

Instructions for Completing Appendix A – Fitness for Purpose

To evaluate each vehicle’s fitness for purpose, bidders are required to complete the Excel response sheet for every Lot. Each Lot contains two sections: Part 1 – Compliance Checklist and Part 2 – Detailed Comments. Both sections are mandatory and must be completed in full.

Part 1 – Compliance Checklist provides a structured way to confirm whether each criterion is met. Bidders must select Yes or No from the dropdown menu for each requirement. An optional comment field is available to clarify responses where necessary. This section ensures that evaluators can quickly see whether the proposed vehicle aligns with the stated requirements.

Illustrative Example – Part 1 (Compliance Checklist):

Criterion	Compliance (Yes/No)	Optional Comment
The vehicle must have air-conditioning	Yes	Standard feature included

This entry shows that the requirement is met and clarifies that air-conditioning is a standard feature rather than an optional upgrade.

Part 2 – Detailed Comments contains the same criteria but requires bidders to provide narrative responses explaining how their offer meets the requirement. This section is not about “exceeding” requirements but about demonstrating compliance with **essential criteria** in a clear, evidence-based way. By including detailed comments here, bidders provide evaluators with the technical information needed to confirm that the vehicles are genuinely fit for purpose.

Illustrative Example – Part 2 (Detailed Comments):

Criterion	Compliance (Yes/No)	Optional Comment
Hopper usable volume	Must be at least 500 liters	The vehicle has a 1000 liters usable volume, exceeding the requirement.

It is important to note that both Part 1 and Part 2 are **mandatory**. Part 1 provides a simple compliance check, while Part 2 ensures that bidders supply substantive responses for essential criteria. Together, these sections give evaluators both a quick overview and the detailed evidence they need to assess each vehicle’s fitness for purpose.

By structuring the response sheet in this way, all key information is captured in one place, ensuring consistency, clarity, and completeness across all Lots.