

											
CRITERIA	DOCUMENTATION REQUIRED	EVALUATION METHODOLOGY	Maximum Scores	Bidder 1		Bidder 2		Bidder 3		Bidder 4	
ELEGIBILITY CRITERIA											
Promixity		Yes/No	Yes/No								
WEIGHTED TECHNICAL EVALUATION CRITERIA			Maximum Scores	Bidder 1		Bidder 2		Bidder		Bidder 4	
				Score	Comments	Score	Comments	Score	Comments	Score	Comments
Menu Suitability & Variety (Quality, Balance, Presentation, and diversity of menus) Service provider to submit menu options previously prepared that is suitable for high profile delegation together with the portfolio of evidence in a form of sample menus; photographs, nutritional breakdowns, proof of dietary certifications (Halaal/Kosher) on the closing date of the RFQ.		1= No Menu variety; fails to address dietary/cultural needs. 2 = Limited menu options; basic accommodation (e.g. vegetarian only) 3 = Adequate menu variety: Some dietary inclusivity (e.g. Halaal/Vegetarian) 4 = Strong variety; broad dietary/cultural accommodation with balanced menu. 5 = Exceptional variety; innovative, executive-standard menus meeting all dietary / cultural needs.	30%								
Experience & Track Record (Past high-profile catering experience, references) Evidence: 5 Client reference letters (on a company letterhead, not older than 12 months and signed).		1= 1 Reference letter 2 = 2 Reference letters 3 = 3 Reference letters 4 = 4 Reference letters 5 = 5 Reference letters	20%								
Capacity & Resources (Infrastructure, staff, logistics readiness & pictures of facilities) Service provider to submit evidence in a form of photos of kitchen facilities, staff training records, organograms, logistics fleet details, equipment inventory.		1= Insufficient kitchen facilities or untrained staff 2 = Basic facilities, limited staff, only small events covered. 3 = Adeuate facilities and staffing; capable of mid-sized events. 4 = Well-equipped facilities, professional hospitality staff, logistics capability for bulk catering. 5 = Large-scale, state of the art facilities, certified staff, full logistics support for VIP events.	15%								
Food Safety & Compliance (Certifications, allergen management, hygiene) Service provider to submit evidence in a form of NACCP/ISO certificates, Department of Health permits, inspection reports, allergen labeling protocols		1 = No valid food safety certifications 2 = Basic local permits but limited compliance documentation 3 = Compliance with minimum food safety standards 4 = Certified to HACCP/ISO standards, strong allergen management. 5 = Multiple international certifications, rigorous safety systems, traceability records.	15%								
Lead time to deliver catering for a head count between 20-40 people (Delivery & Logistics Plan: Document outlining how orders of 20–40 people will be prepared, packaged, transported, and delivered within the specified timeframe. / Kitchen Production Capacity: Photos, equipment lists, or capacity statements showing ability to handle bulk orders. Proof of batch cooking facilities or pre-prepared menu processes.)		1 = more than 7 working days 2 = 5 - 7 working days 3 = 3 - 4 working days 4 = 2 working days 5 = 24hrs or less	10%								
Operational Execution Plan (Delivery, Setup, Service, Contingency planning) Service provider to submit evidence in a form of detailed service delivery plan, staff schedules, setup diagrams, contingency manuals.		1 = No clear plan for setup, delivery or service. 2 = Generic plan, vague timelines, no contingency measures. 3 = Adequate plan with basic timelines and staffing ratios. 4 = Detailed plan with clear logistics, contingency arrangements for, staff to guest ratio. 5 = Comprehensive executive-standard plan, staff schedules, setup diagrams, contingency measures and VIP hospitality protocols	10%								
The above ratings are based on the evaluation criteria. Total Score (100) - Acceptable rating for technical viability is 80%			100%								

Evaluated by:

Designation:

Signature:

Date:

Evaluated by:

Designation:

Signature:

Date:
