

**APPENDIX A- Assessment Criteria and Weightings**

**Selection Criteria**

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

**Price considerations**

The weighted price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

Criteria	Weighting
Tendered price	60%

**Compliance Criteria:**

These criteria will be detailed within Part 3 of the Tender document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

Please select with a yes or no whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Request.	Yes / No
(b) Compliance with the Conditions of Tendering this Request.	Yes / No
(c) Compliance with attendance at any mandatory tender briefing or site inspection.	Yes / No
(d) Compliance with the Quality Assurance requirement for this Request.	Yes / No
(e) Compliance with the Delivery Date.	Yes / No
(f) Compliance with and completion of the Price Schedule.	Yes / No

**Qualitative Criteria**

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 3 of the Tender document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

**NOTE: It is essential that Tenderers address each qualitative criterion.**

Information that Tenderers provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to the answers provided to each criterion are to be contained within your Tender;

<p><b>A) Relevant Experience</b> Describe your experience in completing /supplying similar Requirements. Tenderers must, as a minimum, address the following information in an attachment and label it <b>“Relevant Experience”</b>:</p> <p>(a) Provide details of similar work; (b) Provide scope of the Tenderer’s involvement including details of outcomes; (c) Provide details of issues that arose during the project and how these were managed; (d) Demonstrate sound judgement and discretion; and (e) Demonstrate competency and proven track record of achieving outcomes.</p>	<p><b>Weighting</b> 10%</p>	
	<p><b>“Relevant Experience”</b></p>	<p>Tick attached if <input type="checkbox"/></p>
<p><b>B) Key Personnel skills and experience</b> Tenderers should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <p>(a) Their role in the performance of the Contract; (b) Curriculum vitae; (c) Membership to any professional or business association; (d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and (e) Any additional information. Supply details in an attachment and label it <b>“Key Personnel”</b>.</p>	<p><b>Weighting</b> 10%</p>	
	<p><b>“Key Personnel”</b></p>	<p>Tick attached if <input type="checkbox"/></p>
<p><b>C) Tenderer’s Resources</b> Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it <b>“Tenderer’s Resources”</b>.</p>	<p><b>Weighting</b> 10%</p>	
	<p><b>“Tenderer’s Resources”</b></p>	<p>Tick attached if <input type="checkbox"/></p>

<p><b>D) Demonstrated Understanding</b></p> <p>Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <p>(a) A project schedule/timeline (where applicable);</p> <p>(b) The process for the delivery of the goods/services;</p> <p>(c) Training processes (if required); and</p> <p>(d) A demonstrated understanding of the scope of work</p> <p>Supply details and provide an outline of your proposed methodology in an attachment labelled <b>“Demonstrated Understanding”</b>.</p>	<p><b>Weighting</b> <b>10%</b></p>	
	<p><b>“Demonstrated Understanding”</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>

- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within a qualitative criterion.