

BIDDER’S CHECKLIST (PRODUCTS/SERVICES)

PLEASE TICK (√) WHERE APPLICABLE

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| **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’* fromMinistry of Finance (Products & Services) |

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| 2 | Copy of Bumiputera certificate *‘Sijil Akuan* Bumiputera’ fromMinistry of Finance (Products & Services) |

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| 3 | Copy of *‘Sijil Akuan Pembuat’ f*romMinistry of Finance (Products & Services) |

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| 4 | Company Profile |

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| 5 | Product Sample Submission Form |

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| 6 | Service Level Agreement and Service Level Guarantee |

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| 7 | Copy of Monthly Bank Account Statement for the Last Three (3) Months (to be certified true copy by Home Branch) |

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| 8 | Financial Facilities (Bank /Overdraft /Factoring) - for procurement value above RM200,000  |

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| 9 | Completed, stamped and signed Quotation Form |

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| Confirmation by the CompanyI 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 UseThe 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** |