

Qualitative Proposal Scoring: Qualitative Evaluation Worksheet

BID EVALUATOR :

Part 2- Qualifications Evaluation Scoresheet For Task 0: Replace this Text with Bidder's Name.

	Bidder Checklist Items	Checklist Weight	Raw Rating Score	Weighted Score
	Business Structure and Business Approach	6		
1	Company Information for Bidder and its affiliates	1		
	Supporting information showing Business Structure (Company Literature, etc.)	1		
	Supporting information showing Nature of Services Provided (for BIDDER and its affiliates)	1		
	Supporting information describing Business Concepts and Business approach to be used in performing, meeting and achieving objectives of this solicitation	1		
	A copy of Articles of Incorporation and By-Laws, or other applicable forms concerning business organization (for BIDDER and affiliates)	2		
	Experience and Qualification	15		
2	Supporting information showing extensive and reliable experience in the oil market as suppliers and/or traders. Information should include, at least, the following: • Successful completion or on-going contracts for the supply of Diesel Fuel Oil No. 2, within the last five (5) years. Contracts must be for a total annual delivered fuel quantity of at least 500,000 Barrels. • Documentation illustrating experience in the oil market, and the responsibilities involved.	8		
	Supporting information outlining and/or illustrating past and current successful experience in the supply of Diesel Fuel Oil No. 2 in petroleum tanker operations.	2		
	Experience with Fuel Supply Storage and Audit.	1		
	Experience with Fuel Handling, Ship-to-shore transfer of bulk petroleum products, and pipeline product custody transfer.	1		
	Documentary evidence (a written statement) of conformity with the Quality Specifications set in Volume II-Section 10 and Schedule A for the types of fuel to be supplied.	3		
	Organizational Structure and Qualifications	10		
3	Organizational structure including names and designations of personnel to be assigned to this contract, including a brief description of the qualifications and responsibilities of each personnel.	5		
	BIDDER's (and affiliates') qualifications in the performance of the requirements of this contract.	5		
	Financial Information	9		
4	Brief description of company's financial position and capability.	3		
	Latest 10-k/Annual Report plus any 10-Qs/quarterly report issued subsequently	3		
	Financial Ratio	3		
	Insurance Policy	9		
5	Provide a copy of your Insurance Policy for GPA's review, and proof of compliance with OPA 90 Insurance Requirements.	9		
	Federal and Regulatory Compliance	10		
6	Supporting documents showing knowledge and experience in complying with local regulations, federal regulations and other applicable laws on Guam.	10		
	Letter of Commitment	6		
7	An authenticated letter of commitment from the CONTRACTOR's fuel supplier, vessel charterer, storage facility and others, which demonstrates its capability in providing uninterrupted supply of fuel for GPA.	3		
	At a minimum, the Letter of Commitment from the issuing organization shall include the following: - Official letterhead of the organization - A clear statement of work, including the names of key personnel. - Explicit assurance of commitment - The signature of a person appropriately authorized to make commitments and assurances on behalf of the organization. - Company seal	3		
	Client References	10		
8	At least three (3) client references for similar or larger contracts shall be submitted by the BIDDERS (include the Client Name, Position, Company and copies of contracts with the BIDDERS or AFFILIATES).	5		
	At least three (3) client reference letters describing relationship with Bidder, and Bidder's contract performance.	5		
	Mobilization Capability	10		
9	Proof Of Capability To Mobilize Full Support Services No Later Than 30 days after contract signing	10		

A. BIDDER Qualifying Score

B. Compliance with quality specifications set in Volume II Section 10. (Yes = 1 ; No = 0)
Bidders shall provide Documentary Evidence (a written statement) of conformity with all of the Quality Specifications set in Volume II Section 10 & Schedule A for the types of fuel to be supplied.

C. No exceptions, addendums to contract requirements (Yes = 1 ; No = 0)

FINAL QUALIFICATIONS SCORE (A x B x C)

Minimum Score - Potentially Acceptable Proposal	319.00
Minimum Score - Acceptable Proposal	340.00
Maximum Compliance Score	425.00
Minimum Percent Score - Potentially Acceptable Proposal	75.0%
Minimum Percent Score - Acceptable Proposal	80.0%

RATINGS GUIDE:

5 - Excellent and plentiful relevant qualifications and project experience. Very highest client references.

3 - Average relevant qualifications and project experience. Average client references.

1 - Poor relevant qualifications and few relevant projects. Fair Client references.

0 - No substantial relevant experience.