

## TENDER EVALUATION PLAN

(Complete as shown and place on tender file)

**Objective: To ensure recommended tender is acceptable and offers best value for money.**

*The Tender Evaluation Plan details the way the tender will be evaluated to ensure fairness and no bias. It is the responsibility of the Evaluating Officer/Evaluation Team and Reviewing Officer to ensure the processes set out in the Department's Tendering Manual/Guidelines and Contracts User Guide are followed.*

### Tender / Contract Details (complete prior to tender review)

Contract Name:		
Contract No /Contract Type:		<b>Minor Works/GC21</b>
Estimate:		
Target Award Date:		
Tender Reviewing Officer:		
Evaluation Team: <i>(Names of those carrying out review)</i>		
Evaluation Methodology: <i>(Always subject to technical and financial capacity &amp; past performance)</i>	Where assessed tender prices are close any extra value offered for higher prices will be assessed. Where required to identify best value for money tender evaluation criteria will be scored in accordance with Contracts User Guide, <a href="#">Tenders</a> .	
Evaluation Criteria: <i>(as per Conditions of Tendering)</i>	All criteria to be considered. Financial capacity is mandatory (pass/fail).	
Internal Criteria Weightings: <i>(Allow for and record or attach weighting record to suit Conditions of Tendering)</i>	Weightings will be used if criteria are scored.	
Recommendation Concurrence By:	Regional Contracts Manager/other review body.	
Recommendation Approval By:	Regional Manager.	

### Tender Evaluation Procedures (complete as tenders are evaluated)

Calling of Tenders <a href="#">Checklist 2.26</a> <i>(First section should be complete. Initial and date when last section complete)</i>	
Assessment of Qualifications ( <a href="#">Circular 269</a> & <a href="#">Precedent 2.53</a> ) <i>(Initial and date when completed as required)</i>	
Review of Tenders ( <a href="#">Contracts User Guide, Checklist 2.50</a> ) <i>(Initial and date when complete)</i>	
Tender Submission ( <a href="#">Contracts User Guide, Checklist 2.60</a> ) <i>(Initial and date when complete)</i>	

*(complete prior to tender evaluation with Team approval)*

Tender Evaluation Plan Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Tender Evaluation Plan Approved By: \_\_\_\_\_ Date: \_\_\_\_\_