**ANNEX Technical Criteria**

**Bidders are to provide substantiating information in their technical bid package that shows that they meet each mandatory specification.**

Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations.

**Instructions to Bidders**

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders must provide supporting technical documentation to prove they meet each mandatory evaluation criteria. If no supporting technical documentation is available, a detailed, written narrative can be submitted stating how the bidder meets the mandatory specification.
4. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority may notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria listed below, and use the matrix document below to identify their supporting documentation.
8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

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| **Requirement:** | **Manufacturer Offered:** | **Model number Offered#:** |
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| **Item #** | **Performance Specification**  (Bidder should identify where to find this information) | **Bidder Response:**  Substantiating Information for the specification, can be found on page:  AND/OR  Detailed written narrative stating how bidder meets the specification |
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