

General Notes

Issuance of tenders	All tenders issued must contain a summary of the evaluation criteria and weighting to be used. The Accountable Officer for the tender must ensure that all mandatory evaluation criteria are covered in the tender specification/information requirements
Yellow Cells	Yellow cells are not to be changed as they contain calculation formulae and/or mandatory information
Blue cells	Blue cells are for the evaluation team to fill in. Supplier names should be inserted prior to circulation to the full team to ensure continuity
Weighting	The weighting of sections 1&2 can be amended, however; Section 3 weighting of 20% is mandatory
Amendments	Amendments to the criteria (except yellow areas) are permissible according to the tender requirements, but must be authorised in advance by the OPMP

Section / Scoring

n.b. In some cases multiple bidders can achieve the same score where they have submitted the same level of evidence.

1.1	Award a maximum of 5 points to each bid based on their technical knowledge and understanding of the tender requirements
1.2	5 = more than one project at a similar level, 3 = one project at a similar level, 0 = no projects at a similar level. NB this should not be based solely on Govt. experience.
1.3	as 1.2
1.4	5 = can complete in less time than expected, 4 = yes, with no caveats, 3 = yes, with acceptable caveats, 2 = yes, but with unacceptable caveats, 1 = no, but within a reasonable timescale, 0 = no
1.5	5 = yes, 0 = no
1.6	5 = no history of any accidents (major or minor) 3 = no history of major accidents, 1 = no history of major accidents in over 2 years, 0 = no evidence of a track record in H&S
1.7	5 = more than one positive referee submitted and checked, 3 = one positive referee submitted and checked, 0 = no referees in submission / negative responses from referees
2.1 (construction)	5 = equal to or within 15% of estimate, 4 = between 16% to 30% (over or under) of estimate, 3 = between 30% to 40% (over or under) of estimate, 2 = between 40% and 50% (over or under) of estimate, 0 = over 50% more or less than estimate
3.1	Respondent's points = % Bermudians divide by the Highest % Bermudians times Weighting (5).
3.2	5 = substantive evidence that apprenticeships/training positions in place, 3 = some evidence of apprenticeships/training in place, 0 = no evidence of apprenticeships/training in place
3.3	5 = yes, 0 = no
3.4	5 = graduated from Incubator, 3 = other business skills training evident, 0 = no business skills training evident

