

TENDER EVALUATION COMMITTEE

January 2026

Suggested composition of the Evaluation Committee	Chairperson of the Evaluation Committee	Principal or member of the Board of Management (BOM)
	Evaluator 1	Principal, Teacher, Secretary, member of the BOM or member of the Parent's Association
	Evaluator 2	Principal, Teacher, Secretary, member of the BOM or member of the Parent's Association
	Note taker	Principal, Teacher, Secretary, member of the BOM or member of the Parent's Association
Conflict of Interest and Confidentiality Declaration	<ul style="list-style-type: none"> Each member of the Evaluation Committee must read and sign a copy of the Conflict of Interest and Confidentiality Declaration. 	
Role of the Evaluation Committee	<ul style="list-style-type: none"> Review of the submitted tenders/quote Determine the response(s) that offer the best value for money and lowest risk to the Contracting Authority Selection of the winning supplier(s)/provider(s) 	
Role of the Chairperson	<ul style="list-style-type: none"> The Chairperson of the Tender Evaluation Committee is responsible for ensuring the evaluation process is conducted professionally, fairly and impartially During the evaluation process, the Chairperson provides leadership and procurement expertise, governs the evaluation process in accordance with the published terms and conditions of the competition They ensure that probity is involved from the outset so therefore the evaluation committee is isolated from external influences, and that the evaluation process is fair and transparent, and there are not any biases or omissions in the decision making They will ensure that: <ul style="list-style-type: none"> all the business on the agenda is discussed; everyone's views are heard; clear decisions are reached; and the meetings start and finish on time 	
Tasks to be undertaken by the Chairperson (example)	<ul style="list-style-type: none"> Establishing timeframes for the evaluation process to meet Contracting Authority's timelines; Scheduling and chairing meetings with the evaluation committee; Establishing and communicating the meeting protocols; Ensuring that meetings are planned effectively, matters are dealt with in an orderly and efficient manner with agreed items recorded; Ensuring the evaluation process is conducted in accordance with the published terms and conditions of the competition that it complies with the National procurement guidelines and law; Initiating any contact with respondents during the evaluation process; Ensuring that the evaluation team has genuine debate; Conduct the variance meeting, ensuring that the evaluation committee arrives at a consensus position or documents differences in position; Important! Scores must not be assigned through a mathematical average. Each evaluator must agree on the final score and justification! Managing the recording of the Evaluation Committee scores and review for accuracy; Seeking subject matter expertise from other sources on matters relevant to evaluation deliberations, where necessary and if specified in the tender documents; and Responsible for organising the preparation of the Evaluation Report, ensuring that it reflects the committee meetings and recommendations of the evaluation committee. 	