



The Tender Scoring Matrix is the basis for assessing tenders received as per the Brief for Consultants set out in Factsheet No.6. The criteria listed in the Brief form the basis of Tender Scoring Matrix, as such, it is important that the Brief for Consultants and the Tender Scoring Matrix match.

ORGANISATION: Heritage Council

Tender Evaluation: To provide services to assist and support the community in the preparation and delivery of the Julianstown Village Design Statement (VDS)

CLOSING DATE: 20th July 2009 @12.00pm

SELECTION CRITERIA	Extent of professional indemnity cover	A current tax clearance certificate will be required.
	YES / NO	YES / NO
Company Name		
Consultant A		
Consultant B		
Consultant C		

	Score Totals	Key Comments
Consultant A		
Consultant B		
Consultant C		

Signature 1 _____

Date: _____

Signature 2 _____

Date: _____

Signature 3 _____

Date: _____



Factsheet No. 7 Tender Scoring Matrix

Award Criteria	Proposed methodology (50%)										Expertise and track record (30%)			Use of resources (20%)		TOTAL % Weighting	
Sub criteria	Understanding and overall aim and objectives of the assignment	Any additional insight into issues, which might affect the project	General approach and overall project management	Process to be adopted and implemented to achieve aims of the project	Methods for reporting	Systems for controlling and monitoring the project	Communications Plan	Innovation which will increase quality of output and/or accelerate delivery of outputs.	Commissioning of Village Design Statements	Participative planning and community training	Urban design	Any other relevant areas of expertise	Inputs	Schedule of Rates			
Percentage Weighting	50%										30%			20%		100%	
Maximum Points Available	625	625	625	625	625	625	625	625	625	625	750	750	1000	1000		10,000	
Possible Scores Options	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	0 = no response 125 = poor 250 = mediocre 375 = good 500 = very good 625 = excellent	See note 1		
Company Name																	
Consultant A																	
Consultant B																	
Consultant C																	

Note 1: Lowest Cost = 1000 max points available. Formula for calculating points allocated to other tenderers = Lowest Cost X 1000 points / Tenderer Cost in Question = Tenderer in Question points achieved