

ANNEX A – TECHNICAL EVALUATION CRITERIA

1. EVALUATION AND SELECTION

Mandatory and Rated Criteria have been developed in order to qualify vendor(s) from a technical perspective to design, manufacture and supply the meal trays on a timely basis.

1. Mandatory Technical Requirements

The Vendor must address each Mandatory Requirement listed below in its bid and provide supporting documentation for each requirement where applicable. The Vendor is requested to cross reference by item number on their supporting documentation, which clearly states whether Mandatory Requirement is met. Mark "N/A" where documentation is not available.

MR#	Mandatory Requirement	
M1	The Bidder must demonstrate experience in the manufacture of:	
	1) compartment trays	
	2) air insulated trays	
	3) use of injection moulding	
	4) permanently binding injection moulded components with high shear strength joints	
M2	The Bidder must propose a project manager(s) with a minimum 5 years of relevant experience managing similar projects.	
	Furnish a resume including : <ul style="list-style-type: none"> ○ education ○ experience ○ qualifications ○ accomplishments 	
M3	The Bidder's must identify key technical personnel assigned to the project. These key personnel must have a minimum 3 years experience of meal tray design and manufacturing experiences using injection moulding.	
	Key personnel: <ul style="list-style-type: none"> ○ Industrial Designer, ○ Moulding Design/Engineer: 	
	Furnish a resume including:	
	<ul style="list-style-type: none"> ○ education ○ experience ○ qualifications ○ accomplishments 	
M4	The Vendor must provide the Vendor's QA/QC Manual/Procedures currently in place (The Vendor's QA/QC Manual serves as the basis for the project QA/QC Manual and is expected to be modified to meet the needs of this project)	

2. Point-rated Evaluation Criteria

Proposals having successfully met ALL of the mandatory technical criteria will be evaluated against each of the following point-rated criteria. It is imperative that these criteria be addressed in sufficient depth in the proposal. To qualify, a minimum score of 50% per criterion and a minimum global score of 70% must be achieved. An item not addressed in the offer will be given zero point.

REC #	Description	Application/Tasks	Points Assigned
R1	Understanding of the requirement. (Management Summary)	<p>Bidder must provide an executive summary describing their understanding of and ability to fulfil the requirement the following elements must be addressed in detail.</p> <ul style="list-style-type: none"> • the project objectives and goal, • the underlying background, • expertises, • Qualifications in providing the services / goods described in this document. <p>Maximum 12 Points, up to 3 points for each bullet.</p> <p>0 points- Did not address 1 point – Did not address in sufficient detail 2 points – Addressed in adequate detail 3 points – Fully addressed</p>	_____/12
R2	Project Manager Experience	<p>Education & Certifications</p> <p>1 point for BA/BS in a field related to the requirement. 1 points for Certified Associate in Project Management (CAPM) 1 points for Project Management Professional (PMP)</p> <p>Experience</p> <p>1 point for each year of relevant experience beyond 5 years (Max. 5 points)</p>	_____/8
R3	Industrial Designer Experience	<p>Education & Certifications</p> <p>2 points for a Mechanical, Material or Industrial Engineering Degree 1 points for an advanced engineering degree</p> <p>Experience</p> <p>1 point for each year of relevant experience beyond 3 years (Max. 5 points)</p>	_____/8
R3	Moulding / Design engineer Experience	<p>Education & Certifications</p> <p>2 points for a Mechanical, Material or other related Engineering Degree 1 points for an advanced engineering degree</p> <p>Experience</p> <p>1 point for each year of relevant experience beyond 3 years (Max. 5 points)</p>	_____/8

R4	Past Performance / Relevant Experience	<ul style="list-style-type: none"> • Provide a minimum of two (2) references for which similar work was completed within the last five years. Contact information is required. • The reference must include: <ul style="list-style-type: none"> ○ Project Description ○ Original delivery date ○ Original budget ○ Number of units produced • The reference will be required to confirm the facts requested above and answer a series of multiple choice questions based on factors pertaining to : <ul style="list-style-type: none"> ○ control of costs, ○ quality of work/product, and ○ ability to meet schedules. 	____/12
Total Points			____/48

REFERENCE QUESTIONNAIRE

Please rate the questions below using the appropriate scale

Rating			
0	1	2	3
Not Satisfied	Somewhat Satisfied	Satisfied	Very Satisfied

	Question
Control of Cost	In your most recent completed project, please rate the bidder's ability to identify production costs and anticipated material market price increases.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	In your most recent completed project, please rate your satisfaction of the bidder for work completed on budget.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Quality of Work/Product	In your most recent completed project, please rate the bidder's ability and performance in meeting your expectations for quality and workmanship.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	In your most recent completed project, please rate the bidder's ability to fulfill the order quantities and on time delivery.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ability Meet Schedules	In your most recent completed project, please rate the bidder's ability to plan and meet schedules for product development.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	In your most recent completed project, please rate the bidder's communication in resolving production concerns and updating product delivery time frames.
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Reference Information

Company Name		Company Address	
Contact Name		Contact Position/Title	
Telephone Number		Contact Email address	
Additional Comments			