**Appendix 1 – Pre-Conditions Response Form**

Each proposal must meet the following pre-conditions.

**Failure to meet one or more of the below pre-conditions will see your response excluded from consideration**

Company Name: *<insert name>*

Contact Person: *<insert contact>*

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| # | Pre-condition | |
| 1 | Please confirm that you have completed at least 10 installs of hot water heat pumps 15-50KWs, or similar on commercial buildings in the last 18 months and provide a list of 10 customers where these installs occurred. | *YES/NO* |
| 2 | You must confirm that your company is a full-service supplier, i.e. you manage the entire process, including:   * accurately scoping and pricing each installation. * supplying and installing the hot water heat pumps. * training the end users in its use; and providing warranty and back up service. | *YES/NO* |
| 3 | Confirm that your company is accredited by at least one heat pump equipment supplier that can meet our product requirements | *YES/NO* |
| 4 | Please provide evidence of a Health and Safety pre-qualification from either IMPAC PREQUAL (60% +), SHE PRE-QUAL or SiteWise (75% +) that is appropriate to the size of the business, operating model (use of subcontractors) and the work being undertaken. If using subcontractors, evidence of their H&S pre-qualification must also be provided.  Note: More details on this requirement are requested in the scored Non-Price Attributes section. | *YES/NO* |
| 5 | Please confirm that you have a system for handling complaints and customer liaison  Note: More details on this requirement are requested in the scored Non-Price Attributes section. | *YES/NO* |
| 6 | Please confirm your company’s compliance with the NZ Government Supplier Code of Conduct | *YES/NO* |