**Scoring Matrix**

**Criteria for Assessing Quotations for Coleford Parish Flowers Contract**

**Name of Supplier**

**Date Assessed**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Score** | **Assessor Comments** |
| 1. Cost (50%)  * The overall price of the quotation, including any potential additional charges. * Value for money, considering the scope of the work and quality of service proposed. |  |  |
| 1. Quality of Service (20%)  * Quality of equipment proposed for use * Proposed methods for ensuring high standards of work. |  |  |
| 1. Experience (20%)  * Demonstrated experience in providing similar services to other councils or organisations. |  |  |
| 1. Environment (10%)  * Evidence of the supplier’s knowledge and experience of environmental issues and how they are addressing the climate emergency within their submission. |  |  |
| **Total Score** |  |  |

**Does the Supplier meet the criteria Yes No**

**Name of Assessor (Printed)**

**Signature of Assessor**

**Date**