

Commercial

Tender Submission Evaluation Checklist

|                |                |
|----------------|----------------|
| Completed by   | Leah Hellewell |
| Date completed | 20/09/2024     |

| Evaluation Criteria             | Complied?                                                           | Reasons for non-compliance of corresponding criteria |
|---------------------------------|---------------------------------------------------------------------|------------------------------------------------------|
| Category 1: Product Purchases   |                                                                     |                                                      |
| 1. Price                        | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 2. Quality                      | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 3. Capacity to deliver          | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 4. Others as deemed appropriate | <input type="checkbox"/> YES <input type="checkbox"/> NO            |                                                      |

| Evaluation Criteria                                   |  | Complied?                                                           | Reasons for non-compliance of corresponding criteria |
|-------------------------------------------------------|--|---------------------------------------------------------------------|------------------------------------------------------|
| <b>Category 2: Service Provision</b>                  |  |                                                                     |                                                      |
| 1. Price                                              |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 2. Relevant experience                                |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 3. Methodology                                        |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 4. Capacity to deliver                                |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 5. Others as deemed appropriate                       |  | <input type="checkbox"/> YES <input type="checkbox"/> NO            |                                                      |
| <b>Category 3: Alignment with reference documents</b> |  |                                                                     |                                                      |
| 1. Scope of work                                      |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 2. Project risks                                      |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 3. Details of tenderer                                |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 4. Tender schedules                                   |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 5. Preliminary design solutions                       |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 6. Previous performance of tenderer                   |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 7. Program                                            |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 8. Tenderer's security and insurance details          |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |

| Evaluation Criteria                                                           | Complied?                                                           | Reasons for non-compliance of corresponding criteria |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------|
| <b>Category 4: Alignment with submission criteria</b>                         |                                                                     |                                                      |
| 1. Terms and phrases used in the tender documentation have consistent meaning | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 2. Documents are arranged/ordered accordingly                                 | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |
| 3. Information (e.g. text and graphics) are formatted accordingly             | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                                                      |

