

TENDER AWARD MATRIX - BIDDER

FOR EACH EVALUATION CRITERIA, SCORE THE SUPPLIERS 1-5. (5 is high score)

Evaluation Criteria	Weight 1-3	supplier #1		supplier #2		supplier #3	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
PERSONNEL							
Experience (done this type of work before?)	2		0		0		0
Qualifications (suitably qualified?)	3		0		0		0
Availability (how quickly can they begin work?)	2		0		0		0
Sufficient numbers (are sufficient resources available?)	1		0		0		0
Location (convenience if need to visit?)	2		0		0		0
		SUBTOTALS		0		0	
MANAGEMENT							
Approach (how will they deliver thr project eg. in stages?)	2		0		0		0
Program management controls (internal checks on progress?)	3		0		0		0
Cost control (keep a check not going over-budget?)	2		0		0		0
Experience (is the management team sufficiently experienced?)	1		0		0		0
		SUBTOTALS		0		0	
SUPPORT							
Capacity (what level of on-going support is available)	3		0		0		0
Self-serve (appropriateness of support?)	2		0		0		0
Location (will support require on-site visits?)	1		0		0		0
Availability (eg 24 x 7 required?)	3		0		0		0
		SUBTOTALS		0		0	
SOLUTION							
Feasibility (does the suggested solution look credible?)	2		0		0		0
Technical approach (innovative, reliable, future-proofed?)	1		0		0		0
Period of performance (how long will the project take to deliver?)	1		0		0		0
Quality assurance (how is QA monitored?)	2		0		0		0
		SUBTOTALS		0		0	
COST							
Value (relative value, cost vs solution)	2		0		0		0
Lowest price technically acceptable (will the cheapest give what we want?)	1		0		0		0
Reasonableness (do the costs stack up? Are they itemised?)	2		0		0		0
		SUBTOTALS		0		0	
RISK							
Risk of nonperformance (what happens if they fall short on delivery?)	3		0		0		0
Safety (are there any safety risks eg. daya privacy, cyber security?)	1		0		0		0
		SUBTOTALS		0		0	
PAST PERFORMANCE							
Past performance with supplier (any previous experience of this supplier?)	3		0		0		0
		SUBTOTALS→		0		0	
TOTALS			0		0		0