

This document is part of a series of Fit To Bid® guidelines, providing invaluable information to help SMEs improve their tender responses and increase their chances of success. Can also be used as a reference during the tender preparation process and as a learning resource for SMEs who are new to tendering.

Bid Evaluation Criteria Summary: understanding these criteria can help SMEs tailor their responses to better meet the evaluation needs of the tendering organisation.

1. Understanding of the Requirement

- Does the bidder demonstrate a clear understanding of what is required?
- Has the bidder identified key challenges and how they will overcome them?

2. Proposed Solution

- Does the proposed solution meet the requirements set out in the tender?
- Does the solution demonstrate innovation and added value?

3. Experience and Past Performance

- Does the bidder have a proven track record in delivering similar projects?
- Can the bidder provide references or case studies to support their claims?

4. Capacity and Capability

- Does the bidder have the necessary resources and skills to deliver the project?
- Can the bidder demonstrate robust project management processes?

5. Sustainability and Social Value

- Does the bidder demonstrate a commitment to environmental sustainability?
- Can the bidder demonstrate how they will deliver social value through this contract?

6. Price

- Does the price offer good value for money?
- Has the bidder provided a clear and transparent pricing structure?

7. Quality Assurance

- Does the bidder have a robust quality management system in place?
- Can the bidder provide evidence of quality standards, such as ISO certifications?

8. Risk Management

- Has the bidder identified potential risks and provided mitigation strategies?
- Does the bidder have a solid risk management plan in place?

9. Compliance

- Does the bidder comply with all legal and regulatory requirements related to the project?
- Can the bidder provide evidence of compliance, such as licenses or certifications?

10. Post-Contract Support

- Does the bidder offer warranty or maintenance support after the completion of the project?
- How does the bidder handle any issues or problems that arise after the project is delivered?

Please note that whilst this is a comprehensive and general summary, specific criteria may vary depending on the tender. Always refer to the tender document for the exact evaluation criteria.