

CARE

[Non Fixed Price FWA for Office Supplies/Consumables two years]

Evaluator's Name:	<i>[Provide Name]</i>
Date:	<i>[Provide Date]</i>

This is the RFP evaluation form that will be used to capture the RFP evaluation for each vendor. Please follow these steps in filling in the evaluation form:

- The ranking to evaluate is between 1 and 5, where 5 is the highest score:

1 2 3 4 5
 Low |-----|-----|-----|-----| High

Scoring:

- 1 *Non-complying*
- 2 *Below Acceptable*
- 3 *Acceptable*
- 4 *Good*
- 5 *Excellent*

- The evaluation section follows the RFP's format by Section and Table.
- Provided on the next excel sheet the template needed to rate the bidders. Answers all the cells highlighted in yellow/ white. Measurements are also included for easier determining the bidder's rate per category. You may revise/ remove or add the criteria if deemed necessary.
- Provide additional column/s for comment/s if necessary. Please make sure that when you add comments, take into account that other team members will need to understand them. Leave it blank if you don't have any.

- Please have your score sent SOLELY to your procurement officer by 1:00 PM (ET) of *[Provide Date]*

- Before heading to the sheet tabs, on the cells highlighted in yellow below, kindly provide the needed percentage.

Requirements / Evaluation Criteria	%
1. Technical Proposal	
A. Overall Proposal Suitability: Previous Relevant Work Experiences (minimum 3 work orders or agreements from three different organizations should be submitted)	50%
B. Organizational Profile with updated legal document: (Trade License, E-TIN Certificate, Latest Tax Certificate, BIN Certificate); if any bidder fails to submit any of the stated document will be scored 1 that means unacceptable.	30%
Subtotal	80%
2. Financial Proposal (Value and Cost): N/A	
C. Value and Cost*	
Subtotal	
Total (Total sum must always be 100%)	

- Once ready, you may proceed with evaluation per bidder as reflected on the sheet tab/s below. If you have any other concerns, kindly reach out to Procurement Department.

Effective date: October 1st, 2025

Scoring %	#	REQUIREMENTS	[Bidder's Name]		[Bidder's Name]		[Bidder's Name]		[Bidder's Name]
			Score	Comment	Score	Comment	Score	Comment	Score
50%	A	Overall Proposal Suitability (Based on RFP)							
50.00%	1	Previous Relevant Work Experiences (minimum 5 work orders or agreements from five different organizations should be submitted) • 1 work order or agreement within last two years will get 10 marks • 2 work orders or agreements within the last two years will get 20 marks • 3 work orders or agreements within the last two years will get 30 marks • 4 work orders or agreements within the last two years will get 40 marks • 5 work orders or agreements within the last two years will get 50 marks							
Sub-total (Total Score * %):			0.00%		0.00%		0.00%		0.00%
30%	B	Organizational Profile with updated legal document:							
30.00%	1	Organizational Profile with updated legal document: (Trade License, E-TIN Certificate, Latest Tax Certificate, BIN Certificate); if any bidder fails to submit any of the stated document will be scored 1 that means unacceptable.							
Sub-total (Total Score * %):			0.00%		0.00%		0.00%		0.00%