



POLICY – 4.13 Tender Evaluation

Relevant Delegation

N/A

Objective

To evidence Council's commitment to identifying tenders that offer the best overall outcome for the Shire of Menzies, while ensuring all legislative and best practice requirements are met.

Policy Statement

1. Open and effective competition is a key element in achieving value for money. All potential suppliers are given the same opportunities to compete for business with the Shire of Menzies.
2. The process for formally evaluating tenders will be run fairly and transparently, with decisions that provide consistency and confidence.
3. All tenders received will be formally assessed, via an evaluation panel of assessors, to determine best value for money.
4. There will be at least two evaluation panel members, preferably three. There is an option for one of these members to be external to the Shire.

The evaluation panel should establish a standard process of measuring value for money (scoring matrix) and assessing suppliers based on qualitative requirements as stated in the RFQ or RFT document.

The tender evaluation must only include factors that are quantifiable and must only be conducted using information that is contained within the tender returns.

All evaluation panel members are required to sign the ***SoM-Pur-05 Conflict of interest declaration form***.

5. Decisions are to be formally documented, with all evaluation panel members signing off on the recommendation to award services to a particular supplier, then formally approved.

– End of Policy

ADOPTED: APRIL 2021

LAST REVIEWED: 27 NOVEMBER 2025