

**QUOTATION EVALUATION REPORT SHEET**

Author: Procurement Officer  
 File Ref: CM.STD.3  
 Synergy Ref: NF1222070\_2  
 Version: 20/02/13

QUOTATION NUMBER: QXXXXX  
 QUOTATION NAME: [INSERT]

Insert score out of 10		Respondent 1		Respondent 2		Respondent 3		Respondent 4		Respondent 5	
Selection Criteria	Weighting	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted
Insert criteria and weightings		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)	
<b>Cost (Electronically scored)</b>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			0.00		0.00		0.00		0.00		0.00
			0.00		0.00		0.00		0.00		0.00
			0.00		0.00		0.00		0.00		0.00
			0.00		0.00		0.00		0.00		0.00
<b>Totals</b>	<b>0%</b>		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

**Rating Scale:**  
 10 = Outstanding offer, greatly exceeds criterion  
 8 = Very good offer, exceeds criterion  
 6 = Good offer, no deficiencies, meets criterion  
 4 = Fair offer, few deficiencies, almost meets criterion  
 2 = Marginal offer, some deficiencies, partly meets criterion  
 0 = Inadequate offer, many deficiencies, does not meet criterion

**Recommendation:**

**Officer's Name:** \_\_\_\_\_ **Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's Name:** \_\_\_\_\_ **Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_