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| **tick** | Evaluation Panel Minutes / Report  Project *<project name>* |

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| **import-info** | Template instructions  These minutes can be adapted to suit your procurement activity. |

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|  | Evaluation summary |

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| --- | --- |
| Item | Response |
| Contract title: |  |
| Agency: |  |
| Scope of purchase: | Brief overview of the goods or services being purchased/provided. |
| Estimated cost (before tender) : | Estimated cost or cost range before going to market. |
| Contract term: | Initial:  Extension options: |
| Recommended or preferred supplier/s: | Name/s of recommended or preferred supplier/s.  Refer to recommendation. |
| Total contract value: | $  The contract value is based on estimated spending at this stage, but may change depending on budget and business demands. |
| Price basis: | Fixed for [term].  or  Fixed for initial [number] months/years.  Spending under this contract is not capped or fixed. |
| Expected contract start date: |  |
| Issues to be resolved: | YES/NO.  [If ‘YES’ refer to Issues to be Resolved.] |
| Contract Management Plan: | Attached/Under development. |

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|  | Evaluation panel minutes |

Panel participants

|  |  |  |
| --- | --- | --- |
| Name | Title and agency | Role (Chair, voting/non-voting, adviser) |
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Refer to Appendix for Instructions to Evaluation Panel and Guide to Scoring.

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|  | Summary of responses |

* Suppliers that submitted tenders

|  |  |  |
| --- | --- | --- |
| Supplier | Address | Passed mandatory conditions stage? |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |

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| --- | --- |
|  | Summary of evaluation: Stage 1 |

Shortlisted suppliers – qualitative score and price summary

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| --- | --- | --- | --- | --- | --- |
| Supplier | Price  ranking | Price | Qualitative  ranking | Commentary (summary) | Overall  ranking |
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Refer to Appendix for details of evaluation, including full panel commentary

Suppliers excluded from shortlist:

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| --- | --- |
| Supplier | Reasons for exclusion |
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|  | Summary of evaluation: Stage 2 – following due diligence |

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|  | Recommendation |

*[Supplier name(s)] [is/are]* the evaluation panel’s recommended/preferred supplier/s for this contract.

**The basis for this decision is:**

*[Complete for each supplier]*

**Qualitative**

*[Discuss]*

**Price**

*[Discuss]*

In summary*, [Supplier name (s)] [is/are]* best suited to meet our requirements for achieving best value for money.

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| --- | --- |
|  | Issues to be resolved |

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|  | Procurement Plan & probity practices |

We confirm that the approved Procurement Plan and probity practices have been followed.

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|  | Endorsement by the evaluation panel |

|  |  |  |
| --- | --- | --- |
| Full name | Signature | Date |
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|  | Appendix |

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| **import-info** | Template instructions  Items for the appendix can be adapted to suit your project. |

**Items to attach:**

* Evaluation: Mandatory Conditions
* Tender Criteria Evaluation Forms
* Guide to Scoring
* Instructions to Evaluatio