

Please note you should only type in yellow cells. Type shown in italics is for illustration purposes.  
 Actual criteria, weightings and data will vary from project to project.  
 Additional tenders can be added by inserting THREE columns per submission between existing tenders e.g. Tender 1 and Tender 2 and copying the formula. Repeat in both the Price and the Price and Quality Combined worksheets.

**Project Weighting for Quality**

70%

Enter Tenderer's name on Instructions worksheet

Quality		The Media Shop					Carat				Spirit Media				Republic of Media			
Example of Quality Criteria	Section Weighting %	Question Weighting	Score (out of 4)	Score as a percentage	Question Weighted Score	Section Weighted Score	Score (out of 4)	Score as a percentage	Question Weighted Score	Section Weighted Score	Score (out of 4)	Score as a percentage	Question Weighted Score	Section Weighted Score	Score (out of 4)	Score as a percentage	Question Weighted Score	Section Weighted Score
<b>GENERAL UNDERSTANDING</b>	30%					15.00				30.00				7.50				30.00
Q1 <i>General Understanding</i>		100%	2	50.00%	15.00		4	100.00%	30.00		1	25.00%	7.50		4	100.00%	30.00	
Q2		0%		0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q3		0%		0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
<b>EXPERIENCE AND EXPERTISE</b>	10%					7.50				10.00				5.00				10.00
Q4 <i>Experience and Expertise</i>		100%	3	75.00%	7.50		4	100.00%	10.00		2	50.00%	5.00		4	100.00%	10.00	
Q5		0%		0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q6		0%		0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
<b>OPERATIONAL PROPOSAL</b>	60%					30.00				45.00				15.00				60.00
Q7 <i>Operational Proposal</i>		100%	2	50.00%	30.00		3	75.00%	45.00		1	25.00%	15.00		4	100.00%	60.00	
Q8		0%		0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q8		0%		0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
						0.00				0.00				0.00				0.00
Q9				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q10				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q11				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
						0.00				0.00				0.00				0.00
Q12				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q13				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q14				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
						0.00				0.00				0.00				0.00
Q15				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q16				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q17				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
						0.00				0.00				0.00				0.00
Q18				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q19				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	
Q20				0.00%	0.00			0.00%	0.00			0.00%	0.00			0.00%	0.00	

N.B Weightings must total 100 for all the section and all the questions per section  
 N.B. If you insert rows within each section the formula should update automatically but if you add the row at the bottom of each section you will have to amend the formula manually to include the scores for the inserted row(s).

