

Evaluation Criteria

Written Tender Response

Company Name: [insert]

Overall Weighting out of: 50% of the Total Mark

Score rating are as follows:

1 - Poor / 2 - Average / 3 - Good / 4 - Very Good / 5 - Excellent

Stage 1: evaluation of written tenders

	Category	Score
	Quality of Service Provision	
1.	Quality of proposals to deliver the creative services, e-learning, warehouse and distribution and account management	
		Total Score:
		Weighting: 65%
2.	Technical competency and knowledge of the delivery staff	
		Total Score:
		Weighting: 25%
3.	Proposals for quality and service provision including idea generation, eco-friendliness and innovation	
		Total Score: 10%
		Weighting: 10%

	Price and overall cost of the contract to UKAD	
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1.	Rates	
		Total Score:
		Weighting: 40%
2.	Fixed Fees	
		Total Score:
		Weighting: 40%
3.	Value Added Services	
		Total Score:
		Weighting: 20%
	Total score for written tender response	

Stage 2: evaluation of presentation/interview

Date completed:

Please note: for those tenderers who are invited to participate in Stage 2, as provided in the Instructions for Tenderers document, the Overall Weighting will be as follows:

Stage 1: 70% of the Total Mark

Stage 2: 30% of the Total Mark

Please rate the team in relation to the questions below:

	Strongly agree			Strongly disagree	
Does the team have a good track record and evidence of delivering services in brand and merchandise production?	1	2	3	4	5
Were the team members' skills and suitability for our needs clear?	1	2	3	4	5
Did the team have relevant experience at delivering for our requirements?	1	2	3	4	5
Can this team provide the services required?	1	2	3	4	5
Did the team display a good understanding of our needs?	1	2	3	4	5

Were the team enthusiastic about working with us?	1	2	3	4	5
Can this team deliver in the timeframes we require with relatively quick turnaround??	1	2	3	4	5

What key messages did you take away?

What were your overall impressions?