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## Mini-Competition Invitation – Professional Services (Lot1)

Date

The *Client* is

Name

Address for communications

Address for electronic communications

Under clause 7.2.4 of the MHA PSP3 Part 2:Framework information, we invite you to undertake in a mini competition under Lot 1.

The split of quality / price shall be 50% / 50%. The calculation of the overall score is detailed in **Annex A : Mini Competition Evaluation.**

### 1. Quality

The elements of quality derived from the framework *quotation information*, will represent

% of the quality mark.

(if you wish to use the quality scores from the tender enter 100% here. If you wish to add additional quality requirements, adjust the percentage accordingly)

The elements of quality derived from the mini competition quotation information, will represent

% of the quality mark. The items of the mini competition quality submission are

included in **Annex B : Quality**

### 2. Price

The elements of price derived from the framework quotation information, will represent

% of the price mark.

(if you wish to use the price scores from the tender enter 100% here. If you wish to determine price from the mini competition adjust the percentage accordingly)

The elements of price derived from the mini competition information, will represent

% of the price mark. The items of the mini competition price submission are

included in **Annex C : Contract Data**

### 3. Supplier Meeting

There shall be a supplier meeting on  at

at the following address

The supplier shall be allowed to bring **X** staff to the meeting and shall provide the clients contact with names at least 48 hours prior to the meeting.

(if no supplier meeting is planned delete section 3 above)

The Client may meet with the Suppliers to clarify their proposals prior to finalising the evaluation scores.

### 4. Deadline for Queries and Response

The deadline for queries in relation to the mini competition shall be

Suppliers shall return the mini competition documents by

The mini competition documents shall be returned to

Name

Email address

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## **Annex A : Tender Evaluation**

### **Marking of the Mini Competition Quality Score (QS)**

If the Tender scores from the framework quotation information are to be used then the scores for Quality, will be as per the tender and no further assessment is required.

AECOM = (TQ) ; Amey Consulting = (TQ)

If a blend is to be used the calculation shall be as follows:

Tender quality score (TQ) x percentage relevant = Tender quality mini competition factor (A)

Mini competition quality score (MCQS) x percentage relevant = Mini competition quality factor (B)

Total overall mini competition quality score (QS) = (A) + (B)

The mini competition score shall be calculated as follows:

The total scores for all the questions will be added together. The tenderer with the highest total quality score will be awarded a score of 50. The other total quality score will be adjusted on a pro-rata basis using the formula  $50 \times Q/HQ$  (where HQ is the highest quality score, and Q is the quality score being considered). This will become the mini competition quality score (MCQS).

The mini competition quality questions and marking system are included in Annex B : Quality.

### **Marking of the Price score**

If the Tender scores from the framework quotation information are to be used then the scores for Price, will be as per the tender and no further assessment is required.

AECOM = (TP) ; Amey Consulting = (TP)

If a blend is to be used the calculation shall be as follows:

Tender price score (TP) x percentage relevant = Tender price mini competition factor (C)

Mini competition price score (MCPS) x percentage relevant = Mini competition price factor (D)

Total overall mini competition price score (PS) = (C) + (D)

The mini competition score shall be calculated as follows:

The tenderer with the lowest tendered price will receive a score of 50 marks. The other tendered price will be scored on a pro-rata basis using the formula  $100 \times TL/T$  (where TL is the lowest tendered price, and T is the tendered price being considered). This will become the price score.

The pricing requirements will be detailed in the Annex C : Contract Data

## **Annex B : Quality**

**Client to add any specific quality questions here**

**Client to also add the mechanism for marking the quality responses**

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## **Annex C : Contract Data**

**Client to add relevant PSSC Contract Data or PSC Contract Data Parts 1 and 2**

## **Annex D : Form of Tender**