

# Tender Evaluation Principles

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OVERVIEW

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# Evaluation Principles

**Tender content** – Tenders can only be assessed on the information that has been provided within the submission. Assumptions should not be made regarding Tenders, and prior knowledge of any Bidder cannot be taken into account.

**Clarification Requests**- Clarifications can be asked of the Bidders regarding their submission, but this needs to be approved by Procurement who will formally ask on your behalf. This ensures a complete audit trail. You cannot seek additional information, but only clarification on the answer provided.

**Evaluation of tenders** – this must be undertaken on your own and not with other members of the evaluation panel. Please also do not compare provider bids when undertaking an evaluation.

## Evaluation Principles continued

**Evaluation criteria** – Tenders can only be assessed against the criteria issued in the ITT documentation provided to Bidders. Scores must also be based on the published evaluation methodology and the specifications.

**Fairness** – Each Tender must receive equal and fair treatment and assessment. Scores should be applied with a consistent approach.

**Security** – All documentation during the process must be kept secure.

**Note** - Should any of the Bidders try to contact you directly regarding the procurement process at any time, please advise them you are unable to discuss and they need to continue to send any queries via the messaging area within the e-tendering platform.

**Note** - All of these principles should be applied when evaluating irrespective of the contract value (e.g. RFQ)

# Do's & Dont's when Evaluating

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## DO:

Complete your evaluation as soon as possible, do not wait until the closing date

Follow the evaluation scoring system rigorously and consistently to award scores and comments

Make sure that the comments supporting the scores are supported by the evidence of how the submission meets the evaluation scoring system

Be consistent in the treatment of each bid

Award scores based on what is submitted in the bid only

Be familiar with the procurement documents

# Do's & Dont's when Evaluating

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## **DON'T:**

Read between the lines or make assumptions

Compare bids against each other

Compare bids against current service

Collude with other members of the evaluation panel to agree scoring collectively.

Discuss bids or your evaluation with Members or colleagues whether or not they are directly involved with the procurement.