**EVALUATION CRITERIA**

**NOTE: This template is to be used by bidders (as part of the RFP) and the Evaluation Committee members during proposal evaluations.**

**Table 1- Mandatory Criteria Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Mandatory Criteria | Bidder to submit how they meet the mandatory criteria. | Bidder to provide page reference from submission document | Pass/Fail OR Meet/Not Meet Requirement  **To be completed by Evaluation Committee** |
| M 1 | Insert Mandatory criteria from RFP |  |  |  |
| M 2 | Insert Mandatory criteria from RFP |  |  |  |
| M 3 | Insert Mandatory criteria from RFP |  |  |  |

Note: CFMWS/ Base/ Wing/Unit reserves the right to reject any proposal without assigning reasons in writing or verbally. Proposals not complying with the mandatory criteria shall receive no further consideration.

**Table 2- Rated Criteria Evaluation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | Rated Criteria | Bidder to submit how they meet the rated criteria. | Bidder to provide page reference from submission document | Max. Score | Evaluation Methodology | Scored Points  **To be completed by Evaluation Committee** |
| R 1 | Insert Rated Criteria from RFP |  |  | 25 points | Insert method to evaluate R1 |  |
| R 2 | Insert Rated Criteria from RFP |  |  | 25 points | Insert method to evaluate R2 |  |
| R 3 | Insert Rated Criteria from RFP |  |  | 25 points | Insert method to evaluate R3 |  |
| R 4 | Insert Rated Criteria from RFP |  |  | 25 points | Insert method to evaluate R4 |  |
|  | Total Points |  |  | 100 points |  |  |

Minimum Pass Mark for Rated Criteria is 70%.

**Table 3- Financial Criteria Evaluation**

|  |  |  |
| --- | --- | --- |
| **Financial Evaluation** | **Quoted Price in $ (excl. taxes)** | **Scored Points** |
| Responsive Proposal with lowest quoted total price will be awarded a maximum of 30 points. Remaining financial proposals will be prorated with the lowest one. |  |  |
| Insert Bidder name quoted $\_\_\_\_\_\_\_\_ = (Lowest Proposal/Bidder’s Price) X maximum awarded points | **$\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_ pts** |

**Table 4 – Presentation Evaluation (remove, if not applicable)**

|  |  |  |
| --- | --- | --- |
| **Presentation Evaluation** | **Max Score** | **Scored Points** |
| Insert evaluation criteria |  |  |
|  |  |  |

Evaluator Signature:

Evaluator Signature:

Evaluator Signature:

Evaluator Signature: