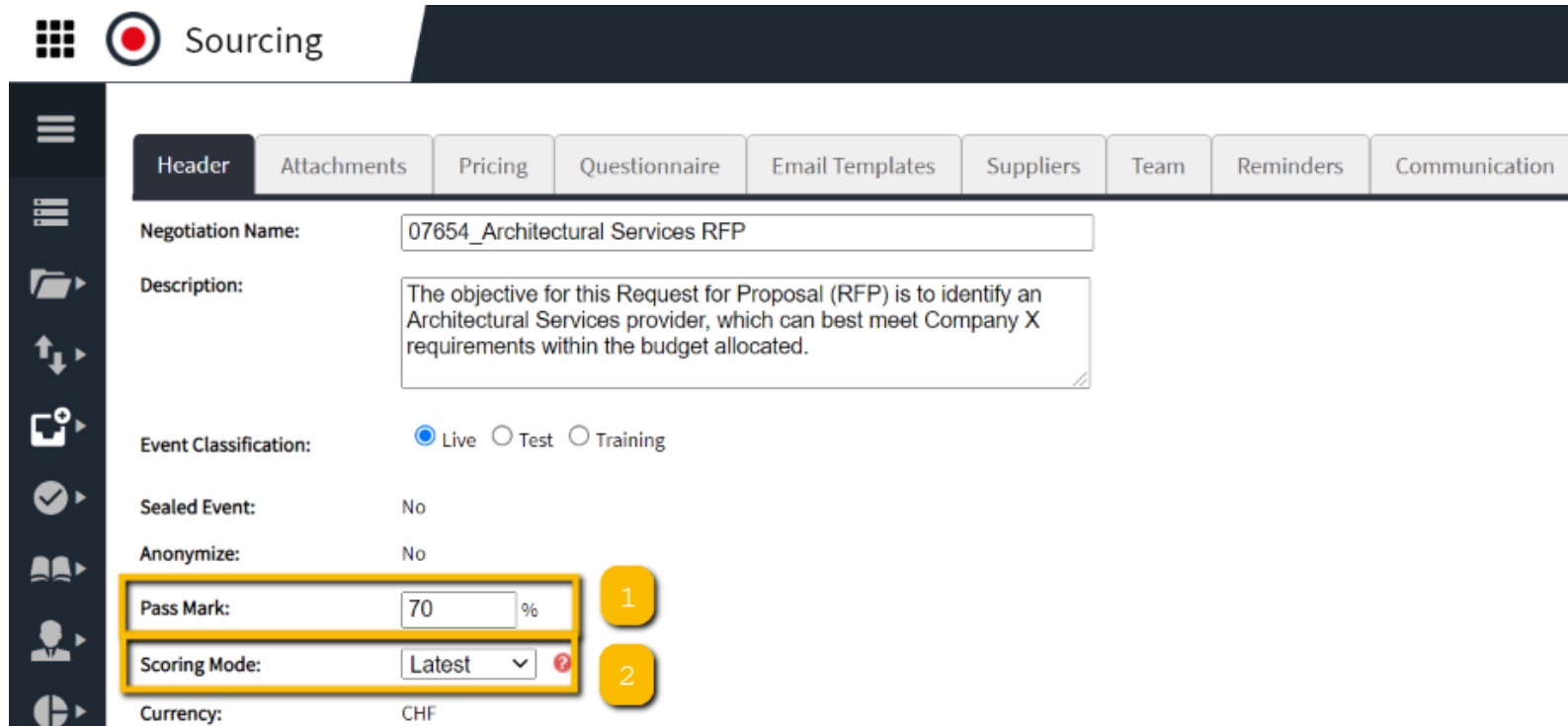


How to evaluate a tender

The Medius Sourcing module supports automatic and manual scoring of tenders. The ability to take full advantage of the scoring functionality relies on a user adding scores to questions in the Questionnaire as part of a tender creation process. For more details on the tender creation (please see “How to create a Tender” guide).

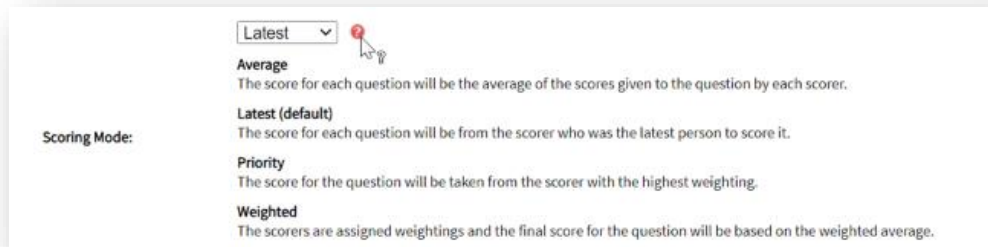
Setting Scoring Mode and Pass Mark


1. A **Pass Mark** option within the Header tab allows the event owner to set a minimum % threshold for a specific tender with the aim of quickly highlighting supplier responses that do not meet the minimum criteria.



The screenshot shows the Medius Sourcing interface. The top navigation bar includes a grid icon and the word "Sourcing". Below this is a horizontal menu with tabs: Header, Attachments, Pricing, Questionnaire, Email Templates, Suppliers, Team, Reminders, and Communication. The "Header" tab is active. The main content area contains the following fields:

- Negotiation Name: 07654_Architectural Services RFP
- Description: The objective for this Request for Proposal (RFP) is to identify an Architectural Services provider, which can best meet Company X requirements within the budget allocated.
- Event Classification: Live Test Training
- Sealed Event: No
- Anonymize: No
- Pass Mark: 70 % (highlighted with a yellow box and a red circle with the number 1)
- Scoring Mode: Latest (highlighted with a yellow box and a red circle with the number 2)
- Currency: CHF



2. The **Scoring Mode** option allows a user to set the evaluation logic for a tender. Hover your mouse cursor over the question mark  tooltip to select the scoring mode most suitable for your tender. There are four scoring modes available:

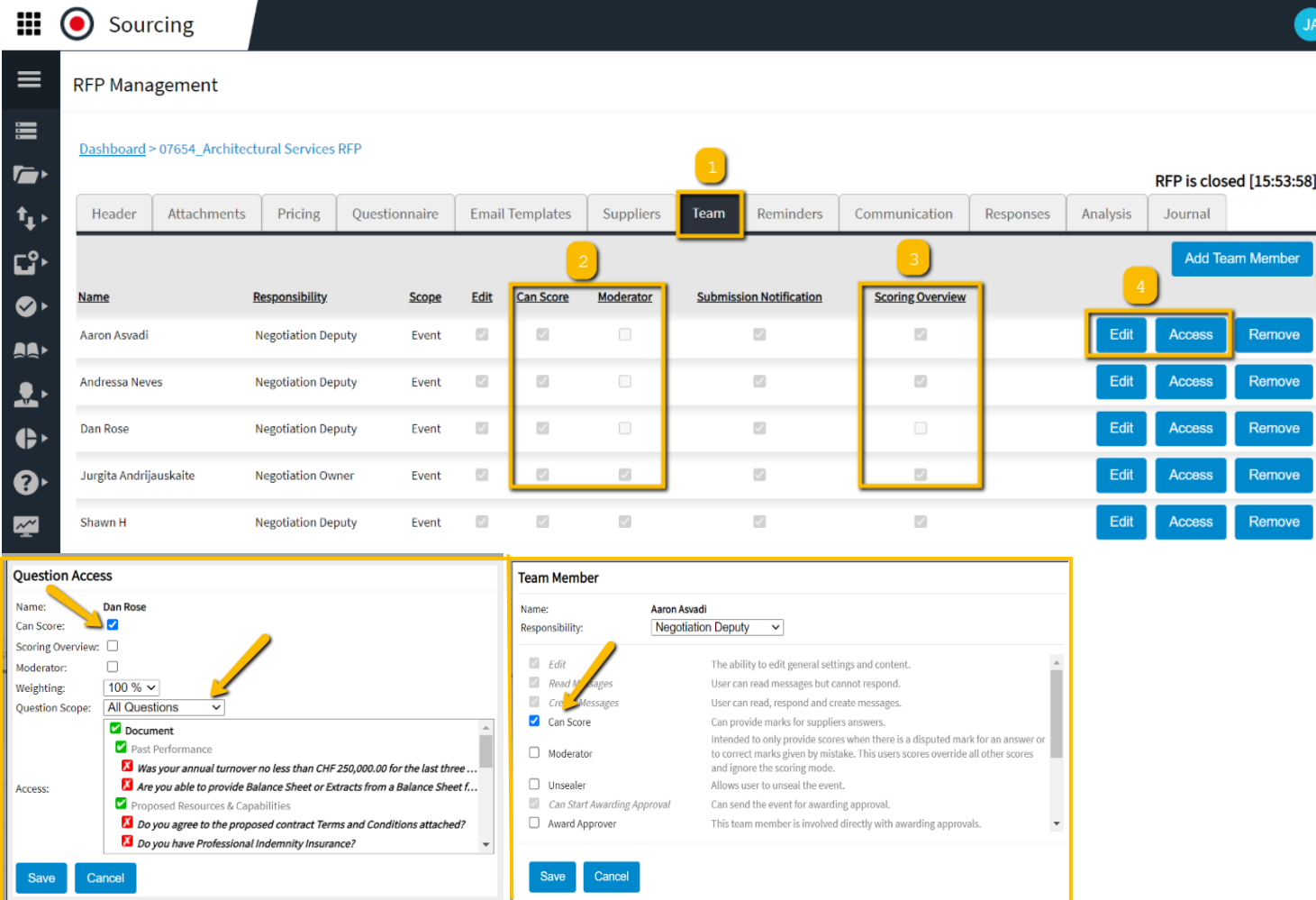
- **Average** – the score for each question will be the average of the scores given to the question by each scorer.
- **Latest (system default)** – the score for each question will be from the scorer who was the latest person to score it.
- **Priority** – the score for the question will be taken from the score with the highest weighting
- **Weighted** – the scorers are assigned weightings and the final score for the question will be based on the weighted average

Inviting and Setting Permissions for Scorers

Once the Scoring Mode and Pass Mark is determined, the next step is to invite stakeholders who will need to evaluate the tender and set their permissions. This can be managed in the Team tab.

1. Navigate to the **Team** tab and add Team Members.
2. You will notice that some permissions will be automatically applied to a user – this is based on the system role a user already has in the Admin Centre.
3. Other permissions, such as access to Scoring Overview, can be manually added on a tender by tender basis.
4. You can manage permissions by clicking on the **Edit** button and view user access to tender by clicking on the **Access** button. If using the priority or weighted scoring methods, set the weighting for each user with scoring access. By

default, the system allows access to score all question to a team member with a scoring permission, to block user access to all questions, set the question scope to **Specific Questions**.



The screenshot shows the 'Sourcing' interface for 'RFP Management'. The breadcrumb trail is 'Dashboard > 07654_Architectural Services RFP'. The 'RFP is closed [15:53:58]' status is visible. The 'Team' tab is selected, showing a table of team members with columns for Name, Responsibility, Scope, Edit, Can Score, Moderator, Submission Notification, and Scoring Overview. The 'Can Score' and 'Moderator' columns are highlighted with a yellow box (2). The 'Scoring Overview' column is also highlighted (3). The 'Edit', 'Access', and 'Remove' buttons for each team member are highlighted with a yellow box (4). A yellow box (1) highlights the 'Team' tab in the navigation bar.

Below the main interface, two inset windows are shown:

- Question Access:** Shows settings for 'Dan Rose'. The 'Can Score' checkbox is checked. The 'Question Scope' is set to 'All Questions'. A list of questions is shown with checkboxes for access: 'Document' (checked), 'Past Performance' (checked), 'Was your annual turnover no less than CHF 250,000.00 for the last three ...' (unchecked), 'Are you able to provide Balance Sheet or Extracts from a Balance Sheet f...' (checked), 'Proposed Resources & Capabilities' (checked), 'Do you agree to the proposed contract Terms and Conditions attached?' (unchecked), and 'Do you have Professional Indemnity Insurance?' (unchecked).
- Team Member:** Shows settings for 'Aaron Asvadi' with 'Negotiation Deputy' responsibility. Permissions listed include 'Edit', 'Read Messages', 'Create Messages', 'Can Score', 'Moderator', 'Unsealer', 'Can Start Awarding Approval', and 'Award Approver'.

5. To manage scorer access to only specific questions, go back to the **Questionnaire** tab and click on **Scorer** button underneath a question object to block or allow scorer access to a question.

1. INTRODUCTION 2. TENDER PROCEDURE 3. TECHNICAL SECTION 4. COMMERCIAL SECTION 5. SUBMISSION DECLARATION

Page Start: TECHNICAL SECTION

3 TECHNICAL QUESTIONS

Have you been authorized to complete the Technical section of this Architectural services RFP? 5

Yes
 No

[Insert Below](#) [Scorers](#) [Edit](#)

Section: Past Performance. This section has a weighting of 15%.

Scorers

Question: Have you been authorized to complete the Technical section of this Architectural services RFP?

Available Scorers	Scorers With Access
Aaron Asvadi Allow Block	Aaron Asvadi
Andressa Neves Allow Block	Andressa Neves Remove
Dan Rose Allow Block	Jurgita Andrijauskaite
Jurgita Andrijauskaite Allow Block	Blocked Scorers
Shawn H Allow Block	Dan Rose Remove
	Shawn H

[Finish](#)

Automatic Scoring

1. If you added scores to the closed type question answers within the questionnaire, then the system will automatically calculate the total supplier score in the Responses tab based on the answers that a supplier selects. This will only be visible to buyers and not suppliers.
2. If you marked any answers within the questionnaire as '**Required Answer?**', then the system will automatically disqualify suppliers that did not select the required answers by marking them "OUT" in the Responses tab. This will only be visible to buyers and not suppliers.

The screenshot shows the Medius Sourcing questionnaire editor. The question is "Have you been authorized to complete the Technical section of this Architectural services RFP?". The question type is "Radio Button" and the indent is "Level 0". The question is marked as "Mandatory". The question has two answer options: "Yes" and "No". The "Yes" option has a score of 10 and is marked as a "Required Answer?". The "No" option has a score of 0 and is not marked as a "Required Answer?". The interface includes a rich text editor, a sidebar with navigation icons, and buttons for "Save" and "Cancel".

3. The **Responses** tab will automatically display the total score that a supplier collects during the tender process. The buyer can see a high level summary of supplier scores, that provides an indication of the quality of submissions:

- a) Total % score
- b) Marks acquired vs. total available marks
- c) Pass/fail indication if a supplier failed to provide a required answer or has not answered all mandatory questions.

Please note that this view considers automatic as well as manual scores provided by the scorers (For more details, please see the section **Manual Scoring**)

RFP Management

[Dashboard](#) > [07654_Architectural Services RFP](#)

RFP is closed [15:55:53]

Header Attachments Pricing Questionnaire Email Templates Suppliers Team Reminders Communication **Responses** Analysis Journal

Document Pass Mark: 70 %

Search by: Supplier Name Search Clear Search Results

* Calculated Scores Shown Overall Scores
Items per page: 20

Name	Accessed?	Declined?	Progress	Responded?	Score (100%)	Marks	Unanswered Mandatory Questions	Award
Bureau Architect GmbH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	75.24 %	(158 / 210)* OUT	0	PDF Scoring <input type="checkbox"/>
Magic Designs S.A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	81.43 %	(171 / 210)* Passed (score)	0	PDF Scoring <input type="checkbox"/>
Smith & Sons Architects Ltd.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	89.52 %	(188 / 210)* Passed (score)	0	PDF Scoring <input type="checkbox"/>

Create Savings Record
Create Contract
Score Matrix
Export RFx data
Download All Responses
Update awards
Send for approval

- 4. A team member with the Moderator's permission has the authority to override automatic scores. This can be done from the **Responses** tab by clicking on the **Scoring** button for a particular supplier.

RFP Management

[Dashboard](#) > [07654_Architectural Services RFP](#)

RFP closes in 22 Minutes, 46 Seconds [16:18:12]

Header Attachments Pricing Questionnaire Email Templates Suppliers Team Reminders Communication **Responses** Analysis Journal

Document Pass Mark: 70 %

Search by:

Search

Clear Search Results

* Calculated Scores Shown

Items per page:

Name	Accessed?	Declined?	Progress	Responded?	Score (100 %)	Marks		Unanswered Mandatory Questions	
Bureau Architect GmbH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100.00 %	<input checked="" type="checkbox"/>	75.24 %	(158 / 210)*	OUT	0	PDF Scoring
Magic Designs S.A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100.00 %	<input checked="" type="checkbox"/>	81.43 %	(171 / 210)*	Passed (score)	0	PDF Scoring
Smith & Sons Architects Ltd.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100.00 %	<input checked="" type="checkbox"/>	89.52 %	(188 / 210)*	Passed (score)	0	PDF Scoring

[Score Matrix](#)

[Export RFx data](#)

[Download All Responses](#)

- Then select a question where you need to override the existing score and enter the new score and comments and click **Save**. The system will update the score and the new total score will be shown in the Responses tab for that supplier.

3 TECHNICAL QUESTIONS

Have you been authorized to complete the Technical section of this Architectural services RFP? *

- Yes
 No

Scored: 10 out of 10.

Answered by: Magic Designs S.A.

There are 10 automatic marks available for this question. 10 have been awarded.


Override automatic score with

8

5

Notes : comments

Please ensure that where possible all comments are factual. Where an opinion is expressed please ensure that opinion adheres to internal legal guidelines.

 Calculated score is 10 out of 10

6. Within the **Scoring** view, an evaluator can highlight different types of information within the questionnaire and required assessment process:
- a) Unanswered mandatory questions
 - b) Required answer failure
 - c) Requires manual scoring
 - d) Requires manual assessment
 - e) Scores and notes

[Back to documents](#)

On Behalf Of: Magic Designs S.A.

[Compare Submission History](#)

[Download Comments](#)

[Download Response](#)

[Import/Export Scoring Sheet](#)

Highlight Unanswered Mandatory Questions Required Answer Failure Requires Manual Scoring Requires Manual Assessment Scores and Notes

6

1. INTRODUCTION

2. TENDER PROCEDURE

3. TECHNICAL SECTION

4. COMMERCIAL SECTION

5. SUBMISSION DECLARATION

Page Start: INTRODUCTION

1 INTRODUCTION

REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES 2020

Company X is conducting a competitive solicitation process to identify and carry out Architectural Services for the Urban Design for Regeneration and Development of lands.

Company X hereby invites your firm to submit a proposal in response to Request for Proposal (RFP) using online eSourcing tool.

Manual Scoring

1. System based manual scoring

Free type questions may be subject to manual scoring. Due to a subjective nature of supplier answers, a maximum available score can be applied to a question. It is evaluator(s) responsibility to review supplier answers and enter a score based on the quality of a response provided by a supplier. To enter manual scores, click on the **Scoring** button for a particular supplier in the **Responses** tab (please refer to the Automatic scoring, section 4 above). Then select a question where a manual score is required, read supplier response, and enter an appropriate score out of the maximum number of points available for that question. In addition, you can provide justification for your score in the **Notes** section. If there is more than one scorer providing the scores, you will be able to see their respective scores and notes beneath the question.

8. Please provide 3 references:

Reference 1:

Name *

name 1

Scored: 10 out of 10.
Answered by: Magic Designs S.A.

There are 10 manual marks available for this question.

Notes :

Please ensure that where possible all comments are factual. Where an opinion is expressed please ensure that opinion adheres to internal legal guidelines.

Name	Score	Score Date	Score Used	Notes
Andressa Neves	10	18 Oct 2020 18:50	<input type="checkbox"/>	Agree with Jurgita's score
Jurgita Andrijauskaite	10	17 Oct 2020 18:40	<input checked="" type="checkbox"/>	great reference

2. Template based manual scoring

It is possible to score a tender using a template via the '**Import/Export Scoring Sheet**' feature available in the **Scoring** element of the **Responses** tab. It is a great feature for those scorers who are infrequent users of the system and prefer to provide their scores in the Excel spreadsheet instead of doing it online. A project owner can download scoring sheets on behalf of evaluators, email them their scoring sheets and then reupload them back in to the system with their scores and without needing the scorers to log in to the system.

Sourcing JA

Supplier Response

[Back to documents](#)

On Behalf Of: **Magic Designs S.A.**
[Compare Submission History](#)
[Download Comments](#)
[Download Response](#)
[Import/Export Scoring Sheet](#)

Highlight Unanswered Mandatory Questions Required Answer Failure Requires Manual Scoring Requires Manual Assessment Scores and Notes

1. INTRODUCTION | 2. TENDER PROCEDURE | 3. TECHNICAL SECTION | 4. COMMERCIAL SECTION | 5. SUBMISSION DECLARATION

Page Start: INTRODUCTION

1 INTRODUCTION

REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES 2020

Company X is conducting a competitive solicitation process to identify and carry out Architectural Services for the Urban Design for Regeneration and Development of lands.

Company X hereby invites your firm to submit a proposal in response to Request for Proposal (RFP) using online eSourcing tool.

Scoring Import/Export

As the owner or moderator of this tender you can import and export scores for any team member.

On Behalf Of: **Jurgita Andrijauskaitė**

Export Scoring Sheet

Click on the download button below to download the scoring template for this tender which can be completed and re-imported back in to this tender.

[Download Template](#)

Import Scoring Sheet

Browse to the completed scoring sheet and select 'Import Scores' to import them in to this tender for the current supplier.

No file chosen

Free questions marking sheet

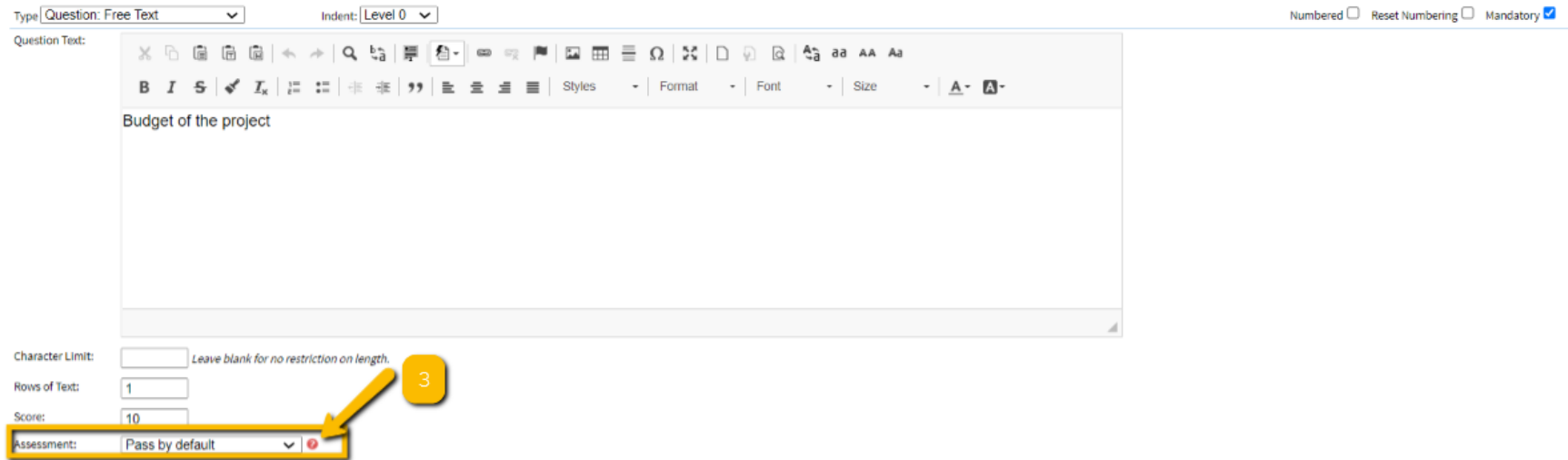
Enter your marks for each of the manually scored questions in the green 'Score' column.

Document : 07654 Architectural Services RFP
 Scorer : Jurgita Andrijauskaitė
 Supplier : Magic Designs S.A.

Number	Question	Answer	Marks Available	Score	Pass	Comment
1	INTRODUCTION		0			
2	TENDER PROCEDURE		0			
3	TECHNICAL QUESTIONS		0			
	Have you been authorized to complete the Technical section of this Architectural services RFP?	Yes	10	10		
	Past Performance		0			
1.	Was your annual turnover no less than CHF 250,000.00 for the last three years?	Yes	10	10		
2.	Are you able to provide Balance Sheet or Extracts from a Balance Sheet for the past 3 years under your current trading name?	Yes (please attach)	10	10		
	Proposed Resources & Capabilities		0			

3. Manual question assessment options

When setting up scores for manual tender questions, it is also possible to choose an **Assessment** type per question. This is an additional control to having manual marks available for that question.



The screenshot shows the Medius question editor interface. At the top, there are dropdown menus for 'Type' (set to 'Question: Free Text') and 'Indent' (set to 'Level 0'). On the right, there are checkboxes for 'Numbered', 'Reset Numbering', and 'Mandatory' (checked). Below these is a rich text editor with a toolbar and a text area containing the text 'Budget of the project'. At the bottom, there are input fields for 'Character Limit' (with a note 'Leave blank for no restriction on length.'), 'Rows of Text' (set to '1'), and 'Score' (set to '10'). The 'Assessment' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it from a yellow circle containing the number '3'. The dropdown menu is currently set to 'Pass by default'.

Available **Assessment** options are listed below:

- Pass by default** – no manual assessment necessary
- Pass when not rejected** – no action by a scorer counts as a pass by default
- Pass only when confirmed** – pass only when a scorer has selected that the answer is accepted

4. Submitting the scores

It is important to remember to scroll to the bottom of the page and click on the '**Submit Scores**' when the scoring has been completed.

On Behalf Of: Magic Designs S.A.

[Compare Submission History](#)

[Download Comments](#)

[Download Response](#)

[Import/Export Scoring Sheet](#)

Highlight Unanswered Mandatory Questions Required Answer Failure Requires Manual Scoring Requires Manual Assessment Scores and Notes

1. INTRODUCTION 2. TENDER PROCEDURE 3. TECHNICAL SECTION 4. COMMERCIAL SECTION 5. SUBMISSION DECLARATION

Page Start: SUBMISSION DECLARATION

5 SUBMISSION DECLARATION

This is the end of the document. Thank you for completing.

Please ensure you click "Submit" before navigating away from this page.

Overall score provided by you: 171 out of 210 (81.43%, Pass mark: 70.00%)

Overall calculated score: 171 out of 210 (81.43%, Pass mark: 70.00%)

Total assessment provided by you: Pass

Calculated assessment: Pass

[Submit Scores](#) 4

Score Matrix

Scorers/Stakeholders with access can view the summary of supplier responses grouped by either Header or Section elements at any time during the tender evaluation process. The '**Score Matrix**' option, available in the **Responses** tab, displays the most recent supplier score comprised of automatic and manual scores and takes in to account the scoring mode as well as any weightings applied to sections or scorers. This view is a byproduct of the system that amalgamates the entire evaluation mechanism that has been applied to the tender.

Sourcing JA

RFP Management

Dashboard > 07654_Architectural Services RFP

Header Attachments Pricing Questionnaire Email Templates Suppliers Team Reminders Communication **Responses** Analysis Journal RFP is closed [17:24:46]

Document Pass Mark: 70 %

Search by: Supplier Name [Select Supplier] Search Clear Search Results

* Calculated Scores Shown Overall Scores Items per page: 20

Name	Accessed?	Declined?	Progress	Responded?	Score (100%)	Marks	Unanswered Mandatory Questions	Award
Bureau Architect GmbH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	75.24 %	(158 / 210)*	0	OUT
Magic Designs S.A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	81.43 %	(171 / 210)*	0	Passed (score)
Smith & Sons Architects Ltd.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	89.52 %	(188 / 210)*	0	Passed (score)

Create Savings Record Create Contract **Score Matrix** Export RFx data Download All Responses Update awards Send for approval

The Score Matrix output can be exported to Excel:
RFP Management

Dashboard > 07654_Architectural Services RFP

Header Attachments Pricing Questionnaire Email Templates Suppliers Team Reminders Communication **Responses** Analysis Journal RFP is closed [17:36:51]

Back to Responses **Export Results**

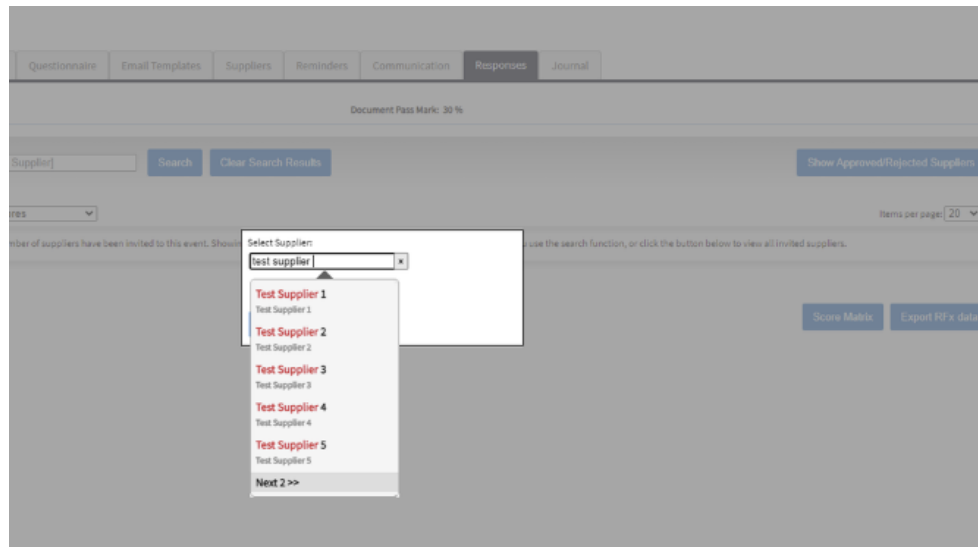
Calculated Scores Shown
Group By: Section Elements Display as weighted score

Supplier	Past Performance (15%)		Proposed Resources & Capabilities (30%)		Terms of Reference & Representative Tasks (25%)		Rates (30%)		Overall (100%)		Rank	
	Score / 20	Weighted Score / 31.5	Score / 50	Weighted Score / 63	Score / 90	Weighted Score / 52.5	Score / 40	Weighted Score / 63	Score / 210	Weighted / 210	Score	Weighted
Bureau Architect GmbH	14.00	22.05	48.00	60.48	71.00	41.42	15.00	23.63	158.00	147.57	3rd	3rd
Magic Designs S.A.	20.00	31.50	40.00	50.40	81.00	47.25	20.00	31.50	171.00	160.65	2nd	2nd
Smith & Sons Architects Ltd.	20.00	31.50	50.00	63.00	78.00	45.50	30.00	47.25	188.00	187.25	1st	1st

Score Matrix by Supplier

The score matrix in an eRFx now allows you to search, select and view a single supplier.

When selecting the 'Score Matrix' button, a box will appear allowing you to search and select suppliers who have been invited to the event. All suppliers can be viewed in the matrix by simply ticking the **Score Matrix** for all Suppliers' option.



Score Matrix Focused Score

The score matrix has the option to display a focused score, this removes the scores associated to any nested questions that a supplier was not required to complete.

If grouping the score matrix by '**Section Elements**' you will be able to view Overall Scores, Overall Weighted Scores, Focused Scores or Focused Weighted Scores.

In addition to the Score Matrix, there are a couple of other useful tender evaluation outputs available in the system:

Supplier score comparison

Within the **Scoring** element of a supplier response there are the following options available:

Supplier Response

[Back to documents](#)

On Behalf Of: Magic Designs S.A.

Highlight Unanswered Mandatory Questions Required Answer Failure Requires Manual Scoring Requires Manual Assessment Scores and Notes

1. INTRODUCTION 2. TENDER PROCEDURE 3. TECHNICAL SECTION 4. COMMERCIAL SECTION 5. SUBMISSION DECLARATION

Page Start: INTRODUCTION

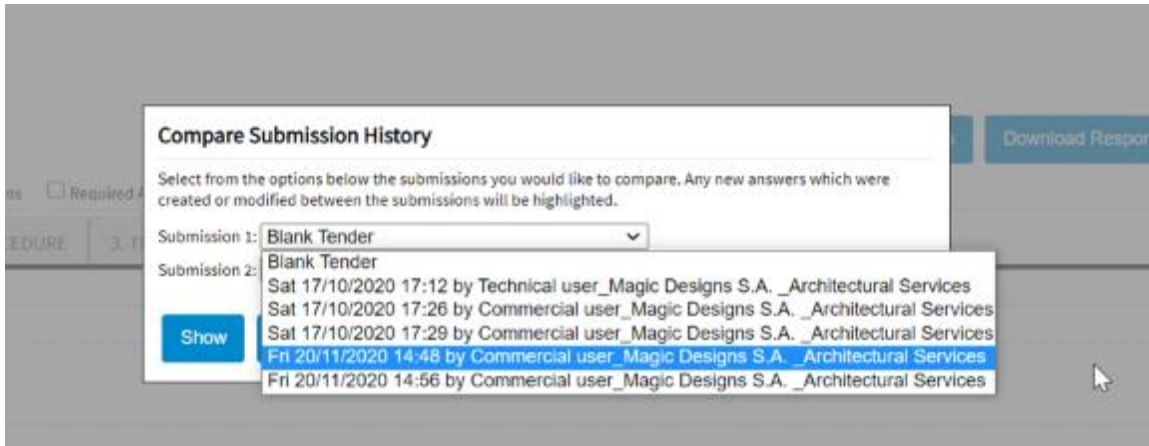
1 INTRODUCTION

REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES 2020

Company X is conducting a competitive solicitation process to identify and carry out Architectural Services for the Urban Design for Regeneration and Development of lands.

Company X hereby invites your firm to submit a proposal in response to Request for Proposal (RFP) using online eSourcing tool.

1. **Compare Submission History** allows a buyer user to compare the latest supplier submission with any previous submissions that the same supplier may have made during the tender process.



2. **Download Comments** exports all evaluators' scores per question/per supplier for an easy side by side score comparison

Comments review														
Readonly view of all evaluations														
Document: 07654 Architectural Services RFP														
Supplier: Magic Designs S.A.														
Number	Question	Answer	Mks Available	Calculated Score	Calculated Pass	Aaron Asvadi				Andreasa Neves				
						Score	Pass	Comment	Score	Pass	Comment			
1	INTRODUCTION		0											
2	TENDER PROCEDURE		0											
3	TECHNICAL QUESTIONS		0											
	Have you been authorized to complete the Technical section of this Architectural services RFP?	Yes	10	10		10								
	Past Performance		0											
1	Yes your annual turnover no less than CHF 250,000.00 for the last three years?	Yes	10	10										
2	Are you able to provide Balance Sheet or Extracts from a Balance Sheet for the past 3 years under your current trading name?	Yes (please attach)	10	10										
	Proposed Resources & Capabilities		0											
3	Do you agree to the proposed contract Terms and Conditions attached?	Yes	10	10										
4	Do you have Professional Indemnity Insurance?	Yes (please attach)	10	10		10								
5	Do you have Public Liability Insurance?	Yes	10	10										
6	Have you paid your social security dues?	Yes	10	10										
7	Are you able to supply and agree to the attached Scope of Requirements?	Yes	10	10										

3. **Download Responses** allows a user to group and download supplier responses.

Download Responses

Please select the options below to configure your download for this event.

Would you like to download only submitted responses or all responses including partially saved ones?

All Responses
 Submitted Responses Only

Should attachments be grouped by question, or all of the supplier's attachments be in a single folder

Group by Question
 Group by Supplier

[Download](#) [Cancel](#)

4. **Export RFX data** provides the total score of all suppliers within a tender in an easy side by side comparison view.

Document Pass Mark: 70 %

Search by: Supplier Name [Select Supplier] Search Clear Search Results

* Calculated Scores Shown: Overall Scores Items per page: 20

Name	Accessed?	Declined?	Progress	Responded?	Score (100%)	Marks	Unanswered Mandatory Questions	Award
Bureau Architect GmbH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	75.24 %	(158 / 210)*	OUT	0
Magic Designs S.A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	81.43 %	(171 / 210)*	Passed (score)	0
Smith & Sons Architects Ltd.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00 %	<input checked="" type="checkbox"/>	89.52 %	(191 / 210)*	Failed (score)	0

Create Savings Record
Create Contract
Score Matrix
Export Rfx data
Download All Responses
Update awards
Send for approval

4. Export Rfx Data:

5. Download All Responses (please see section 3 above)

The objective for this Request for Proposal (RFP) is to identify a

Time of Report: 05 June 2021 17:00:12

Number	Question	Max Score	On Behalf Of	Bureau Architect C	Magic Designs S.A.	Smith & Sons Architects Ltd.
1	INTRODUCTION					
2	TENDER PROCEDURE					
3	TECHNICAL QUESTIONS					
	Have you been authorized to complete the Technical section of this Architectural services RFP?	10	Score	10	10	10
			Rank	1	1	1
3 - 1.	Was your annual turnover no less than CHF 250,000.00 for the last three years?	10	Score	6	10	10
			Rank	2	1	1
3 - 2.	Are you able to provide Balance Sheet or Extracts from a Balance Sheet for the past 3 years under your current trading name?	10	Score	8	10	10

RFX Info Grid Data Line Data Line Tables Line Values

Download Responses

Please select the options below to configure your download for this event.

Would you like to download only submitted responses or all responses including partially saved ones?

- All Responses
- Submitted Responses Only

Should attachments be grouped by question, or all of the supplier's attachments be in a single folder

- Group by Question
- Group by Supplier

Download Cancel

Awarding a tender



Once supplier responses have been evaluated and scored, the final step is to award a tender to the right supplier. For details on how to award a tender, please see the guide (Please see "*How to Award an eAuction or a Tender*" guide)