Procurement Journey

Tender Evaluation Template

Please note you should only type in yellow cells. Type shown in italics is for illustation purposes.
Actual criteria, weightings and data will vary from project to project.
Additional Tenders can be added by inserting THREE columns per tender and copying formula from an existing tender. Add the tenders to the Price Criteria and Quality Criteria worksheets FIRST and align new entries across ALL three worksheets.

Enter Tenderer's name on Instructions worksheet

Procurement title: Provision of Media Buying	*Project*		Members of Evaluation Team:	*Katherine Goodwin, Rich Wilson, Tommy McPhelim*									
Project quality weighting (%):	70%												
Project price weighting (%):	30%		Overall Quality Threshold (optional):	*0*									
QUALITY SCORES			*The Media Shop*			*Carat*			*Spirit Media*			*Republic of Media*	
Example Technical & Quality Criteria	Individual Quality Threshold (optional)	Section Criteria Weight	Quality Threshold reached?		Section Weighted Score	Quality Threshold reached?		Section Weighted Score	Quality Threshold reached?		Section Weighted Score	Quality Threshold reached?		Section Weighted Score
GENERAL UNDERSTANDING	0	30%	*Yes*		15.00	*Yes*		26.25	*Yes*		11.25	*Yes*		26.25
EXPERIENCE AND EXPERTISE	0	10%	*Yes*		7.50	*Yes*		10.00	*Yes*		5.00	*Yes*		8.75
OPERATIONAL PROPOSAL	0	60%	*Yes*		37.50	*Yes*		45.00	*Yes*		22.50	*Yes*		60.00
0	0	0%	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00
0	0	0%	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00
0	0	0%	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00
	0	0%	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00	*Yes*		0.00
Quality Totals (MUST EQUAL 100%)		100%			60.00			81.25			38.75			95.00
Is overall quality threshold reached?					*Yes*			*Yes*			*Yes*			*Yes*
			OVERALL QUALITY SCORE		60.00	OVERALL QUALITY SCORE		81.25	OVERALL QUALITY SCORE		38.75	OVERALL QUALITY SCORE		95.00
PRICE SCORES													
Tender price (whole life costs)			The Media Shop price =		£4,114,054.00	Carat price =		£3,182,228.00	Spirit Media price =		£4,005,870.00	Republic of Media price =		£3,603,003.00
Weighted Price score	Lowest Cost	£3,182,228.00	The Media Shop price score =		77.35	Carat price score =		100.00	Spirit Media price score =		79.44	Republic of Media price score =		88.32
	Weighted Quality Score			70% x 60.0 =	42.00		70% x 81.3 =	56.88		70% x 38.8 =	27.13		70% x 95.0 =	66.50
	Project price weighting x price score			30% x 77.4 =	23.21		30% x 100.0 =	30.00		30% x 79.4 =	23.83		30% x 88.3 =	26.50
	Overall score				**65.21**			**86.88**			**50.96**			**93.00**
	Order of tenders (ranking)				*3*			*2*			*4*			*1*
Comments														

Signed by members of the Tender Board
(for file copy)

Date