

BIDDER EVALUATION

ANNEX D

Supplier: _____

Mandatory Evaluation Criteria

The supplier will be selected following an evaluation based on mandatory requirements and a financial analysis.

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

To be considered responsive, a proposal must meet all the Mandatory Technical Criteria. The responsive offer with the lowest evaluated price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantities for all items.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

The contractor must	Page #	FOR EVALUATION PURPOSES ONLY		
		Met	Not Met	Comments
M1. Provide a copy of your Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.				
M2. The Bidder MUST be certified to provide forklift training according to the requirements Safety Standards for Lift Trucks through the Canadian Standards Association (CSA) and be accredited by the Canadian Supply Chain Sector Council (CSCSC). Proof of such certification/accreditation MUST be included in the proposal.				
M3. Provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the bidder, if awarded a standing offer, can be insured for Commercial General Liability Insurance to meet the terms of the contract.				
M4. Contractor must prove that it has been in business for at least the last five (5) years.				
M5. The Bidder must provide proof that proposed personnel has a minimum of 2 (two) years of experience as a forklift trainer and that at least one proposed personnel is bilingual; must provide resumes				

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(For evaluation purposes only)

Mandatory Requirements: Passed _____

Failed _____

Evaluation Team

Department

Evaluator's Name (Print)

Signature

Date
