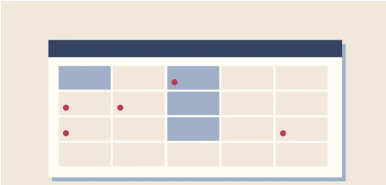
Tender evaluation matrix



We design weighted criteria, scoring instructions and moderation notes for one purchasing decision.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

Tender evaluation is difficult to defend when scorers first learn how to interpret a criterion after seeing bids.

Working through the brief

1. **Confirm procurement objectives**

   Gather the agreed inputs. The specification, decision criteria, relevant quotes and authorised buying contact.

2. **Design weighted scoring criteria**

   Track “Weighted criterion” and “Scoring instruction” together so the reviewer can connect the source information to the result.

3. **Write moderation guidance**

   Use the matrix to align scorers on weights and evidence before the purchase decision.

4. **Check the scope at handover**

   Supplier contracts, tender submission and commercial approval stay with the client.

Worked example

Agree how evidence will be scored before reading offers, then link each score to its supporting item.

Read the service scope / BID-010

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