**Statement of Requirement**

Title:

1. Requirement:

[Department Name] has a requirement for

(Describe the goods needed, brand names should not be used unless required for compatibility, proprietary or other factors.  An explanation of why other makes/models will not be considered should be included.)

1. Objectives / Background:

(Describe, in one or two short sentences, what must be achieved and how we are going to be using the goods that is being purchased, …. Standing offer / Contract for ….)

1. Mandatory Technical Criteria and Requirements:

(Specify only, the required criteria and the items that MUST be included; use minimum/maximum sizing if applicable. This would also include items such as: manuals, extra keys, adapters, spare parts; reports)

Only Technical Specs should be here, do not include items like delivery date, Warranty or items that belong to the Deliverables section on the SOR

Examples:

|  |  |
| --- | --- |
| **Item#** | **Mandatory Technical Criteria and Requirements** |
| 1 |  |
| 2 |  |
| 3 |  |

A compliance matrix will follow in a separate annex for the bidder to complete

*Refer to the Compliance Matrix for the complete performance specifications and instructions that must be satisfied in order for a offer to be deemed responsive.*

1. Delivery

Delivery of the goods must be between the hours of [8:00 am and 4:00 pm].

Delivery address:

**[Insert address(es)]**

1. Installation

(Specify offeror’s responsibility regarding installing the item, including power hookups and any site specific information that would impact installation or delete if N/A.)

1. Training and Support

(Specify training and support requirement if applicable or delete if N/A)

7. Deliverables

(idendify any that apply)

Type of Manuals needed in English (French if requested).

Warranty (standard in the contract is 12 months).

Training up to how many operators?? 2 operators? 4 operators?

Delivery and Installation on or before\_\_\_\_\_\_\_\_\_\_\_??

Any specific issues /requirement to consider when delivery the Goods (use of forklift, special platform, delivery inside of the facility, etc.).