

Appendix 1 (Public)
Tender Evaluation Criteria

EVALUATION CRITERIA		Weighting
Quality	Catering Concept	25%
	Investment	5%
	Menu	15%
	Management Structure and Support	5%
	Food Safety and Environmental Management	5%
	References / experience	5%
	Subtotal	60%
Price	Strength of Business Plan	15%
	Financial Offer - Rental Payment	25%
	Subtotal	40%

Example of completed Evaluation Table

Caterer Name:	
Assessor Name:	

	Score	Weighting	Weighted Score	Comments
Quality				
Catering Concept	2	25%	10	
Investment	2	5%	2	
Menu	2	15%	6	
Management Structure and Support	3	5%	3	
Food Safety and Environmental Management	2	5%	2	
References / experience	2	5%	2	
Price				
Strength of Business Plan - Sales Forecast and Profit and Loss Account Forecast	3	15%	9	
Financial Offer - Rental Payment	3	25%	15	

Total	21	100%	49	
Out of a possible	40	-	100	

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.