

Worksheet 4.2B

Environmental evaluation of project tenders

This is an example only – adapt this Worksheet to suit your organisation’s requirements.

Section A: Company information

Company name:			
Type of business:			
Street address:			
Mailing address:			
Principal contact:		Phone:	Email:

Description of work under the Contract

Briefly describe:			
Applicable property:			

Section B: Relevant experience

Rate jobs listed by tenderer against relevant experience	Job listed by Tenderer		Experience	
			Adequate	Inadequate
1				
2				
3				
4				

Has Tenderer worked on other [client] projects or properties in the last 3 years? If so, are there any concerns that need to be addressed?

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Environmental references provided by Tenderer

	Company 1	Company 2	Company 3
Type of service provided:			
Client:			
Contact name:			
Phone number:			

Reference followed up (Y/N)			
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Section C: Evaluation criteria

Criteria	Ex ¹	Ad ²	Inad ³	Comments
C1 Company policy and management				
1				
2				
3				
4				
5				
6				
7				
8				

¹ Able to demonstrate **excellent** performance – above average capability or experience

² Able to demonstrate an **adequate** performance – acceptable minimum

³ **Inadequate** performance – unable to demonstrate an acceptable minimum performance

Section C: Evaluation criteria

Criteria	Ex ¹	Ad ²	Inad ³	Comments
C2 Project environmental management plan				
9a	Environmental management – Adequacy of the outline EMP ⁴ submitted with the tender response. [if an EMP is required in the contract]			
	Environmental responsibility – Does outline EMP allocate responsibility and accountability to project staff, including using staff with appropriate skills and experience for the project needs?			
	Environmental training – Has the Tenderer completed induction training for this property?			
	Management of subcontractors – How well does the Tenderer commit to managing subcontractors and major suppliers to achieve the project's environmental objectives?			
	Energy management – Measures the Tenderer will take to minimise energy use when on the property.			
	Water management – Measures the Tenderer will take to minimise water use when on the property.			
	Waste and recycling management – Adequacy of the typical WMP ⁵ provided with the tender response.			
	Noise management – Measures the Tenderer will take to minimise noise disruption to building occupants.			
	Air and indoor environment quality management – Measures the Tenderer will take to avoid toxic or nuisance emissions (e.g. dust) and maintain indoor air quality standards.			
	Monitoring – Adequacy of the proposed project environmental monitoring procedures.			

⁴ EMP – Environmental Management Plan⁵ WMP – Waste and Recycling Management Plan

Section C: Evaluation criteria

Criteria	Ex ¹	Ad ²	Inad ³	Comments
Reporting – Adequacy of project environmental performance reporting procedures or commitment.				
Other environmental capabilities or experiences offered by the Tenderer.				
C3 Occupational health & safety				
Record – From the information provided by the Tenderer, rate the company's OH&S record. Excellent = no lost time injury (LTI) or no medical treatment cases (MTC) in last 12 months. Adequate ≤ 2 LTI and 2 MTC in last 12 months Inadequate ≥ 2 LTI and 2 MTC in last 12 months				
Training – Adequacy of staff OH&S training				
C4 Social (include relevant issues)				
Other: e.g. Employment initiatives Community initiatives				

Assessor's name:	Ph:
Comment:	(Brief comment on whether the Tenderer has demonstrated sufficient experience, capability and commitment to meet project expectations and requirements.)
Contract commitments	(Note detail if award of a contract or pre-registration should be conditional on the Tenderer committing to an action, deliverable or outcome or providing further evidence of capability in a particular area before project start.)
Recommendation:	(Yes/No – to whether the Tenderer should be considered for the Contract, or pre-qualification registration, based on sustainability criteria).
Assessor's signature:	Date: