

Selection Criteria

Selection / Qualification Criteria are used to assess potential suppliers over a range of minimum standards that are required for the particular contract, which include:-

- legal
- economic and financial standing
- technical and/or professional ability
- proven track record

These criteria must be clearly laid out in either the Pre-Qualification Questionnaire (PQQ) or the Invitation to Tender (ITT) documents, depending on the type of procurement procedure you have chosen to use. The evaluation methodology must also detail whether a scoring/weighting or a pass/fail rule is being used.

This stage can also be called the Selection stage.

Selection criteria rules

- must meet the key principles of Transparency, Equal Treatment Non Discrimination, Proportionality and Mutual Recognition
- should be based on financial and technical capability
- each criteria should set a minimum requirement or rule which a tenderer must meet;
- Technical examples:
 - Provide details of previous contracts related to the subject matter of the tender
 - Rule: must demonstrate successful delivery of min 3 contracts to value of €2M ea, in past 3 years.
- Financial examples:
 - Provide details of insurance
Rule: must have Professional Indemnity cover up to €6.5M upon contract award
 - Provide details of annual turnover for last 3 years
Rule: must have a minimum of €5M t/o pa, and be profitable for past 3 years

Tender Award Criteria:

These are the criteria that are used to measure the supplier's ability to perform the contract and can include:-

1. Technical Specification including;
 - a. Maintenance cover
 - b. Warranty terms
2. Methodology and approach
3. Training proposals
4. Ultimate Cost and financial package
5. Experience of the individuals

Tender Award Criteria rules:

- In the same way as Selection Criteria, Tender Award Criteria must comply with the fundamental treaty principles
- They must be related to the subject matter of the contract
- Not confer unrestricted choice on the buyer
- Be expressly stated to enable tenders to be compared and assessed
- Either the contract notice or the ITT document must clearly state all of the tender award criteria along with the corresponding scoring / weighting methodology
- Be capable of being measured and assessed
- You cannot use or introduce criteria not previously known to the tenderers i.e. after publication of the ITT documents in the eTenders website
- Do not mix Selection and Award Criteria - these have separate purposes. Advice is available from Procurement in this regard
- Should be evaluated by a team with the necessary expertise to assess tenders

By agreeing these criteria in the early stage of the tender process and by declaring their scoring/weighting methodology in our Tender documents, we are being open and transparent in our approach.

Standardised evaluation templates are customised by Procurement and sent to Budget Holders for use during the evaluation.

Advice and support are available from Procurement on these complex topics.