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| **Tender Evaluation: *<Project Name>*** | Tick |

|  |  |
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| **1** | **Preparation** |

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| **Supplier** |
| **Supplier:** |  |
| **Evaluators** |
| **Evaluated by:** |  |
| **Reviewed by:** |  |

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|  | **Evaluation Summary** |

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| Part | **Sections** – Information requested | Commentary (brief) | Maximum Points Possible | Points |
| 1 | General Information  |  |  | Pass/Fail |
| 2 | Financials [If included in weighting] |  |  |  |
| 3 | Example: Industry standards, accreditations |  |  |  |
| 4 |  |  |  |  |
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| Part | **Financials** (if evaluated separately) | Comments (brief) | Points or relative position |
|  | Financials |  |  |
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| **Overall Score (Total Points)** | **Exceptional | Acceptable | Marginal | Unacceptable:** | **:** |
| Overall Comments: |

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|  | **Section: Non-budgetary / Qualitative**  |

Complete the table below to confirm supplier has complied with the mandatory conditions:

|  |  |
| --- | --- |
| **Section:** | *[Name of section]* |
| Q | Description of criteria | Guidance notes | Justification for score | Comments | Points(non-weighted) | Weighting(if weighted) | TotalPoints |
| 10 | *Brief description only – enough to clearly link to the Procurement Plan & RFx* | *Use this for guidance and tips for evaluators* | *Keep these succinct but complete enough that other evaluators or auditors ‘get it’ in terms of why this score has been arrived at.* | *Numbers or words* | *If using weighted method* |  |
| 11 | Example: Level of accreditation amongst supplier’s consultants | [Apply % of consultants qualified as the score – eg. If half are qualified score is 5 (out of 10)] | * All ten consultants are fully accredited.
 | 10 | 10% | 2 |
| 12 | Example: Public Liability Insurance of at least $1M is in place.  | [Letter from insurance coy must be attached – mark as either ‘Pass (=10)’ or ‘Fail (=0)] | * Letter from insurance company attached
 | Pass | Tip: Feel free to ‘shade out’ columns not required | 0 |
| … | Add more as required… | … | … | … | … | … |
|  | **Section Score**  | *[ Section score = ‘0’ if any criteria scores a ‘Fail’ ]*  | **Weighted Sub-total (Points):** |  |  | **2** |

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| **import-info** | **Template instructions:*** Template instructions: add more sections as required – see Template ‘Widget Park’ at back of document]
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| --- | --- |
|  | **Section: Budgetary** |

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|  | **The Template ‘Widget Park’** |

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| **question** | **What’s this section for?*** You might have guessed that the ‘Widget Park’ is the place where we have ‘parked’ a few extra bits ands pieces that you may decide to include in your template, as they better meet your particular evaluation needs.
* Delete this section once your template is ready to go
 |

**[Template instructions: add more of these sections as required – if using weighted scoring method]**

|  |  |
| --- | --- |
| **Section:** | *[Name of section]* |
| Q | Description of criteria | Guidance notes | Justification for score | Comments | Score | Weighting(if weighted) | TotalPoints |
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**[Template instructions: add more of these sections if using non-weighted numeric scoring method]**

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| **Section:** | *[Name of section]* |
| Q | Description of criteria | Guidance notes | Justification for score | Comments | Points |
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|  | **Section Score**  | *[ Section score = ‘0’ if any criteria scores a ‘Fail’ ]*  | **Sub-total:** |  |  | **#** |