

TENDER COMPARISON MATRIX

		Proposal Due Date	17/10/2025
Reference	6kw & 12kw Laser	Proposal Manager	Chris Gent

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	
PERSONNEL		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
Experience (done this type of work before?)	2	5	10	4	8	3	6	2	4	1	2
Qualifications (suitably qualified?)	3	5	15	4	12	3	9	2	6	1	3
Availability (how quickly can they begin work?)	2	5	10	4	8	3	6	2	4	1	2
Sufficient numbers (are sufficient resources available?)	1	5	5	4	4	3	3	2	2	1	1
Location (convenience if need to visit?)	2	5	10	4	8	3	6	2	4	1	2
Add additional criteria	1	5	5	4	4	3	3	2	2	1	1
MANAGEMENT		SUBTOTALS 55		44		33		22		11	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
Approach (how will they deliver thr project eg. in stages?)	2	5	10	4	8	3	6	2	4	1	2
Program management controls (internal checks on progress?)	3	5	15	4	12	3	9	2	6	1	3
Subcontract management (associates/sub-contractors required?)	2	5	10	4	8	3	6	2	4	1	2
Cost control (keep a check not going over-budget?)	2	5	10	4	8	3	6	2	4	1	2
Regulatory compliance (any legal requirements?)	1	5	5	4	4	3	3	2	2	1	1
Experience (is the management team sufficiently experienced?)	1	5	5	4	4	3	3	2	2	1	1
Add additional criteria	1	5	5	4	4	3	3	2	2	1	1
SUPPORT		SUBTOTALS 60		48		36		24		12	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
Capacity (what level of on-going support is available)	3	5	15	4	12	3	9	2	6	1	3
Self-serve (appropriateness of support?)	2	5	10	4	8	3	6	2	4	1	2
Location (will support require on-site visits?)	1	5	5	4	4	3	3	2	2	1	1
Availability (eg 24 x 7 required?)	3	5	15	4	12	3	9	2	6	1	3
Add additional criteria	1	5	5	4	4	3	3	2	2	1	1
SOLUTION		SUBTOTALS 50		40		30		20		10	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
Feasibility (does the suggested solution look credible?)	2	5	10	4	8	3	6	2	4	1	2
Supply chain (any supply chain involved eg. hardware delivery?)	1	5	5	4	4	3	3	2	2	1	1
Technical approach (innovative, reliable, future-proofed?)	1	5	5	4	4	3	3	2	2	1	1
Period of performance (how long will the project take to deliver?)	1	5	5	4	4	3	3	2	2	1	1
Location of performance (eg. UK / overseas?)	1	5	5	4	4	3	3	2	2	1	1
Quality assurance (how is QA monitored?)	2	5	10	4	8	3	6	2	4	1	2
Add additional criteria	1	5	5	4	4	3	3	2	2	1	1
COST		SUBTOTALS 45		36		27		18		9	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
Value (relative value, cost vs solution)	2	5	10	4	8	3	6	2	4	1	2
Lowest price technically acceptable (will the cheapest give what we want?)	1	5	5	4	4	3	3	2	2	1	1
Reasonableness (do the costs stack up? Are they itemised?)	2	5	10	4	8	3	6	2	4	1	2
Add additional criteria	1	5	5	4	4	3	3	2	2	1	1
RISK		SUBTOTALS 30		24		18		12		6	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
Risk of nonperformance (what happens if they fall short on delivery?)	3	5	15	4	12	3	9	2	6	1	3
Safety (are there any safety risks eg. daya privacy, cyber security?)	1	5	5	4	4	3	3	2	2	1	1
Environmental risk (any risks to the environment?)	2	5	10	4	8	3	6	2	4	1	2
Add additional criteria	1	5	5	4	4	3	3	2	2	1	1
PAST PERFORMANCE		SUBTOTALS 35		28		21		14		7	
		SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS	SCORE	AUTO TOTALS
Past performance with supplier (any previous experience of this supplier?)	3	5	15	4	12	3	9	2	6	1	3
Add additional criteria	1	5	5	4	4	3	3	2	2	1	1
		SUBTOTALS→ 20		16		12		8		4	
TOTALS			295		236		177		118		59

notes about preferred supplier

notes about supplier 2

notes about supplier 3

notes about supplier 4

notes about supplier 5

NOTES:

INSTRUCTIONS

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