

## Scoring Criteria / Evaluation of Tenders

Company Evaluated:  
Item to be Supplied:

The specific criteria for evaluating tenders will be drawn up at the time of issue of the tender by the Project Manager and a member of the Senior Management Team. The criteria and weighting will be selected and rated according to the following list:

*Rating: 1 = Inadequate, 2 = Satisfactory, 3 = Good, 4 = Outstanding*  
*Weighting (Importance): 1 = Low, 2 = Medium, 3 = High*

Standard Criteria	Rating (1-4)	Weighting (1-3)	Weighted Score
<b>Conformance</b>			
Conform to Company Purchase Policy and YF/ERDF rules		3	
Ability to meet project deadlines		3	
<b>Company Capability</b>			
Financial viability		2	
Number of staff/capacity to deliver		2	
Qualified/available staff		3	
<b>Experience</b>			
Case studies		1	
References		2	
Client list		2	
<b>Technical Capability</b>			
Previous experience in this provision area		3	
<b>Cost</b>			
Price of service		3	
Additional cost for transport, installation, fees, licences etc. (This list is not exhaustive)		2	
<b>Total Score</b>			

Specific Criteria	Rating (1-4)	Weighting (1-3)	Weighted Score
<b>Total Score</b>			

*Note: this process is subject to approval by the Project Director*

Evaluated by:

<b>Overall Score</b>	
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Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_