

## SECTION 3

### BIDDER CHECKLIST

Clause	CRITERIA	
2	Background/History of the Company including details of Parent companies and subsidiaries	
3	Company Registration (Local/Overseas) (Mandatory)	
3	Business License((Local/Overseas) (Mandatory)	
4	Local Bidders are to provide quotes which include Duty, VAT and delivery-to-site on an “ <i>as and when required</i> ” basis. Overseas Bidders are to provide quotes which include Cost and Freight to the respective destination port.	
6	Furnish prescribed forms ( <i>if any</i> ) and any other relevant documentation	
8a	Separate Quoting for each item unless required to do otherwise (Mandatory)	
8b	Price must be valid for 90 days from the Closing Date of Tender (Mandatory)	
9	The business relationship between the Bidder(s) and their Partner(s)/Supplier(s) must be confirmed in writing(where applicable) (Mandatory)	
10	Subcontractor Information	
24	Payment should be upon satisfactory execution of the order in compliance with the tendered prices, delivery time and full supply of quantity ordered	
26	Bids are to be clearly written or typed on official letter-heads, signed and designating all relevant contact details	
27d	Delivery period/plan (Mandatory)	
28	Contract Price after award should be for a period of contract duration. (Mandatory)	
29	Product samples and technical literature/brochures	
30	Warranty Period	
38	FRCA Compliance letter (local bidders only) (Mandatory)	
38	FNPF Compliance letter (local bidders only) (Mandatory)	
43	General Terms and Conditions (signed and return) (Mandatory)	
	GTB Form (Company Particulars) to be fully completed, signed & stamped (Mandatory)	
	Evidence of Tender document fees paid (Mandatory)	

#### NOTE:

- I. Please submit the documents in the same order as per the list above.
- II. Bidders are to number on the right hand top corner of each page that is part of the submission in the following format (1 of 20).
- III. Place a tick the box indicating the documents submitted as evidence for the relevant criteria
- IV. **Bids without any of the Mandatory requirements will be eliminated from evaluation**
- V. The check list should be attached as the initial document for the submission.