

# Appendix i

## TECHNICAL EVALUATION CRITERIA

Mandatory Criteria	Description	Met	Not Met	Comments
Compliance with Requirements	<b>M1.</b> The Bidder MUST confirm that all proposed goods comply with all requirements identified in Annex A - Specifications, Part II - Scope of Work.			
Capability	<b>M2.</b> The Bidder MUST demonstrate that the Bidder's manufacturer has the capability to produce the required quantity of furniture pieces. Capability can be demonstrated by: A) providing details of a previously completed project of similar size and scope (The details provided must correspond to the information provided in response to Rated Criterion R4); or B) providing a description of production capacity in sufficient detail to determine that the required quantity of furniture pieces can be produced.			
Corporate Background	<b>M3.</b> The Bidder MUST identify all companies involved in the manufacture, delivery and installation of the requirements.			
Qualifications	<b>M4.</b> The Bidder MUST confirm that the Bidder's manufacturer has a minimum of seven (7) years' of demonstrated experience in the manufacturing and sales of furniture.			
	<b>M5.</b> The Bidder MUST confirm that all of the Bidder's delivery and installation personnel are trained in the delivery and installation of the furniture specified in PART II: Scope of Work before the delivery of product to site.			
Local Representation	<b>M6.</b> The Bidder MUST confirm that a local representative with the authorization to speak on behalf of the Bidder and the Bidder's manufacturer will be available to address issues and provide Customer Service duties.			
Warranty	<b>M7.</b> The Bidder MUST confirm that all furniture pieces as contained within PART II: SCOPE OF WORK, will be warranted for a period of at least six (6) years for manufacturer's defects, from the final date of acceptance.			
	<b>M8.</b> The Bidder MUST provide a plan for dealing with warranty issues. The plan MUST clearly identify what constitutes replacement or repair, timelines for service and any costs involved.			
	<b>M9.</b> The Bidder MUST confirm that that a Bidder's representative will respond to telephone and e-mail contact by PWGSC or The House of Commons within 24 hours.			
	<b>M10.</b> The Bidder MUST confirm that a local representative with the authorization to address warranty issues will be available.			

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Mandatory Criteria	Description	Met	Not Met	Comments
Quality Assurance	M11. The Bidder MUST confirm that the Bidder's manufacturer MUST have a written quality assurance program, ISO Certification or ISO Certification			
Storage Services	M12. The Bidder MUST confirm that it has the ability to store the product if required.			
Submission of Samples <sup>1</sup>	M13.The Bidder MUST submit one (1) sample of each of the five (5) items identified below. The samples MUST comply with all requirements identified in Annex A - Specifications, Part II - Scope of Work. The Bidder MUST label samples with Bidder's name, date, and project name.			
	1. 150 mmx150 mm (6"x6") sample of upholstery fabric specified.			
	2. 150 mmx150 mm (6"x6") sample of dust panel.			
	3. 150 mmx150 mm (6"x6") sample of burlap.			
	4. 150 mmx150 mm (6"x6") sample of seat and back foam padding.			
	5. Wood sample, complete with specified finish			
Note 1	The wood sample will be evaluated on the eight (8) elements listed below. Each of the eight (8) elements will be evaluated as met or not met. For each sample, Bidders must pass a minimum of six (6) of the eight (8) elements. Failure to do so on any sample will render the bid technically non-compliant.			
		Met	Not Met	Comments
1	The wood type is black walnut			
2	The finish colour is Mohawk Wiping Stain, 207 Medium Brown Walnut			
3	The sheen level is 30%			
4	The finish is not non-grain raising			
5	The finish is smooth			
6	The joints are tight			
7	There is no cross sanding			
8	There is no visible glue on the finished side of the sample			

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Rated Criteria	Description	Evaluation	Maximum Possible Points	Bidder's Score
<b>Corporate Background</b>	<b>R1.</b> The Bidder SHOULD provide a brief description of the Bidder's manufacturer. The description should include:			
	• Name(s) of its owner(s) and/or principal officer(s).	0 points = no names of owners and principal officers provided 1 point = names of owners and principal officers provided	1	
	• Number of years' experience in the manufacturing and sales of furniture.	0 points = less than or equal to 7 years 1 point = greater than 7 and less than 10 years 2 points = greater than or equal to 10 years and less than 13 years 3 points = greater than or equal to 13 years and less than 16 years 4 points = greater than or equal to 16 years and less than 19 years 5 points = greater than or equal to 19 years	5	
	• Number of employees.	0 points = number of employees not provided 1 point = number of employees provided	1	
	<b>R2.</b> The Bidder SHOULD provide a brief description of the Bidder's delivery service and installer. The description should include:			
	• Name(s) of its owner(s) and/or principal officer(s).	0 points = no names of owners and principal officers provided 1 point = names of owners and principal officers provided	1	
	• Number of years' experience in the installation of furniture.	0 points = less than or equal to 7 years 1 point = greater than 7 and less than 10 years 2 points = greater than or equal to 10 years and less than 13 years 3 points = greater than or equal to 13 years and less than 16 years 4 points = greater than or equal to 16 years and less than 19 years 5 points = greater than or equal to 19 years	5	
	• Number of employees.	0 points = number of employees not provided 1 point = number of employees provided	1	

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Rated Criteria	Description	Evaluation	Maximum Possible Points	Bidder's Score
	<b>R3.</b> The Bidder SHOULD explain its working relationship with the Bidder's manufacturer, Bidder's delivery service and the Bidder's installer, and how these relationships will aid in the successful delivery of the project requirements.	0 points = no description provided OR the bidder has no working relationship with either the manufacturer or the installer 1 point = previous working relationship with only one of the manufacturer or the installer, but no working relationship with the other. 2 points = working relationship with both the manufacturer and the installer, but no explanation as to how these relationships will aid in the successful delivery of the project requirement. 3 points = working relationship with both the manufacturer and the installer, and the explanation describes how these relationships will aid in the successful delivery of the project requirement.	<b>3</b>	
<b>Qualifications</b>	<b>R4.</b> The Bidder SHOULD provide a written example of a project completed by the Bidder's manufacturer of similar scope (contract value or quantity of pieces) and complexity (multiple pieces, delivered in phases, building under construction), that has been successfully completed within the last seven (7) years. Provide the following information:			
	• Details on the products, including photographs, materials used, and quantities manufactured.	0 points = no details provided 1 point per each of the following, to a maximum of 4 points: 1. written details on the products, 2. photographs, 3. description of materials used, 4. number of quantities manufactured	<b>4</b>	
	• Contract value of the installed product.	0 points = no contract value provided 1 point = contract value provided	<b>1</b>	
	• Date of completion.	0 points = no date of completion provided 1 point = date of completion provided	<b>1</b>	
	• Efforts made to adhere to established timelines.	0 points = no details provided OR no effort made to adhere to established timelines 1 point = Single type of effort made to adhere to established timelines 2 points = Multiple types of efforts made to adhere to established timelines	<b>2</b>	
	• Description of how the Bidder's manufacturer adapted its approach to address challenges in order to deliver the project. (Lessons learned)	0 points = no description provided OR no evidence of approach being adapted to address challenges 2 points = evidence of approach being adapted to address one challenge 4 points = evidence of approach being adapted to address multiple challenges	<b>4</b>	

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Rated Criteria	Description	Evaluation	Maximum Possible Points	Bidder's Score
<b>Approach and Methodology</b>	<b>R5.</b> The Bidder SHOULD provide a Management Plan describing its approach and proposed methodology to managing the manufacturing, delivery, and installation of furniture projects. This approach SHOULD address the following:			
	• Team structure for large projects (including a definition of roles and responsibilities)	0 points = no details provided OR team structure is insufficient to manage a large project 2 points = team structure is sufficient to manage a large project	<b>2</b>	
	• Approach to site supervision	0 points = no details provided OR site supervision is not provided 2 points = site supervision is provided	<b>2</b>	
	• Approach to communications	0 points = no details provided OR communication management is not provided 2 points = communication management is provided	<b>2</b>	
	• Approach to developing an implementation schedule	0 points = no details provided OR there is no ability to develop an implementation schedule 2 points = ability to develop an implementation schedule is demonstrated	<b>2</b>	
	<b>R6.</b> The Bidder SHOULD provide a Project Plan that clearly outlines its project planning process for the manufacturing, delivery and installation for this project. The project plan SHOULD include risk mitigation and quality assurance for manufacturing, delivery, and installation.	0 points = no details provided 1 point for each manufacturing risk and accompanying mitigation strategy, to a maximum of 5 points 1 point for each delivery risk and accompanying mitigation strategy, to a maximum of 3 points 1 point for each installation risk and accompanying mitigation strategy, to a maximum of 3 points 1 point for each manufacturing quality assurance measure, to a maximum of 5 points 1 point for each delivery quality assurance measure, to a maximum of 3 points 1 point for each installation quality assurance measure, to a maximum of 3 points	<b>22</b>	
<b>Quality Assurance</b>	<b>R7.</b> The Bidder SHOULD provide a copy of the Bidder's Manufacturer's ISO Certification or ISO Certification equivalent.	0 points = no details provided 2 points = copy of Bidder's Manufacturer's ISO Certification or ISO Certification equivalent is provided	<b>2</b>	

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Rated Criteria	Description	Evaluation	Maximum Possible Points	Bidder's Score
Environmental	R8. The Bidder SHOULD provide the Bidder's manufacturer's environmental policy. The policy SHOULD describe the manufacturer's efforts to reduce, re-use, and recycle waste materials, water, and/or energy.	0 points = no details provided 1 point for each effort to reduce waste materials, water, and/or energy, to a maximum of 3 points 1 point for each effort to re-use waste materials, water, and/or energy, to a maximum of 3 points 1 point for each effort to recycle waste materials, water, and/or energy, to a maximum of 3 points	3	
	R9. The Bidder SHOULD provide the Bidder's manufacturer's environmental certifications. (ISO 14000 or equivalent)	0 points = no details provided 2 points = copy of Bidder's manufacturer's environmental certifications (ISO 14000 or equivalent) is provided	2	
		Maximum Total Score	66	