**SECTION 3: Evaluation Criteria**

BIDDER CHECKLIST – ADMINISTRATIVE STAGE

|  |  |  |
| --- | --- | --- |
| **Clause** | **Requirements** | **Page Numbers** |
| 2 | Background/History of the Company including details of Parent and subsidiaries |   |
| 3a | Company Registration Certificate **(Certified Copy)** (Local/Overseas) |   |
| 3b | Valid Business License **(Certified Copy)** (Local/Overseas) |   |
| 3c | TIN Letter |  |
| 5 – 8 | The business relationship:1) List all Partner(s)/Supplier(s)/Subcontractors2) Attach letter from each Partner/Supplier/Subcontractor confirm the business relationship (for all applicable) |   |
| 9 | Valid FRCA Compliance Letter **(Certified Copy)** |   |
| 9 | Valid FNPF Compliance Letter **(Certified Copy)** |   |
| 10 | Financial Statement for last 3 years. |  |
| 12 | Local Bidders are to provide quotes which include Duty, VAT and delivery-to-site on an “as and when required” basis. Overseas Bidders are to provide quotes which include Cost and Freight to the respective |   |
| 20a | Separate Quoting for each item unless required to do otherwise |   |
| 20b | Price must be valid for 90 days from the Closing Date of Tender |   |
| 21 | Contract Price after award should be for a period of contract duration. |   |
| 26 | **Specify Payment Term**: Payment should be upon satisfactory execution of the order in compliance with the tendered prices, delivery time and full supply of quantity ordered |   |
| 45 | Bids are to be clearly written or typed on official letter-heads, signed and designating all relevant contact details |   |
| 46d | Delivery Time or Completion period/plan |   |
| 47 | Furnish prescribed forms (*if any*) and any other relevant documentation |   |
| 48 | GTB Form - Company Particulars, signed & stamped to be **fully** completed |   |
| 49 | Product samples and technical literature/brochures/photos |   |
| 50 | Warranty Period |   |
| 56 | General Terms and Conditions (signed and return) |   |

**Tender Deposit Information (Fill only if Tender deposit is applicable)**

I / We have paid the tender deposit YES [ ]  NO [ ]  N/A [ ]

Receipt/Deposit Slip No/EFT Transaction No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note that proof of payment (Copy of Receipt, Stamped Deposit Slip or EFT Transfer documents) is to be included as part of the bid.***

**Government Tenders Board Form**



**Company Particulars**



**Name**

**Date of Regn**

**Registered**

**Office**

**Postal**

**Address**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Telephone** |  |  |  | **Facsimile** |  |
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| **Email** |  |  |  | **Website** |  |
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**Principal**

**Activities**

**Directors**

**Share Capital**

 Authorized

 Issued & Paid-Up

**Accountant**

The undersigned attest that the above information is true and correct as of the date hereby give

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Stamp

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_