



Quality Based Method (ATQBM) evaluation procedure

Steps	ATQBM process
Step 1 Procurement open tender box	<ul style="list-style-type: none"> • Compliance check undertaken. • Procurement provide Tender Evaluation Panel (TEP) with non-price responses. • Procurement provide TEP with price range of compliant responses.
Step 2 TEP grade the non-price attributes	<ul style="list-style-type: none"> • Conformance check to determine response is within the tenders scope and requirements. • Evaluate any pre-conditions. • TEP grade non-price attributes for each response from 0 to 100 or pass/fail. • Reject any response that fails against a precondition or graded attribute.
Step 3 (optional) TEP shortlist based on non-price attributes	<ul style="list-style-type: none"> • Shortlist to be undertaken in accordance with RFx conditions.
Step 4 (optional) Presentations by suppliers	<ul style="list-style-type: none"> • Re-grade non-price attributes where appropriate. • Resubmission of price by supplier if needed.
Step 5 TEP finalise the non-price attribute grades	<ul style="list-style-type: none"> • Enter grades into ATQBM evaluation sheet. • Calculate the non-price attribute weighted sum. • Product weighted sum rank.
Step 6 (optional) Refine scope and seek Best and Final Offer	<ul style="list-style-type: none"> • Non-price attribute scores may be adjusted if impacted by the scope.
Step 7 TEP identify preferred supplier(s) and negotiate	<ul style="list-style-type: none"> • Select supplier(s) to be involved in negotiation process (preferred supplier(s)). • Procurement provides price responses for preferred suppliers. • Negotiation to be undertaken in accordance with tender conditions.
Step 8 TEP identify successful supplier	<ul style="list-style-type: none"> • The successful supplier will be the one that presents the response that is within the tenders scope and requirements, passes on all non-price attributes and has the highest weighted sum of the non price attribute grades, and an acceptable price, and/ or offers the best Value for Money outcome after negotiation. • Tender Evaluation Report completed and approved. • Advise and debrief successful and unsuccessful suppliers.