

TENDER COMPARISON MATRIX

Reference	IT Infrastructure Refresh	Proposal Due Date	16/11/2024
		Proposal Manager	Mikey Green
			Operations Manager

FOR EACH EVALUATION CRITERIA, SCORE THE SUPPLIERS 1-5. (5 is high score)

Evaluation Criteria	Weight 1-3	preferred supplier		supplier #2		supplier #3		supplier #4		supplier #5	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
PERSONNEL											
Experience (done this type of work before?)	2		0		0		0		0		0
Qualifications (suitably qualified?)	3		0		0		0		0		0
Availability (how quickly can they begin work?)	2		0		0		0		0		0
Sufficient numbers (are sufficient resources available?)	1		0		0		0		0		0
Location (convenience if need to visit?)	2		0		0		0		0		0
Add additional criteria	1		0		0		0		0		0
		SUBTOTALS		0		0		0		0	
MANAGEMENT											
Approach (how will they deliver thr project eg. in stages?)	2		0		0		0		0		0
Program management controls (internal checks on progress?)	3		0		0		0		0		0
Subcontract management (associates/sub-contractors required?)	2		0		0		0		0		0
Cost control (keep a check not going over-budget?)	2		0		0		0		0		0
Regulatory compliance (any legal requirements?)	1		0		0		0		0		0
Experience (is the management team sufficiently experienced?)	1		0		0		0		0		0
Add additional criteria	1		0		0		0		0		0
		SUBTOTALS		0		0		0		0	
SUPPORT											
Capacity (what level of on-going support is available)	3		0		0		0		0		0
Self-serve (appropriateness of support?)	2		0		0		0		0		0
Location (will support require on-site visits?)	1		0		0		0		0		0
Availability (eg 24 x 7 required?)	3		0		0		0		0		0
Add additional criteria	1		0		0		0		0		0
		SUBTOTALS		0		0		0		0	
SOLUTION											
Feasibility (does the suggested solution look credible?)	2		0		0		0		0		0
Supply chain (any supply chain involved eg. hardware delivery?)	1		0		0		0		0		0
Technical approach (innovative, reliable, future-proofed?)	1		0		0		0		0		0
Period of performance (how long will the project take to deliver?)	1		0		0		0		0		0
Location of performance (eg. UK / overseas?)	1		0		0		0		0		0
Quality assurance (how is QA monitored?)	2		0		0		0		0		0
Add additional criteria	1		0		0		0		0		0
		SUBTOTALS		0		0		0		0	
COST											
Value (relative value, cost vs solution)	2		0		0		0		0		0
Lowest price technically acceptable (will the cheapest give what we want?)	1		0		0		0		0		0
Reasonableness (do the costs stack up? Are they itemised?)	2		0		0		0		0		0
Add additional criteria	1		0		0		0		0		0
		SUBTOTALS		0		0		0		0	
RISK											
Risk of nonperformance (what happens if they fall short on delivery?)	3		0		0		0		0		0
Safety (are there any safety risks eg. data privacy, cyber security?)	1		0		0		0		0		0
Environmental risk (any risks to the environment?)	2		0		0		0		0		0
Add additional criteria	1		0		0		0		0		0
		SUBTOTALS		0		0		0		0	
PAST PERFORMANCE											
Past performance with supplier (any previous experience of this supplier?)	3		0		0		0		0		0
Add additional criteria	1		0		0		0		0		0
		SUBTOTALS→		0		0		0		0	
		TOTALS	0		0		0		0		0

notes about preferred supplier notes about supplier 2 notes about supplier 3 notes about supplier 4 notes about supplier 5

NOTES:

INSTRUCTIONS

- In the "Evaluation Criteria" area, enter whatever criteria you will be scoring and comparing suppliers against.
- In the "Weight 1-3" cells, alongside each evaluation criteria, select a number between 1-3. 3 is the most valuable number. Select "3" for those criteria that matter most to you and "1" for the criteria that matter least.
- For each evaluation criteria, score each supplier the score according to their response to your tender opportunity, and your experience/knowledge of them. Typically enter 1 - 5, where 5 is the highest score
- In the "Subtotals" sections, the spreadsheet will add the "Auto Totals" for each evaluation criteria category and each supplier.
- At the bottom of the spreadsheet table, "Totals" are auto-calculated by adding together all category subtotals for each supplier. Highest score "wins".