on the information submitted as part of, or subsequent to, the SQ submission.

### 6.2.2 Method Statement

Bidders must provide a method statement response to each of the evaluation questions listed in detailed in section 7.8 of this ITT. The bidder must attempt to provide a response to each of the questions to demonstrate ability to carry out the work and your understanding of the Services required outlined in the Specification. Failure to provide a completed method statement for each evaluation question will result in a fail.

### 6.2.3 Pricing Schedule

Bidders must complete the relevant Pricing Schedule to complete the Tender submission. Failure to provide all completed sections within the Pricing Schedule will result in a fail.

### 6.2.4 References

Please provide two references to include customer name, contact details, contract price, start date/duration of contract and description of service undertaken.

6.2.5 The Climate Emergency and Delivering Low Carbon Outcomes

To achieve this as effectively as possible, WLWA has identified where some of the biggest risks and opportunities exist for carbon reduction within WLWA’s supply chain and procurement categories and has developed suitable tender questions on that basis. Bidders are encouraged to provide solutions to support WLWA in its climate goals.

Successful bidders will be required to sign WLWA’s Climate Commitment Charter (please refer to Annex 6 for Charter and Annex 7 for SME guidance) to support WLWA in achieving its low carbon objectives.

The bidder should consider how they are measuring the carbon and other GHG emissions from their organisation, and how they plan to reduce those emissions, including setting targets to monitor progress, with a particular focus on the scope of this contract.

Responses should include consideration of the key areas where carbon and GHG emissions come from: for example, direct energy use, transport & distribution (including staff travel), materials and components including packaging, and waste & recycling. In the context of this contract, bidders should ensure that they describe:

* How they will identify opportunities to reduce carbon during the stages of the service during this contract, as relevant to their service. Where physical goods are used or supplied this should include manufacture; transport & distribution; in-use energy consumption; packaging; and the end-of-life phase.
* How these requirements will be cascaded into their own supply chains including the support and training they give to their staff and supply chain to enable them to contribute to delivering sustainable and low carbon outcomes.
* Innovative and alternate sources of power, energy efficiency of equipment used, designing for circular economy considerations as part of this contract
* How they will measure and evaluate reductions and savings made against a baseline and how these will be evidenced and reported to the WLWA

WLWA’s climate emergency webpage:

<https://westlondonwaste.gov.uk/climate-emergency>

## 6.3 Submission Guidelines

Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.

DO NOT leave your response until the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected by WLWA - always upload generic information early to avoid last minute time pressure).

We recommend that you keep attachments to a manageable size to ensure ease & speed of access. Only attach documents that WLWA has requested.

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Please attach files only into the questions specified by WLWA. When attaching files that WLWA has asked for an attachment at question level, upload the file to the correct question in order to complete your response.

The following requirements must be adhered to when submitting Tenders:

* All Response questionnaires must be completed;
* The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT;
* Each uploaded document must be uniquely named or referenced; and
* Electronic documents of the Tender shall be in either Microsoft Office or PDF formats only.

The tender must be clear, concise and complete. WLWA reserves the right to mark a bidder down or exclude them from the procurement if its tender contains any ambiguities or lacks clarity. Bidders should submit only such information as is necessary to respond effectively to this ITT. Unless specifically requested, extraneous presentation materials are neither necessary nor desired. Tenders will be evaluated on the basis of information submitted by the deadline.

Where the bidder is a company, the tender must be signed by a duly authorised representative of that company. Where the bidder is a consortium, the tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has the authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading.

## 6.4 Assessment Questions for Completion by Bidders

Responses to individual text questions will be limited to a character restriction, please ensure you check the restriction before compiling your response. Diagrams/appendices are not included in word count. Questions are to be found in the response questionnaires in the e-tendering portal.

Where WLWA has stated a page limit for each or any of the technical questions, Tenderers should be aware that WLWA will not evaluate any subsequent pages that exceed the stipulated page limits. Additional attachments and images will also not be evaluated.

Evaluators will not cross reference information from one question to another question, regardless of its relevance or quality; evaluators will only consider information that is provided in response to the question and that it complies with all of the above, any other information will be disregarded.

All tenders received by the deadline will be checked for compliance with the submission requirements set out in this ITT. If WLWA does not consider a bid compliant, it reserves the right not to carry out any further evaluation and may eliminate the bidder from the procurement.

Bidders must respond to all of the questions in e-tendering response questionnaires. The bidder should ensure answers are as clear and concise as possible.

All proposals contained in a tender must be capable of delivery and the Tender must have commitment from within the bidder's organisation.

Tenderers are not permitted to submit Variant Bids of the same Lot (contract) to the Authority.

## 6.5 Consortia and Subcontractors

WLWA requires all bidders to identify whether and which subcontracting or consortium arrangements apply in the case of their Tender and precisely which entity they propose to be the Contractor

For the purposes of this ITT, the following terms apply:

* **Consortium arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Contractor and envisage that they will establish a special purpose vehicle as the prime contracting party with WLWA.
* **Subcontracting arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Contractor, but envisage that one of their number will be the Contractor, the remaining members of that group will be subcontractors to the Contractor.

## 6.6 Warnings and Disclaimers

While the information contained in this ITT is believed to be correct at the time of issue, neither WLWA, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its annexes) and in respect of any other written or oral communication transmitted (or otherwise made available) to any bidder. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of WLWA.

If a bidder proposes to enter into a contract with WLWA, it must rely on its own enquiries and on the Terms and Conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of WLWA (or any other person) to enter into a contractual arrangement.

## 6.7 Confidentiality and Freedom of Information

This ITT is made available on condition that its contents (including the fact that the bidder has received this ITT) is kept confidential by the bidder and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the bidder to submit a Tender.

As a public body, WLWA is subject to the provisions of the Freedom of Information Act 2000 in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

WLWA shall treat all bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.

While WLWA aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, bidders are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to WLWA in the template provided in the qualification questionnaire.

Bidders should be aware that, in compliance with its transparency obligations, WLWA routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

## 6.8 Publicity

No publicity regarding the services or the award of any contract permitted unless and until WLWA has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of WLWA.

## 6.9 Bidder Conduct and Conflicts of Interest

Any attempt by bidders or their advisors to influence the contract award process in any way may result in the bidder being disqualified. Specifically, bidders shall not directly or indirectly at any time:

* Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance;
* Enter into any agreement or arrangement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender;
* Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender;
* Canvass WLWA or any employees or agents of WLWA in relation to this procurement;
* Attempt to obtain information from any of the employees or agents of WLWA or their advisors concerning another bidder or tender; and
* Commit or attempt to commit any act that would constitute an offence under the Bribery Act 2010.

Bidders are responsible for ensuring that no conflicts of interest exist between the bidder and its advisers, and WLWA and its advisors. Any bidder who fails to comply with this requirement may be disqualified from the procurement at the discretion of WLWA.

## 6.10 WLWA's Rights

WLWA reserves the right to:

* Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by WLWA;
* Seek clarification or documents in respect of a bidder's submission;
* Disqualify any bidder that does not submit a compliant tender in accordance with the instructions in this ITT;
* Disqualify any bidder that is guilty of serious misrepresentation in relation to its tender, expression of interest, or the tender process;
* Withdraw this ITT at any time, or to re-invite tenders on the same or any alternative basis;
* Choose not to award any contract as a result of the current procurement process; and
* Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

## 6.11 Bid Costs

WLWA will not be liable for any bid costs, expenditure, work or effort incurred by a bidder in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by WLWA.

## 6.12 TUPE

N/A

## 6.13 Guarantees

WLWA may require each bidder to confirm the identity of a guarantor of its obligations under any contract(s). This guarantor should be the ultimate parent company of the bidder, except in exceptional circumstances. In the case of consortia, WLWA will require confirmation that the consortium will provide either a parent company guarantee from the lead consortium member or an equivalent level of security.

# 7. Tender Evaluation Model

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of MEAT evaluation (**M**ost **E**conomically **A**dvantageous **T**ender).

Bidders are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure WLWA has the correct information to make the evaluation. Evasive, unclear or hedged tenders may be discounted in evaluation and may, at WLWA's discretion, be taken as a rejection by the bidder of the terms set out in this ITT.

The Tender Evaluation Model showing the MEAT Evaluation Criteria and the maximum scores attributable to them is set out below.

## 7.1 Procurement Evaluation Criteria

Bidders are required to complete the following documents for the purpose of evaluation:

* Annex 8 Mandatory Pass/Fail questions
* Quality/Technical Evaluation (Method Statements as outlined in 7.8 of this ITT); and
* Annex 3 Pricing Schedule

Any bidder that fails a qualification question will be eliminated from the process and the technical and commercial evaluations will not be taken into consideration.

After all scenarios and variations have been assessed the highest scoring bidder for the most economically advantageous option for WLWA will be recommended for award of each contract.

The M.E.A.T calculation will be based on 60% of the points being awarded for Quality/Technical assessment and 40% of the points being awarded for the Commercial assessment (Price).

## 7.2 Quality / Technical Evaluation

Evaluation criteria are set out below.

**Evaluation Criteria:**

|  |  |  |
| --- | --- | --- |
| **Quality/Technical Evaluation** | **Area weighting** | **Overall weighting** |
| Bidder starting date confirmation  | Mandatory Pass / Fail | **-** |
| Bidder Insurances  | Mandatory Pass / Fail  | **-** |
| Method Statement 1 | **10%** | **60%** |
| Method Statement 2  | **10%** |
| Method Statement 3  | **10%** |
| Method Statement 4  | **20%** |
| Method Statement 5  | **10%** |
| Total for Quality/Technical | **100%** |
| **Commercial - Cost** | **Area weighting** | **Overall weighting** |
| **Cost Submission** | **100%** | **40%** |
| **Total** |  | **100%** |

## 7.3 Scoring Methodology

Each question response will be assessed and scored using the following scoring methodology:

|  |  |
| --- | --- |
| **Score** | **Description** |
| 0 | The information required is either omitted or fundamentally fails to meet the relevant submission requirements or to address WLWA's requirements. Insufficient evidence to support the proposal to allow WLWA to evaluate. **Unacceptable** |
| 1 | The information submitted has insufficient evidence to demonstrate that the relevant submission requirements or WLWA’s requirements can be met. Significant omissions, serious and/or many concerns. **Poor** |
| 2 | The information submitted has a number of omissions in respect of the relevant submission requirements or WLWA's requirements. The Tender implies the basic requirements in some respects but is unsatisfactory in other respects and raises many concerns. **Sub-standard** |
| 3 | The information submitted provides good evidence to meet the majority of the relevant submission requirements or WLWA’s requirements and is satisfactory in most respects. There may be some minor omissions but overall there are no major concerns or key omissions. **Good** |
| 4 | The information submitted provides good evidence that all the submission requirements or WLWA's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. **Very Good** |
| 5 | The information submitted provides strong evidence that all the submission requirements or WLWA's requirements can be met and the proposal exceeds expectation i.e. exemplary in the industry, provides full confidence and no concerns. **Outstanding** |

Tenderers scoring a **2 OR UNDER** against any single criteria will be disqualified from the process.

## 7.4 Pricing Evaluation

Only Tenders that first pass the required threshold in the Quality/Technical evaluation (final submission) will be included in the price evaluation.

Bidders should complete the yellow marked fields only, within the Annex 3 – Pricing.

The best (lowest) price receives the maximum score in this section; the remaining bids receive a score pro rata to the best price using the following calculation.

**Percentage Available (%) x (Lowest Fee/Your Fee)**

WLWA reserves the right to scrutinise and, if appropriate, reject any offers that appear to WLWA in their sole opinion to be abnormally low in accordance with the procedure described in Regulation 69 of the Public Contracts Regulations 2015.

## 7.5 Clarifications

WLWA reserves the right to ask clarification questions to clarify any areas with bidder’s submissions that are unclear.

WLWA reserves the right to scrutinise and, if appropriate, reject any offers that appear to WLWA in their sole opinion to be abnormally low in accordance with the procedure described in Regulation 69 of the Public Contracts Regulations 2015.

## 7.6 Evaluation Panel and Moderation

Each member of the evaluation panel will assess each bid separately. A moderation process will then be undertaken with the evaluation panel to discuss and agree an overall single consensus score for each response where individual evaluator scores differed in relation to a bidder’s response to a question.

Each question will be awarded a consensus score in accordance with the scoring scale (i.e. 0-5). This consensus score will be divided by the highest score available for that question (i.e. 5) to give a percentage score. The percentage score will then be multiplied by the question weighting to provide a weighted score for each question.

All weighted scores from each award criterion will then be added together to give a final quality score total for each bid.

## 7.7 Final Evaluation & Award Recommendation

After all bids have been assessed following the process outlined above, the highest scoring bidder will be recommended for the award.

The Quality/Technical score and Price score will be combined to produce final scores for all bidders that have first passed the Quality/Technical threshold.

The award of each Contract will then be subject to the internal approval processes and governance of WLWA.

## 7.8 Evaluation Questions

| **Method Statement – Quality/Technical** | **Weighting** |
| --- | --- |
| **Bidders must indicate if they are able to meet the Monday 21st April 2025 start date** | **Pass / Fail** |
| **Bidders Insurances****It is a requirement of this contract that the supplier holds, or can commit to obtaining, before the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:** **Public Liability Insurance £2m****Professional Indemnity Insurance £5m****Employers liability Insurance £10m** | **Pass / Fail** |
| **Method Statement 1 –** **Understanding H&S in a Waste Management Environment.** Bidders are required to demonstrate their understanding of Health & Safety within a Wast Management environment. As a minimum response, bidders must demonstrate the following:* Description and types of waste services the bidder has worked with and how this will benefit WLWA.
* Examples of health and safety projects undertaken, including any specific challenges faced and how they were addressed
* List of certifications and accreditations relevant to waste management and H&S (ISO 4001, etc…)

**Bidder guidance:** A maximum of 2 A4 pages in Arial size font 11 is allowed for this submission. For clarity, any information supplied after the first 2 pages will not be considered or part of the evaluation.  | **10%** |
| **Method Statement 2 – Approach to identifying, assessing and mitigating health and safety risk** Bidders are required to demonstrate their methodology to identifying, assessing and mitigating health and safety risk with onsite waste management operations. As a minimum response, bidders must demonstrate the following:* Outline their risk assessment process (including regularity, methods used, and stakeholder engagement)
* Descriptions of common hazards identified in waste management and control measures implemented.
* Tools or software used for risk management and reporting
* Administrating on our H&S platform – Work Wallet

Examples of past assessments and how findings led to improvements in safety practices.**Bidder guidance:** A maximum of 2 A4 pages in Arial size font 11 is allowed for this submission. For clarity, any information supplied after the first 2 pages will not be considered or part of the evaluation.  | **10%** |
| **Method Statement 3 – Change Management and Compliance with UK Health and Safety Legislation**Bidders are required to demonstrate how they manage their operations of staff incoming and outgoing whilst ensuring operational efficiency and compliance to latest legislation required by UK H&S law. As a minimum response, bidders must demonstrate the following:* Processes for managing staff changes and ensuring minimum disruption to the delivery of the contract
* Approach to engaging and leading with the process of achieving accreditations such as ISO 14001, 45001 and BS18001
* Approach to monitoring compliance (regular audits, employee training)
* Processes for staying up to date with UK health and Safety Laws, guidance and best practice.

**Bidder guidance:** A maximum of 2 A4 pages in Arial size font 11 is allowed for this submission. For clarity, any information supplied after the first 2 pages will not be considered or part of the evaluation.  | **10%** |
| **Method Statement 4 – Contract and Performance Management**The bidder must have capability to ensure that an effective level of performance is maintained throughout the Term of the contract. As a minimum response, bidders must demonstrate the following,* **Key Performance Indicators (KPIs)**: Outline the top 5 KPIs you will use to measure health and safety performance.
* **Site Audits**: Detail your process for conducting regular site audits and how you will close off actions identified during these audits.
* **Hazard Card Management**: Describe your approach to closing hazard cards following incident and accident investigations.
* **Accreditation Achievement**: Provide evidence of your ability to achieve and maintain relevant health and safety accreditations.
* **Audit Performance**: Explain your strategy for consistently striving for 100% scores in health and safety and environmental audits.
* **Regulatory Compliance**: Demonstrate your methods for ensuring compliance with the Environment Agency regulations.
* Provide any improvement/efficiency monitoring that will be undertaken throughout the contract.

**Bidder guidance:** A maximum of 4 A4 pages in Arial size font 11 is allowed for this submission. For clarity, any information supplied after the first 4 pages will not be considered or part of the evaluate on.  | **20%** |
| **Method Statement 5 – Timescales** The bidder must provide a detailed outline of your approach to managing and delivering the varying health and safety consultancy services listed within the specification. The response must include the following: * How you will plan to fit our projects into your schedule
* A breakdown on how you will allocate resources (including personnel) to ensure timely delivery
* Your strategy for managing potential delays or issues that can impact service delivery
* Your approach to meeting fast turnarounds for the following services
	+ Contractor RAMs review – within 2 working days
	+ Review of Risk Assessment following incident – within 2 working days
	+ Response to an accident – within 24 hours including weekends.

**Bidder guidance:** A maximum of 2 A4 pages in Arial size font 11 is allowed for this submission. For clarity, any information supplied after the first 2 pages will not be considered or part of the evaluation. | **10%** |
|  | **100%** |

**7.9 Price**

|  |
| --- |
| Weighting **40%** |
| **Guidance:**Bidders are to complete the pricing schedule. All fields highlighted in yellow must be completed. This contract is advertised on a fixed price basis. All prices shall be in GBP and exclusive of VAT. |
| **Marking Scheme:** |
| Only Tenders that first pass the required threshold in the Quality/Technical evaluation (final submission) will be included in the price evaluation.The best (lowest) price receives the maximum score in this section; the remaining bids receive a score pro rata to the best price using the following calculation.**Percentage Available (%) x (Lowest Fee/Your Fee)**WLWA reserves the right to scrutinise and, if appropriate, reject any offers that appear to WLWA, in their sole opinion, to be abnormally low in accordance with the procedure described in Regulation 69 of the Public Contracts Regulations 2015. |