

Appendix 2

Caterer Name:	Bid I
Assessor Name:	

	Score	Weighting	Weighted Score
Quality			
Catering Concept / Vision and Values	5	25%	25
Investment	5	5%	5
Menu	5	15%	15
Management Structure and Support	5	5%	5
Food Safety and Environmental Management	5	5%	5
References / experience	5	5%	5
Price			
Strength of Business Plan - Sales Forecast and Profit and Loss Account Forecast	5	15%	15
Financial Offer - Rental Payment	5	25%	25
Financial Offer - Top Up Rent		0%	0
Total	40	100%	100
Out of a possible	40	-	100

Scoring Guidance

Scoring Guidelines		
Grade	Interpretation	Criteria
0		Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate required capability and capacity to undertake the Contract.
2	Adequate	Response meets the requirements of the question is relevant and acceptable. The response provides sufficient evidence of required capability and capacity to undertake the contract but may lack details on how the requirement will be fulfilled in certain areas.
3	Good	Response performs well against the question showing a good level of relevant evidence of capacity and capability to meet the Contract requirements. The response is sufficiently detailed to demonstrate a good understanding and provides the majority of details on how the requirements will be fulfilled.
4	Very Good	Response performs very well against the question showing considerable relevant evidence of capacity and capability to meet the Contract requirements. The response is highly detailed to demonstrate a very good understanding and provides full details on how the requirements will be fulfilled.
5	Excellent	Response performs strongly against the question showing substantial evidence of capacity and capability to meet the Contract requirements which is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides full and well considered details of how the requirement will be met.

Other Guidance

Complete scoring for each caterer on the separate spreadsheets and the summary sheet will populate automatically

White Boxes	Need to be filled out by the assessor
Grey Boxes	Are for information only
Blue Boxes	Will automatically populate once the white boxes are completed