

EVALUATOR ASSESSMENT FORM

CIT-RFQ-2026-09-004

Procurement: Supply and Delivery of Uninterruptible Power Supply (UPS) Equipment and Associated Components

Classification: Goods & Related Services

1. EVALUATION RECORD

Particular	Record
Bidder	[Insert]
Quotation Reference	[Insert / N/A]
Quotation Currency	[SAT / NZD]
Evaluator	[Insert]
Evaluation Date	[Insert]

Assessment Convention

Code	Meaning
P	Pass
F	Fail
C	Comply
NC	Does Not Comply
N/A	Not Applicable

Evaluator notes are required where necessary to record a deficiency, deviation, qualification, clarification or other material finding.

2. PRELIMINARY EXAMINATION

2.1 Eligibility

Ref.	Requirement	Evidence Reference	Assessment	Evaluator Note
EL-01	Bidder is a bona fide business entity	[Insert]	[P/F]	[If required]
EL-02	Applicable current registration or incorporation evidence provided	[Insert]	[P/F]	[If required]
EL-03	Applicable current Business Licence, VAGST Certificate, tax registration or equivalent evidence provided	[Insert]	[P/F]	[If required]
EL-04	Notarised power of attorney authorising the signatory provided	[Insert]	[P/F]	[If required]
EL-05	Annex 1 — Conflict of Interest Declaration completed and signed	[Insert]	[P/F]	[If required]

Eligibility Determination: [PASS / FAIL]

Material Finding / Clarification Reference: [Insert / None]

2.2 Qualification

Ref.	Requirement	Evidence Reference	Assessment	Evaluator Note
QL-01	Evidence of satisfactorily completed supply or performance of Goods and/or Services of a similar nature within the last two (2) years	[Insert]	[P/F]	[If required]
QL-02	Client contact details provided for verification of satisfactory performance and reliability	[Insert]	[P/F]	[If required]
QL-03	Bank-issued confirmation letter or equivalent bank-issued evidence confirms an active account in the Bidder's registered legal name	[Insert]	[P/F]	[If required]

Qualification Determination: [PASS / FAIL]

Material Finding / Clarification Reference: [Insert / None]

2.3 Submission and Commercial Completeness

Ref.	Requirement	Evidence Reference	Assessment	Evaluator Note
SUB-01	One Quotation submitted	[Insert]	[P/F]	[If required]
SUB-02	Quotation received by the Submission Deadline	[Insert]	[P/F]	[If required]
SUB-03	Required submission documents provided in the required format	[Insert]	[P/F]	[If required]
SUB-04	Part 3, Section B — Commercial Offer completed	[Insert]	[P/F]	[If required]
SUB-05	Commercial Offer Declaration signed by authorised signatory	[Insert]	[P/F]	[If required]
SUB-06	Annex 2 — Bid-Securing Declaration completed and signed	[Insert]	[P/F]	[If required]
SUB-07	Quotation validity satisfies the required 90-day period	[Insert]	[P/F]	[If required]

Preliminary Examination Determination: [PASS / FAIL]

Material Finding / Clarification Reference: [Insert / None]

3. TECHNICAL AND SUPPLY ASSESSMENT

3.1 Common Goods Requirements

Ref.	Requirement	Evidence Reference	Assessment	Evaluator Note
G-REQ-01	G-01–G-05 are new, genuine and unused	[Insert]	[C/NC]	[If required]
G-REQ-02	Required Eaton manufacturer and models offered; no equivalent or alternative products	[Insert]	[C/NC]	[If required]
G-REQ-03	Goods are current manufacturer-supported commercial products and have not been announced as EOL, EOS or discontinued at the Submission Deadline	[Insert]	[C/NC]	[If required]
G-REQ-04	Required manufacturer-standard components and accessories are included for normal operation	[Insert]	[C/NC]	[If required]

Ref.	Requirement	Evidence Reference	Assessment	Evaluator Note
G-REQ-05	Installed batteries are replaceable in accordance with manufacturer-supported procedures	[Insert]	[C/NC]	[If required]
G-REQ-06	Goods are eligible for applicable standard manufacturer warranty and support entitlement	[Insert]	[C/NC]	[If required]

3.2 G-01 — Standard Endpoint UPS

Required Model: Eaton 3S850AU

Requirement	Evidence Reference	Assessment	Evaluator Note
Eaton 3S850AU	[Insert]	[C/NC]	
850 VA / 510 W	[Insert]	[C/NC]	
AU/NZ configuration	[Insert]	[C/NC]	
Battery-backup and surge-protected outlets	[Insert]	[C/NC]	
USB communication	[Insert]	[C/NC]	
Replaceable battery	[Insert]	[C/NC]	

G-01 Technical Determination: [COMPLY / DOES NOT COMPLY]

3.3 G-02 — Enhanced Endpoint UPS

Required Model: Eaton 5P1150AUG2

Requirement	Evidence Reference	Assessment	Evaluator Note
Eaton 5P1150AUG2	[Insert]	[C/NC]	
1150 VA / 920 W	[Insert]	[C/NC]	
Line-interactive with AVR	[Insert]	[C/NC]	
Pure sine wave output	[Insert]	[C/NC]	

Requirement	Evidence Reference	Assessment	Evaluator Note
Applicable AU/NZ and IEC output connections	[Insert]	[C/NC]	
USB communication	[Insert]	[C/NC]	
Replaceable battery	[Insert]	[C/NC]	

G-02 Technical Determination: [COMPLY / DOES NOT COMPLY]

3.4 G-03 — Managed Infrastructure UPS

Required Model: Eaton 5PX1500IRT2UAUG2

Requirement	Evidence Reference	Assessment	Evaluator Note
Eaton 5PX1500IRT2UAUG2	[Insert]	[C/NC]	
1500 VA / 1500 W	[Insert]	[C/NC]	
Rackmount configuration	[Insert]	[C/NC]	
Required rack hardware included	[Insert]	[C/NC]	
Line-interactive with AVR	[Insert]	[C/NC]	
IEC outputs	[Insert]	[C/NC]	
Managed outlet/load-group functionality	[Insert]	[C/NC]	
Supports G-04 External Battery Module	[Insert]	[C/NC]	
Replaceable battery	[Insert]	[C/NC]	
Eaton network management interface/card included	[Insert]	[C/NC]	
Secure web management	[Insert]	[C/NC]	
SNMPv3	[Insert]	[C/NC]	
UPS status and health monitoring	[Insert]	[C/NC]	
Input/output power and load monitoring	[Insert]	[C/NC]	
Battery status and runtime monitoring	[Insert]	[C/NC]	
Alarm, fault and event monitoring	[Insert]	[C/NC]	
Remote configuration and management	[Insert]	[C/NC]	

Network Management Card Identified by Bidder: [Insert]

G-03 Technical Determination: [COMPLY / DOES NOT COMPLY]

3.5 G-04 — External Battery Module

Required Model: Eaton 5PXEBM48RT2UG2

Requirement	Evidence Reference	Assessment	Evaluator Note
Eaton 5PXEBM48RT2UG2	[Insert]	[C/NC]	
Manufacturer-supported for G-03	[Insert]	[C/NC]	
Applicable 48 V battery expansion	[Insert]	[C/NC]	
Rackmount configuration	[Insert]	[C/NC]	
Required connection hardware included	[Insert]	[C/NC]	
Required rack hardware included	[Insert]	[C/NC]	
Replaceable battery	[Insert]	[C/NC]	

G-04 Technical Determination: [COMPLY / DOES NOT COMPLY]

3.6 G-05 — Manufacturer-Approved Replacement Battery

Bidder Response

Particular	Bidder Response
Manufacturer	[Insert]
Model / Part Number	[Insert]

Compatibility and Replacement Quantity

Applicable UPS / Component	Compatible	Complete Replacement Quantity	Assessment	Evaluator Note
G-01 — Eaton 3S850AU	[Yes/No]	[Insert / N/A]	[C/NC/N/A]	
G-02 — Eaton 5P1150AUG2	[Yes/No]	[Insert / N/A]	[C/NC/N/A]	

Applicable UPS / Component	Compatible	Complete Replacement Quantity	Assessment	Evaluator Note
G-03 — Eaton 5PX1500IRT2UAUG2	[Yes/No]	[Insert / N/A]	[C/NC/N/A]	
G-04 — Eaton 5PXEBM48RT2UG2	[Yes/No]	[Insert / N/A]	[C/NC/N/A]	

Requirement	Evidence Reference	Assessment	Evaluator Note
Replacement battery is manufacturer-approved for each stated compatible Procurement Object	[Insert]	[C/NC]	
Required compatibility information provided	[Insert]	[C/NC]	
Complete replacement quantity identified for each applicable Procurement Object	[Insert]	[C/NC]	
G-05 Unit Price represents one individual replacement battery	[Insert]	[C/NC]	

G-05 Technical Determination: [COMPLY / DOES NOT COMPLY]

3.7 Delivery, Warranty and Supply

Ref.	Requirement	Evidence Reference	Assessment	Evaluator Note
TS-01	Applicable Goods can be delivered within the maximum six-week delivery period	[Insert]	[C/NC]	
TS-02	Applicable standard manufacturer warranty period identified	[Insert]	[C/NC]	
TS-03	Warranty claim process described	[Insert]	[C/NC]	
TS-04	Supply channel identified	[Insert]	[C/NC]	
TS-05	Supply channel maintains applicable manufacturer warranty/support entitlement	[Insert]	[C/NC]	

Technical and Supply Determination:

[COMPLY / DOES NOT COMPLY]

Material Finding / Clarification Reference:**4. COMMERCIAL RESPONSIVENESS**

Ref.	Requirement	Evidence Reference	Assessment	Evaluator Note
CR-01	One permitted Quotation Currency selected — SAT or NZD	[Insert]	[P/F]	
CR-02	G-01 Unit Price provided	[Insert]	[P/F]	
CR-03	G-02 Unit Price provided	[Insert]	[P/F]	
CR-04	G-03 Unit Price provided and required network management card included within that price	[Insert]	[P/F]	
CR-05	G-04 Unit Price provided	[Insert]	[P/F]	
CR-06	G-05 Unit Price provided per individual replacement battery	[Insert]	[P/F]	
CR-07	VAGST field completed for G-01	[Insert]	[P/F]	
CR-08	VAGST field completed for G-02	[Insert]	[P/F]	
CR-09	VAGST field completed for G-03	[Insert]	[P/F]	
CR-10	VAGST field completed for G-04	[Insert]	[P/F]	
CR-11	VAGST field completed for G-05	[Insert]	[P/F]	
CR-12	Unit Prices comply with required price basis	[Insert]	[P/F]	
CR-13	No prohibited alternative or equivalent product offered	[Insert]	[P/F]	
CR-14	Any condition, qualification, exception or proposed variation has been expressly identified	[Insert / N/A]	[P/F/N/A]	
CR-15	Commercial Offer remains valid for 90 days	[Insert]	[P/F]	

Commercial Responsiveness Determination:

[PASS / FAIL]

Material Finding / Clarification Reference:

[Insert / None]

5. MATERIAL CONTRACTUAL RESPONSIVENESS

Ref.	Assessment	Evidence Reference	Determination	Evaluator Note
CT-01	No identified qualification, exception or variation materially limits the Principal's rights or the Supplier's obligations under the Contract	[Insert / N/A]	[P/F]	
CT-02	No material departure from the applicable requirements of Part 4 has been identified	[Insert / N/A]	[P/F]	

Material Contractual Responsiveness:

[PASS / FAIL]

Material Finding / Clarification Reference:

[Insert / None]

6. SUBSTANTIAL RESPONSIVENESS DETERMINATION

6.1 Stage Results

Evaluation Stage	Determination
Eligibility	[PASS / FAIL]
Qualification	[PASS / FAIL]
Preliminary Examination	[PASS / FAIL]
Technical and Supply Responsiveness	[PASS / FAIL]
Commercial Responsiveness	[PASS / FAIL]
Material Contractual Responsiveness	[PASS / FAIL]

6.2 Overall Determination

Quotation is:

- ☐ SUBSTANTIALLY RESPONSIVE
- ☐ NOT SUBSTANTIALLY RESPONSIVE

Material deviation, reservation or omission identified:

[Insert / None]

Clarification(s) considered:

[Insert reference / None]

Basis for any determination requiring explanation:

[Insert / N/A]

Financial Evaluation Eligibility

- ☐ YES — Proceed to Financial Evaluation
- ☐ NO — Do Not Proceed to Financial Evaluation

7. FINANCIAL EVALUATION

Complete only for a substantially responsive Quotation.

7.1 Quotation Currency

Quotation Currency: [SAT / NZD]

NZD Evaluation Conversion

Complete only where the Quotation Currency is NZD.

Exchange Rate Input	NZD → SAT Rate
ANZ Samoa TT Sell Rate at Submission Deadline	[Insert]
BSP Samoa TT Sell Rate at Submission Deadline	[Insert]
Average Evaluation Exchange Rate	[Calculate]

Average Evaluation Exchange Rate:

$$(\text{ANZ Samoa TT Sell Rate} + \text{BSP Samoa TT Sell Rate}) \div 2$$

For a SAT Quotation, the Evaluation Exchange Rate is **1.0000**.

7.2 Evaluated Prices

Award Unit	Authoritative Unit Price excl. VAGST	Currency	Evaluation Exchange Rate	Evaluated Price — SAT
G-01	[Insert]	[SAT/NZD]	[Insert]	[Calculate]
G-02	[Insert]	[SAT/NZD]	[Insert]	[Calculate]
G-03	[Insert]	[SAT/NZD]	[Insert]	[Calculate]
G-04	[Insert]	[SAT/NZD]	[Insert]	[Calculate]
G-05	[Insert]	[SAT/NZD]	[Insert]	[Calculate]

For each Award Unit:

$$\text{Evaluated Price} = \text{VAGST-exclusive Unit Price expressed in SAT}$$

No aggregate or overall Bidder Evaluated Price is calculated.

7.3 Award-Unit Financial Results

Award Unit	Substantially Responsive for Award Unit	Evaluated Price — SAT	Comparative Rank
G-01	[Yes/No]	[Insert]	[Insert]
G-02	[Yes/No]	[Insert]	[Insert]
G-03	[Yes/No]	[Insert]	[Insert]
G-04	[Yes/No]	[Insert]	[Insert]
G-05	[Yes/No]	[Insert]	[Insert]

8. EVALUATOR DETERMINATION

Assessment	Result
Eligibility	[PASS / FAIL]
Qualification	[PASS / FAIL]
Technical and Supply Responsiveness	[PASS / FAIL]
Commercial Responsiveness	[PASS / FAIL]
Material Contractual Responsiveness	[PASS / FAIL]
Overall Substantial Responsiveness	[SUBSTANTIALLY RESPONSIVE / NOT SUBSTANTIALLY RESPONSIVE]
Financial Evaluation Completed	[YES / NO]

Material Findings

[Insert material findings / None]

Clarifications

[Insert clarification references and outcome / None]

Evaluator Certification

I confirm that this assessment records my evaluation of the Quotation against the requirements and evaluation methodology of CIT-RFQ-2026-09-004.

Evaluator: [Insert]

Position: [Insert]

Signature: [Sign]

Date: [Insert]

END OF EVALUATOR ASSESSMENT FORM