



Master the art of bid evaluation with our 7-step guide

**to build an effective, accountable,
and fair evaluation model for your
tenders and RFQs, and ensure the
best possible outcome every time.**



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DEFINE THE OBJECTIVES:

Clearly define the objectives and goals of the procurement process and identify the criteria for evaluating bids





DETERMINE EVALUATION CRITERIA

Establish a set of evaluation criteria that will be used to evaluate bids, including technical specifications, quality, price, delivery time, and other relevant factors





IMPROVED DECISION MAKING

An evaluation model helps to objectively and systematically evaluate bids, providing the information needed to make informed decisions and select the best bid





ASSIGN WEIGHTS TO CRITERIA

Assign weights to each evaluation criteria to reflect its relative importance in the procurement process





CREATE A SCORING SYSTEM

Develop a scoring system that takes into account the evaluation criteria and weights, converting qualitative information into numerical scores





EVALUATE THE BIDS

Use the evaluation criteria and scoring system to objectively evaluate the bids received and determine the most advantageous bid





REVIEW AND VERIFY RESULTS

Verify the results of the evaluation process to ensure that the most advantageous bid has been selected and that the procurement process has been conducted in accordance with established standards and regulations





DOCUMENT THE PROCESS

Document the evaluation process, including the criteria used, the scores assigned, and the results, to provide a clear and transparent record of the procurement process





BUILDING

Building a well-structured evaluation model will help ensure a fair and transparent evaluation of tender bids, reducing the risk of corruption and improving the quality of procurement processes





CONTACT US

**With the help of Solvoz, building your evaluation
model is quick and easy**

email us today: info@solvoz.com

