

Scoring Criteria / Evaluation of Tenders

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

Specific Criteria	Rating (1-4)	Weighting (1-3)	Weighted Score
Total Score			

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

