
	STANDARD FORM	Document ID	TNCL-FIN-FRM-0012
		Document Owner	Finance Manager
	RECOMMENDATION FOR CONTRACT AWARD FORM	Revision	00
		Approval Date	2 nd June 2026

RECOMMENDATION FOR CONTRACT AWARD

Tembo Nickel Tender Reference	<i>Insert TNCL reference</i>
Date of Tender Return Submission	<i>Insert date of tender return</i>
Approach to the Market	<i>Describe the activities undertaken in the approach to the market, including: any pre-invitation meetings or briefings with suppliers. The dates and times the bids were opened and closed. clarifications issued during the approach to the market; and any extensions to the tender open period, the reasons for this, and the relevant approval obtained for the extension.</i>
Supply Market Response	<i>State the number of bidders who</i> <ul style="list-style-type: none"> • <i>Returned a tender submission.</i> • <i>Opted out</i> • <i>Did not return a tender</i>
Evaluation Process	<i>Provide a summary description of the evaluation outcomes and provide a detailed Evaluation Report</i>
Conflict of Interest Declaration	<i>Confirm that there were no conflicts of interest declared or detail how declared conflicts were managed.</i>
Evaluation Scoring Matrix Attached	<i>Update the Evaluation Scoring Matrix (to be included as Attachment 1).</i>
Value for money assessment	<i>Provide an overview (using Attachment 2) of the whole-of-life costs associated with each of the shortlisted suppliers' offers.</i> <i>Details of how value for money was evaluated, considering the whole-of-life.</i>
Self-Certification Checks (e.g. Financial)	<i>Confirmation approvals to all self- certification checks have been performed and what areas were checked, and evidence attached. State if any potential successful bidder failed in any of the areas of the self-certification and the process for appointing an alternative successful provider</i>
Recommended bidder(s) With Supporting Rationale	<i>Detail the outcome of the evaluation. Identify the recommended supplier/s and reasons for recommending.</i>
Insurance	<i>State what insurance will be required to maintain the following levels of insurance throughout the term of the contract and levels required. Public Liability, Professional Indemnity, Product Liability</i>

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Financial Details	
Approved Budget	
Estimated Value of Procurement	
Actual Value of Procurement	
Total Direct Financial Savings Achieved	

Sign off Approval				
<p>By signing this document, you agree with the recommendation and are in agreement with the decision of the award to the proposed supplier(s).</p>				
Title	Name	Signature	Date	Comments
Business Unit Representative				
Finance Manager				
Legal Officer				



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Attachment 1

Evaluation Scoring Matrix											
		Supplier 1		Supplier 2		Supplier 3		Supplier 4		Supplier 5	
Evaluation Criteria	Weighting %	Score	Weighted Score %	Score	Weighted Score %	Score	Weighted Score %	Score	Weighted Score %	Score	Weighted Score %
Criteria 1											
Criteria 2											
Sub-Criteria											
Sub-Criteria 2.1											
Sub-Criteria 2.2											
Sub-Criteria 2.3											
Total weighted score (out of 100)											

Attachment 2

Cost Element/Cost Category	Shortlisted Supplier 1	Shortlisted Supplier 2	Shortlisted Supplier 3
1 Acquisition Costs			
<i>Identify relevant cost element</i>			
2 Lifetime Maintenance Costs			
<i>Identify relevant cost element</i>			
3 Lifetime Operating Costs			
<i>Identify relevant cost element</i>			
4 Disposal Costs			
<i>Identify relevant cost element</i>			



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Cost Element/Cost Category	Shortlisted Supplier 1	Shortlisted Supplier 2	Shortlisted Supplier 3
5 Income from Residual Value			
TOTALS			