**Document Evaluation Tool**

**📊 Summary Scoring Table**

|  | **Criterion** | **Company1 Score** | **Company2 Score** | **Weighting (%)** | **Weighted Company1 Score** | **Weighted Company2 Score** |
| --- | --- | --- | --- | --- | --- | --- |
| **0** | **MANAGEMENT SYSTEMS** | **4.0** | **5.0** | **5.0** | **0.20** | **0.25** |
| **1** | **RELEVANT EXPERTISE & EXPERIENCE** | **8.0** | **8.0** | **40.0** | **3.20** | **3.20** |
| **2** | **REQUIREMENTS & DELIVERABLES** | **7.0** | **7.0** | **35.0** | **2.45** | **2.45** |
| **3** | **SERVICE METHODOLOGY & APPROACH** | **5.0** | **6.0** | **20.0** | **1.00** | **1.20** |
| **4** | **Total** | **24.0** | **26.0** |  | **6.85** | **7.10** |

**Company**

**Document Evaluation Report**

**Executive Summary**

**Criteria**

**RELEVANT EXPERTISE & EXPERIENCE: 8/10**

Page References: 5, 6, 7, 8, 9, 10, 11, 12

**Strengths:**

* blah

**Weaknesses:**

* blah

**Sub-Criteria**

* Organisational capacity: 8/10 - Strong organizational structure.
* Delivery of similar services: 7/10 - Good track record.
* Specialist knowledge & expertise: 7/10 - Competent knowledge.
* Water industry experience: 6/10 - Some relevant experience.
* Key personnel: 8/10 - Relevant experience and qualifications.

**Criteria**

**REQUIREMENTS & DELIVERABLES: 7/10**

Page References: 13, 14, 15, 16, 17, 18, 19

**Strengths:**

* blah

**Weaknesses:**

* blah

**Sub-Criteria**

* Understanding of requirements: 8/10 - Comprehensive response.
* Proposed deliverables: 7/10 - Well-defined but lacks detail.
* Quality of proposal: 6/10 - Basic proposal structure.
* Innovation & value-add: 5/10 - Limited innovation.

**<<remaining criteria and subcriteria>>**

**Yes/No Criteria**

**Supplier Code of Conduct – Integrity, ethics & conduct: No**

Justification: There is no explicit evidence provided in the document regarding the Supplier Code of Conduct.

**<<remaining yes/no criteria>>**