

pre-requisite checklist for venders tendering for global supply

Pre-requisite	Possible Score	Weighted Category	Total Score Available	Vendors							
				vendor 1	Final Score	vendor 2	Final Score	vendor 3	Final Score	vendor 4	Final Score
1 Did the vendor respond to ITT confirming intention to tender	1	1	1	1	1		-		-		-
2 Did tender reach [EnterYour Company Name] by deadline	1	3	3		-		-		-		-
3 Contact name and full details of the person we should deal with	1	2	2		-		-		-		-
4 Presentation of the company provides details of expertise in this field and detailed relevant experience in and current contracts	5	3	15		-		-		-		-
5 Management philosophy and quality approach	5	3	15		-		-		-		-
6 Environmental CSR policy signed	5	3	15		-		-		-		-
7 Latest company accounts	2	2	4		-		-		-		-
8 Membership of any relevant professional or trade institutes	2	2	4		-		-		-		-
9 Provide product range, full technical spec of equipment and testing inspections, cleaning requirements and chemicals	5	3	15		-		-		-		-
10 Brochure	1	1	1		-		-		-		-
11 Proof of insurance cover	3	2	6		-		-		-		-
12 Relevant certificates and quality standards (ISO9000)	3	2	6		-		-		-		-
13 Company registration number	1	1	1		-		-		-		-
14 Names and addresses of 3 referees from your existing base	3	4	12		-		-		-		-
15 Names and addresses of 3 customers you have recently lost	3	4	12		-		-		-		-
16 Products in accordance with [EnterYour Company Name] specifications	3	2	6		-		-		-		-
17 Commitment to service and maintenance expectations	3	4	12		-		-		-		-
18 Global logistic and service coverage	20	3	60		-		-		-		-
19 Commitment to booking business with [EnterYour Company Name]	3	2	6		-		-		-		-
20 All form of tender pricing complete	2	5	10		-		-		-		-
21 Accuracy of brands presented	10	3	30		-		-		-		-



Pre-requisite				Vendors							
	Possible Score	Weighted Category	Total Score Available	vendor 1	Final Score	vendor 2	Final Score	vendor 3	Final Score	vendor 4	Final Score
22	Brands alternatives	5	3	15		-		-		-	-
23	Quality of brands presented	10	3	30		-		-		-	-
24	Quality of tender presentation	10	2	20		-		-		-	-
25	Quality of live presentation	10	2	20		-		-		-	-
For price comparisons, score against matrix below											
26	Core Products unit prices	30	3	90		-		-		-	-
27	Total yearly spend	30	3	90		-		-		-	-
Total Points		177		501		1		-		-	-
				Percentage	0%	0%	0%	0%	0%	0%	0%

Matrix for Pricing Comparisons

Equivalent or less than current contract	30
Below 10% increase on current contract	20
Below 20% increase on current contract	10
Above 20% increase on current contract	5

