

Coychurch Crematorium- Flower Court Extension

Tender Report
24th June 2022

Quality Management

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Prepared by	Kieran Loughlin	Signature (for file)	
Checked by	Lewis Westlake	Signature (for file)	
Authorised by	Simon Young	Signature (for file)	

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1. Introduction

Capita Real Estate and Infrastructure has been instructed to carry out a qualitative and quantitative tender evaluation for the construction of tender for the extension of the flower court at Coychurch Crematorium.

The tenderers have been scored based on both a quality submission as well as a price submission.

The tenders were sought via an open tender process carried out through e-tender Wales and an advert on Sell2 Wales.

2. Tenders Received

The tenders were invited on the following basis: -

- Single stage tender;
- JCT Minor Works Contract 2016
- Seven-week tendering period;
- In the event of an error, clarification, qualification or exclusion in the tender submission, the tenderer shall confirm or withdraw their tender
- The work to be carried out under one contract by a single contractor

During the tender period a number of requests were made for extensions to the tender period, it was agreed that the tender period would be extended to allow for suitably complete tenders to be returned. The final date for submission of tenders was agreed as 17th June 2022 at 12pm. This was notified on e-tender Wales to all parties.

One tender was returned on the 17th June 2022 via e-tender Wales. This tender was opened by BCBC's procurement team in line with the Council's procurement guidelines and released to Capita and the Crematorium staff for review on Monday 20th June 2022. The tender submission received were as follows: -

Tenderer	Cost
South Wales Contractors Ltd	£1,269,956.74

The tender received includes all provisional sums, contingencies and dayworks.

In view of the above tender results, Capita decided to scrutinise all the tenders received.

All the above tenders are exclusive of VAT.

3. South Wales Contractors Ltd

South Wales Contractors Ltd.'s tender was received on time and for the sum of £1,269,956.74 plus VAT.

Our arithmetical check of the priced tender breakdown submitted revealed no arithmetical errors in the computation of their overall tender sum.

Our analysis of the tender revealed the following points: -

- A total of £147,030.00 is included for preliminaries for the Works which represent 13% of the balance of the works costs. This is close to our expected figure of 15% and is at a similar level to the level we would anticipate for a project of this magnitude. This indicates that the level of management resource anticipated is appropriate for a project of this size.
- South Wales Contractors Limited have included their overheads and profit within their rates, it is therefore difficult to establish the total cost of this item.

4. Quality Scoring

The invitation to tender contained several quality questions which required submission with the tender. The tender was reviewed in terms of the quality criteria by the assessment panel on 21st June 2022.

The assessment panel was made up of representatives from:

- Coychurch Crematorium
- Capita Redstart (Architect)
- Capita Redstart (Cost Consultants)

All members of the assessment panel reviewed the tender submissions individually and discussed in an open forum and a consensus achieved prior to agreeing a moderated score for each question. The quality scoring represents 60% of the total marks for the tender.

The scores achieved for each question is detailed below:

Question	Score	Weighting (Out of 120)
1	4	96
2	4	96
3	3	72
4	4	96
5	5	120
Total weighted score (Out of 600)		480

Based on the criteria set out in the Evaluation Document, the total quality score converts to a percentage based on the overall score out of 600. Therefore, the total score is:

$$\text{Quality score} = (480/600) \times 60 = 48\%$$

5. Commercial Scoring

The commercial scoring was carried out by Capita's Cost Consultant, the Commercial Scoring represents 40% of the total score available. As detailed in the Evaluation Document the lowest tender will receive the full 40%.

As only one tender was received from South Wales Contractors Ltd, and this tender was complete and received on time it will receive the full **40%** of the score possible.

6. Conclusion

Following the full tender evaluation process carried out in line with the Evaluation Document, the combined Quality and Commercial Scoring is as follows:

Tenderer	Quality Score (60%)	Commercial Score (40%)	Total (100%)
South Wales Contractors Ltd	48%	40%	88%

Based on the details above following the tender review, South Wales Contractors Ltd have submitted the most economically advantageous tender. It would be our recommendation to engage them as successful tenderer to draw the process to a close subject to joint committee approval being granted.

