

Bamford Community Society quote/tender evaluation form template

Scoring: 0 – fails to meet the criteria, 1 – partially meets the criteria, 2 – meets the criteria in full, 3 – exceeds the criteria

Name of Bidder

Criteria	Weighting	Score	Reason for score/comments	Weighted Score
Conformance to specification (for large or complex jobs this should be broken down to individual elements)				
Appropriate insurances, membership of trade bodies, etc. as appropriate to the work, e.g. Public Liability cover, indemnity cover, registration with CORGI, NICEIC, etc.				
Policies in place and implemented as appropriate to the work, e.g. CHAS (Contractors Health and Safety Assessment Scheme).				
Capacity, e.g. ability to meet timescale, size of bidder company, etc.				
References, client testimonials, examples of similar work, etc.				
Bidder based within 10 miles of Bamford				
Bidder promotes a positive co-operative, social and environmental impact, e.g. holds an Environmental Quality Mark, sources goods locally, is a community run enterprise, etc.				
Total				
Price				