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Description automatically generated

BIDDER’S CHECKLIST (PRODUCTS/SERVICES)

PLEASE TICK (√) WHERE APPLICABLE

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Compulsory Documents** | **To be filled in by**  **Company** | **To be filled in by**  **Opening Quotation Committee** |
| 1 | Copy of MoF certificate*‘Sijil Akuan Pendaftaran’* from  Ministry of Finance (Products & Services) | |  | | --- | |  | | |  | | --- | |  | |
| 2 | Copy of Bumiputera certificate *‘Sijil Akuan* Bumiputera’ from  Ministry of Finance (Products & Services) | |  | | --- | |  | | |  | | --- | |  | |
| 3 | Copy of *‘Sijil Akuan Pembuat’ f*rom  Ministry of Finance (Products & Services) | |  | | --- | |  | | |  | | --- | |  | |
| 4 | Company Profile | |  | | --- | |  | | |  | | --- | |  | |
| 5 | Product Sample Submission Form | |  | | --- | |  | | |  | | --- | |  | |
| 6 | Service Level Agreement and Service Level Guarantee | |  | | --- | |  | | |  | | --- | |  | |
| 7 | Copy of Monthly Bank Account Statement for the Last Three (3) Months  (to be certified true copy by Home Branch) | |  | | --- | |  | | |  | | --- | |  | |
| 8 | Financial Facilities (Bank /Overdraft /Factoring) - for procurement value above RM200,000 | |  | | --- | |  | | |  | | --- | |  | |
| 9 | Completed, stamped and signed Quotation Form | |  | | --- | |  | | |  | | --- | |  | |

|  |  |
| --- | --- |
| Confirmation by the Company  I hereby confirm that I have read and understood all the terms and conditions stated in the quotation document. All information presented is true.  Signature:  Position:  Date:  Company Stamp:  **All fields are required to be filled in by the Company** | For Departmental Use  The Opening Quotation Committee confirms receipt of marked documents except for the bill  (if available).  Signature:  Position:  Date:  Signature:  Position:  Date:  **All fields are required to be filled in by the Opening Quotation Committee** |