

Evaluation table

Tender for: Catering services
 Evaluation date:

Tender No.:

Quotations/Financial offers :

Bidder full name:	Bid 1	Bid 2	Bid 3
	Menu for high-level events		
	<i>Prices per unit</i>	<i>Prices per unit</i>	<i>Prices per unit</i>
Coffe break			
Lunch			
Dinner			
	Menu for middle-level events		
	<i>Prices per unit</i>	<i>Prices per unit</i>	<i>Prices per unit</i>
Coffe break			
Lunch			
Dinner			
	Menu for basic-level events		
	<i>Prices per unit</i>	<i>Prices per unit</i>	<i>Prices per unit</i>
Coffe break			
Lunch			
Dinner			

Overall assessment:

Bid 1

Bid 2

Bid 3

1	Price				30%
2	Menu quality: composition and variety				15%
3	Company profile/experience in catering serv.				15%
4	Experience with International Organizations				15%
5	Personnel 1: Event Coordinator experience				10%
6	Personnel 2: Chef(s) experience and certificates				5%
7	Quality assurance				5%
8	Others: Environment-friendly approach, vegetarian and seasonal food and ensuring food safety and hygiene standards				5%
Total Score:		0.00	0.00	0.00	100%

Decision:

Signature 1

Signature 2