

Tender Scoring Matrix - Security Systems Service and Maintenance Contract 2023					Tender 1 - ABC			Tender 2 - LMN			Tenderer 3 - XYZ		
Category	Category percentage	Subcategory	% of category %	Overall % available	Total cost / Score	%	Notes	Total cost / Score	%	Notes	Total cost / Score	%	Notes
Commercial aspects	40%	Contract Cost (Inverse Proportion): cheapest quote gets 100% of the overall available. Remaining proposals get a proportion of the 30% available based on comparison to cheapest proposal.	85%	34.0%	£ 5	40.00%		£ 4	34.00%		£ 3	45.33%	
		Payment terms: 0 - not stated in proposal. 1 - Not acceptable by TPI. 2 - Acceptable but not as envisaged in ITT document 3 - As envisaged in ITT document.	5%	2.0%	3.00	2%		2.00	1%		3.00	2%	
		Supplier T&Cs: 0 - not offered. 1 - not acceptable 2 - acceptable with minor changes 3 - acceptable	5%	2.0%	3.00	2%		2.00	1%		3.00	2%	
		Pirbright T&Cs: 0 - not offered. 1 - not acceptable 2 - acceptable with minor changes 3 - acceptable	5%	2.0%	3.00	2%		3.00	2%		3.00	2%	
Quality of Tender	60%	Quality of Proposal (how specification will be met): 0 - Very poor quality proposal (not worth the paper its written on). 1 - Proposal / presentation of proposal is disjointed/difficult to understand. 2 - Proposal is clear but technical content is limited. 3 - Proposal is clear and technical content is high.	35%	21.00%	2.00	14%		3.00	21%		3.00	21%	
		Tender documents completed: 0 - not offered. 1 - 50% completed. 2 - 80% completed. 3 - 100% completed.	10%	6.00%	2.00	4%		1.00	2%		2.00	4%	
		Team & Training Records: 0 - No details offered. 1 - Limited details given. 2 - Full details given, but experience not fully relevant. 3 - Full details given and experience fully relevant.	10%	6.00%	3.00	6%		2.00	4%		2.00	4%	
		Accreditations: 0 - No other accreditations offered. 1 - H&S accreditations offered. 2 - H&S & membership of relevant technical bodies offered. 3 - H&S & membership of relevant technical bodies offered & environmental / energy accreditations offered.	15%	9.00%	3.00	9%		2.00	6%		1.00	3%	
		References offered: 0 - not offered. 1 - Offered, but not directly relevant. 2 - Offered and relevant. But not on envisaged date. 3 - Offered and relevant and on proposed date.	15%	9.00%	2.00	6%		3.00	9%		2.00	6%	
		Example RAMS 0 - not offered. 1 - Poor 2 - Acceptable 3 - Good	15%	9.00%	2.00	6%		3.00	9%		3.00	9%	
	100.0%			100.0%		91.00%			89.67%			98.33%	