

Plan

Develop

Offer

Evaluate

Award

Manage

Evaluation of Quotes (Report)

QED 97391 PQP – Project Managers for Infrastructure Services

This Evaluation of Quotes (Report) is only for the engagement of project managers under QED 97391 PQP. Please note, some items in the Procurement process have been pre-filled and/or pre-approved. These requirements are built into the RFQ template for QED 97391 PQP.

The purpose of this form is to support and document the evaluation of quotes and the decisions made to determine the successful supplier.

Note: The Financial Delegate should not be a member of the evaluation team or involved in any way with the evaluation of quotes (where possible).

If you require assistance with this form please contact Procurement.BCM@ged.qld.gov.au or call 1300 366 612 (Option 3)

INSTRUCTIONS

- Ensure the evaluation criteria and individual weightings below match those within the Quote Documentation.
- Do not release Quotes until pre-approval has been given by a Procurement Delegate.
- All Quotes received must be checked for compliance. If a Quote is non-conforming, that is, not meeting the mandatory requirements, comments must be provided detailing areas of non-conformance.
- Non-conforming Quotes must be rejected and the evaluation criteria not completed.
- The total price for each Quote must be specified under the Price Criteria. Prices are to be exclusive of GST and reflected for example as \$123,456.00 excl. GST.
- **All** documentation in relation to this evaluation need to be filed accordingly. For Quotes over \$60K, documentation **must** be forwarded to Procurement.BCM@ged.qld.gov.au for review and approval before notifying of an outcome. For Quotes under \$60,000 a DoE Purchasing Officer can provide approval.

Customer Name:	Infrastructure Services, South East Region, Department of Education		
Customer Address:	340 Hope Island Road, Hope Island Qld 4121		
RFQ Reference No.:	P/N TBA	Date of Issue:	18/03/2025
RFQ Title:	PM Services for Loganholme SS – Refurbishment of D, E and F Blocks		
Approved Budget (ex GST):	\$25,000		

1 Screening of Quotes Report

The Request for Quotes closed on 28/03/2025 at 3.00 pm.

The quotes were received via download to dedicated email leah.mccarthy@qed.qld.gov.au..

Quotes were opened by Leah McCarthy and Tania Bird.

Four quotes were received:

Suppliers Name & ABN	Conflicts of Interest declared	Mandatory Requirement			Seek Advice Checked	Fully compliant offer
		Licences: Current and valid	Insurance: Current and valid	Ethical Supplier Threshold compliance		
Capworks Management 38 063 181 108	No	Yes	Yes	Yes	Yes	Yes
s 47(3)(b) - Contrary to Public Interest	No	Yes	Yes	Yes	No	Yes
Karrabin Consulting Group 81 670 906 573	No	Yes	Yes	Yes	No	Yes
s 47(3)(b) - Contrary to Public Interest	No	Yes	Yes	Yes	No	Yes

1.1 Part Quote / Late Quote

A part quote/late quote(s) was received after the closing time and grace period XXXX

Supplier	Part Quote or Late Quote	Additional Comments
<<inset name>>	<< Part Quote or Late Quote >>	

1.2 Non-Conforming Quotes

If a quote is non-conforming, that is, does not meet the mandatory requirements, comments must be provided detailing areas of non-conformance. Non-conforming quotes must be rejected and the evaluation criteria not completed.

Supplier	Non-conformance Comments
<<inset name>>	<<insert details / non-conformance comments>>

2 Evaluation Process

The evaluation panel used a collective scoring method, where individual suppliers are scored on a single sheet ([Appendix 2](#))


The evaluation team's scoring can be found in [Appendix 2](#).

3 Evaluation Team Endorsement

We, the evaluation team, confirm the scores and comments detailed above are true and accurate, based on the information that was provided by the suppliers.

Were any Conflicts of Interest identified between the evaluation team and the suppliers that responded?

☒ No ☐ Yes – refer to <<attached or insert file location reference>> for the management approach use.

Evaluation Team Member #1 – Chairperson (Must be DoE Officer regardless of value)		Evaluation Team Member #2 (Required up to \$100,000)		Evaluation Team Member #3 (Required over \$100,000)	
Leah McCarthy		Tania Bird			
Infrastructure Advisor		Infrastructure Advisor			
<i>Leah McCarthy</i>	04.04.25		07.04.25		


4 Chairperson Recommendation

The Chairperson recommends that the Department accept the quote received from:

Supplier Name:	Capworks Management (Qld) Pty Ltd	Cost \$ (Inc GST):	\$22,968 (excluding QS)
Supporting Comments:	Comprehensive submission and best price		
Additional Comments	Other quotes not competitive with pricing		

5 Procurement Delegate Approval

I, as the Procurement Delegate, endorse that this evaluation was undertaken in accordance with the departmental [Purchasing and Procurement Procedure](#).

Name:	Rebecca Saarikko	Date	04.04.25
Signature			
Comments			

6 Next Steps

NOTE: if the Financial Delegate or Contract Signing Authority does not accept the outcome, they cannot select an alternate supplier. The purchasing process must recommence, otherwise there has been a breakdown in the separation of duties.

1. Keep and securely store all related purchasing documentation in accordance with [record management for purchasing and procurement](#) and the [Records Management](#) Manual.
2. Organise Purchase Order
3. PQP Work Order / Letter of Acceptance signed by contract signing delegate
4. See Quick Guide: BCM Minor – Engaging a Project Manager (22/201062)

Appendix 1: Evaluation Method

The **Weighted scoring method** will be applied to the evaluation of quotes. Weightings must add up to 100%

Non-Price Criteria			Price Criteria – Median Price Method of Assessment
The following scoring scale is to be used when allocating scores :			
0	Non-conforming	Non-compliant. Failed to address the criterion at all. Able to be not considered further (if contract provisions provide).	<p>Calculation of Cost - Median Price Method of Assessment</p> <p>Score is $2.5 + [2.5 \times (\text{median price} - \text{quote price}) / \text{median price}]$.</p> <p>The median price (centre price) applies, not the mean (average price).</p>
1	Unacceptable	Provides unsatisfactory responses. Very low probability of success. Able to be not considered further.	
2	Marginally Acceptable	Tenderer's supporting statement indicates a low level of understanding of the requirement. Some major weaknesses or deficiencies requiring further clarification. Low probability of success.	
3	Good	Tenderer's supporting statement indicates a good understanding of the requirement. No major weaknesses or deficiencies. Good probability of success.	
4	Very good	Tenderer's supporting statement indicates a very good understanding of the requirement. No weaknesses or deficiencies. Very good probability of success. Has demonstrated more than adequate capabilities and additional factors which sets it apart	
5	Excellent	Outstanding in all respects. Exceeds specified performance or capability and the additional input adds value. Tenderer has an excellent understanding of the requirement. No weaknesses or deficiencies. Excellent probability of success.	
Where necessary, scores can be to one decimal point (e.g. 2.5 3.5).			
The Weighted Score = allocated Score x the Weighting			
e.g. an allocated score of 4 for a criterion with a weighting of 20% would result in a weighted score of 80. (i.e. $4 \times 20 = 80$)			

Appendix 2: Evaluation Scoring (Collective Scoring Summary)

Use the Scoring Scale in [Appendix 1](#) when allocating scores.

		Evaluation Criteria	Methodology		Resource Strategy (Inc. Key Personnel)		Project Specific Safety Considerations (Inc. Management of WH&S)		Advancing Government Priorities		Price		TOTAL
		Weighting %	20		25		15		10		30		100
Supplier Quote #1 Capworks Management	SUCCESSFUL SUPPLIER: YES	Score (0 – 5)	4	Comments: Proven project delivery capability to deliver on time	3	Comments: Project team available including back up. Strong approach	4	Comments: Proactive in managing safety and risk	3	Comments: Proven ability to meet Govt priorities	4	Comments: Awarded on cost	465
		Weighted Score (Score x weighting)	80		75		60		30		120	Total: \$20,880 (Excl. GST)	
s 47(3)(b) - Contrary to Public Interest	SUCCESSFUL SUPPLIER: NO	Score (0 – 5)	4	Comments: Comprehensive details provided	3	Comments: PM has current availability. Strong approach	4	Comments: Comprehensive details provided	3	Comments: Number of priorities addressed	3	Comments: Third highest costing	335
		Weighted Score (Score x weighting)	80		75		60		30		90	Total: \$ 48,600 (Excl. GST)	
Supplier Quote #3 Karrabin Consulting Group	SUCCESSFUL SUPPLIER: NO	Score (0 – 5)	3	Comments: Examples of project management provided	3	Comments: PM has current availability.	3	Comments: Broad details provided	3	Comments: Number of priorities addressed	2	Comments: Fourth highest costing	270
		Weighted Score (Score x weighting)	60		75		45		30		60	Total: \$ 76,600 (Excl. GST)	
s 47(3)(b) - Contrary to Public Interest	SUCCESSFUL SUPPLIER: NO	Score (0 – 5)	4	Comments: Comprehensive details provided	3	Comments: PM has current availability.	4	Comments: Comprehensive details provided	3	Comments: Number of priorities addressed	3	Comments: Second highest costing	

		Weighted Score (Score x weighting)	80		75		60		30		90	Total: \$ 35,000 (Excl. GST)	335
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Released under the RTI Act by DoE

From: MCCARTHY, Leah
Sent: Friday, 4 April 2025 3:59:29 PM
To: BIRD, Tania; COLLINS, Ken
Subject: Loganholme SS - Evaluation of Quotes for SIE Refurb - Signatures required

Hi Ken and Tania

Can you please sign this doc:

[G:\A051_South East Region DO\Infrastructure\1. Schools\Loganholme SS\1 Projects\2025-26 SIE - Refurbish E&F Blks TMP - D Blk\Project Management\PM Quotes - Part B\Evaluation of Quotes.docx](G:\A051_South_East_Region_DO\Infrastructure\1_Schools\Loganholme_SS\1_Projects\2025-26_SIE_-_Refurbish_E&F_Blks_TMP_-_D_Blks\Project_Management\PM_Quotes_-_Part_B\Evaluation_of_Quotes.docx)

Please let me know when completed.

I have 3 more that I will also send through for signing next week.

Thanks 😊



Leah McCarthy
Infrastructure Advisor
Infrastructure Services, South East Region
Department of Education

E: leah.mccarthy@qed.qld.gov.au

M: [REDACTED]

Building C, Level 2 | 340 Hope Island Road | Hope Island Qld 4212
PO Box 492 | Oxenford Qld 4210

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Please consider the environment before printing this email.

From: BIRD, Tania
Sent: Monday, 7 April 2025 8:13:56 AM
To: MCCARTHY, Leah; COLLINS, Ken
Subject: RE: Loganholme SS - Evaluation of Quotes for SIE Refurb - Signatures required

Hi Leah,

All done 😊



Tania Bird
A/Infrastructure Advisor
Infrastructure Services, South East Region
Department of Education

E: tania.bird@qed.qld.gov.au

M: [REDACTED]

Building C, Level 1 | 340 Hope Island Road | Hope Island Qld 4212
PO Box 492 | Oxenford Qld 4210

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Sent: Friday, 4 April 2025 3:59 PM
To: BIRD, Tania <Tania.BIRD@qed.qld.gov.au>; COLLINS, Ken <Ken.COLLINS@qed.qld.gov.au>
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Leah McCarthy
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