

SECTION 3**EVALUATION CRITERIA****BIDDER CHECKLIST- ADMINISTRATIVE STAGE**

Clause	BRIEF REQUIREMENTS OF THE TENDER (TENDER TERMS & CONDITIONS) Section 1	Page Number(s)
2	Background/History of the Company including details of Parent companies and subsidiaries	
2	Valid Company Registration Certificate (Local/Overseas)- Certified Copy	
2	Valid Business License(Local/Overseas) – Certified Copy	
3	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	
5	Furnish prescribed forms (<i>if any</i>) and any other relevant documentation	
7a	Separate Quoting for each item unless required to do otherwise	
7b	Price must be valid for 90 days from the Closing Date of Tender	
8/9	The business relationship: 1) List all Partner(s)/Supplier(s)/Subcontractors 2) Attach letter(s) from each Partner/Supplier/Subcontractor to confirm the business relationship (for all applicable)	
24	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	
26	Bids are to be clearly written or typed on official letter-heads, signed and designating all relevant contact details	
27d	Delivery Time or Completion period/plan	
28	Contract Price after award should be for a period of contract duration.	
29	Product samples and technical literature/brochures/photos	
30	Warranty Period	
40	Valid FRCA Compliance Letter- Certified Copy	
40	Valid FNPF Compliance Letter – Certified Copy	
44	GTB Form - Company Particulars, signed & stamped to be fully completed	
45	General Terms and Conditions (signed and return)	

Note:

- I. Please submit the documents in the same order as per the list above
- II. Bidders not submitting the required documents will not be contracted for the tender
- III. ONLY FRCA Compliance Certificate NOT Exemption Certificate, VAT Registration, TIN Registration etc (TIN letter can be attached with the compliance Letter if not stated in the compliance letter).
- IV. ONLY FNPF Compliance Certificate. NOT FNPF Registration, payment etc