

Annex D  
Evaluation Criteria

**Supplier:** \_\_\_\_\_

**Mandatory Evaluation Criteria**

1. Offers MUST meet all of the following mandatory requirements. Offers must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory requirements will be given no further consideration.
2. The mandatory evaluation criteria are:

**ATTENTION OFFERORS: WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR OFFER WHICH ADDRESSES THE ISSUE BESIDE THE CRITERIA BELOW.**

		FOR EVALUATION PURPOSES ONLY			
	Requirement	Page #	Met	Not Met	Comments
1.	Must provide a copy of certification and/or license to perform this type of work ie Refrigeration Repair License and Certificate of Appliance Repair.				
2.	Provide a Letter of Coverage, Certified Clearance Certificate and Experience Rating from the Provincial Worker's Compensation Board.				
3.	Provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the bidder, if awarded a contract, can be insured for Commercial General Liability Insurance to meet the terms of the contract.				

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**Mandatory Requirements:**      **Passed** \_\_\_\_\_

**Failed** \_\_\_\_\_

Evaluation Team

Department

Evaluator's Name (Print)

Signature

Date

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