



Tender Evaluation Form

Tender:	CEO002.20/21
Opening Date:	20 August 2020
Closing Date:	10 September 2020
Budget (if any)	\$10, 000 to \$25,000
Tender Evaluation Panel	CEO Performance Review Committee

Table of Contents

A – Procurement Obligations.....	3
B – Evaluation Criteria.....	4
C – Tender Submissions	5
D – Tender Evaluation	6
E – Recommendation.....	8
Annexure A – Scope	9
Annexure B – Tender Submissions	9

A – Procurement Obligations

The Town of Walkerville engages in procurement activities in accordance with its Procurement Policy (as updated from time to time) which has been developed in accordance with the provisions of section 49 of the *Local Government Act 1999* (SA). A copy of the Procurement Policy is available at www.walkerville.sa.gov.au.

This Tender Evaluation Form has been developed to assist Town of Walkerville employees comply with their procurement obligations and must be completed by the responsible officer(s) at the close of each tender and presented to the Chief Executive Officer (or their delegate). A tender may only be awarded upon the execution of this form by the Chief Executive Officer (or their delegate).



B – Evaluation Criteria

Tender submissions are evaluated based on the following criteria and their respective weightings.

A score out of 10 was allocated to each respective criteria.

Criteria	Weighting
Cost	25.00%
Timeframes	20.00%
Capability/Capacity	25.00%
Performance	10.00%
Quality Systems Deliverables	20.00%

C – Tender Submissions

Respondent 1	Richard Altman
Respondent 2	McArthur

D – Tender Evaluation

The tender submissions have been independently assessed by the Tender Evaluation Panel as follows.

Richard Altman					
Criteria	Weighting	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Cost	25.00%	7	7	7	5
Timeframes	20.00%	8	8	9	10
Capability/Capacity	25.00%	9	9	9	10
Performance	10.00%	8	9	9	10
Quality Systems Deliverables	20.00%	9	8	9	10
		41	41	43	45

McArthur					
Criteria	Weighting	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Cost	25.00%	8	8	8	10
Timeframes	20.00%	7	7	8	10
Capability/Capacity	25.00%	8	7	8	5
Performance	10.00%	7	6	8	10
Quality Systems Deliverables	20.00%	7	6	8	10
		37	34	40	45

	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Aggregate
Respondent 1	41	41	43	45	42.5
Respondent 2	37	34	40	45	39

Evaluation Discussion

E – Recommendation

On the basis of the matters set out in this Tender Evaluation Form, the Tender Evaluation Panel recommends that this Tender be awarded to:

SUCCESSFUL RESPONDENT NAME

Elizabeth Fricker

Jennifer Joshi

James Williams

MaryLou Bishop

Annexure A – Scope

[include a copy of the scope from the Tender Documents]

Annexure B – Tender Submissions

[Include copies of each of the tender submissions]