

TENDER COMPARISON MATRIX

		Proposal Due Date	11th April 2024
Reference	NH-DT1-001	Proposal Manager	Charlotte Hassman, Executive Assistant

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
Proven level of competency and system knowledge	2		0		0		0		0		0
Tender Price	3		0		0		0		0		0
Availability and timeline to delivery	2		0		0		0		0		0
Level and type of support offered during project	2		0		0		0		0		0
Training supplied	3		0		0		0		0		0
Level, type and duration of support offered post completion	2		0		0		0		0		0
		TOTALS→	0		0		0		0		0

INSTRUCTIONS

1. In the "Evaluation Criteria" area, enter whatever criteria you will be scoring and comparing suppliers against.
2. 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.
3. 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
4. In the "Subtotals" sections, the spreadsheet will add the "Auto Totals" for each evaluation criteria category and each supplier.
5. At the bottom of the spreadsheet table, "Totals" are auto-calculated by adding together all category subtotals for each supplier. Highest score "wins".