**PRODUCTS/ SERVICES EVALUATION REPORT**

**(for Procurement of Multiple Products/ Services)**

**PROPOSAL TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
|  |  |  | **Bidder 1/2** |
| **No.** | **Item** | **Quantity** | **Bidder’s** **Proposal**  | **Meet requirement** | **Total Weightage (60%)** |
| **A)** | **Specific Requirement** |  |  |  |  |
|  | **Product 1** |  |  |  |  |
|  | 1. Specification of Products / Services
 |  |  |  | % |
| 1. Preventive Maintenance (applicable for equipment and machine purchase)
 |  |  |  | % |
| 1. Warranty Period
 |  |  |  | % |
| 1. Product Brochure / Catalogue / Sample
 |  |  |  | % |
| **Product 2** |  |  |  |  |
| 1. Specification of Products & Services
 |  |  |  | % |
| 1. Preventive Maintenance (applicable for equipment and machine purchase)
 |  |  |  | % |
| 1. Warranty Period
 |  |  |  | % |
|  | 1. Product Brochure / Catalogue / Sample
 |  |  |  | % |
|  | Total Weightage | 50% |
| **B)** | **Additional Requirement** |  |  |  |  |
|  | 1. Delivery Period  |  |  |  | % |
| 2. Training |  |  |  | % |
| 3. Authorised Letter / Sole Distributor |  |  |  | % |
| 4. Technical Staff |  |  |  | % |
|  |  | Total 10% |
| **C)** | **Payment Terms and Conditions** |  |  |  |  |
|  | 1. Monthly / Quarterly / Staggered Payment |  |  |  |  |
| **Grand Total (A + B)** | **/60%** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Bidder 2/2** |
| **No.** | **Item** | **Quantity** | **Bidder’s** **Proposal**  | **Meet requirement** | **Total Weightage (50%)** |
| **A)** | **Specific Requirement** |  |  |  | Total 50% |
|  | **Product 1** |  |  |  |  |
|  | 1. Specification of Products & Services
 |  |  |  | % |
| 1. Preventive Maintenance (applicable for equipment and machine purchase)
 |  |  |  | % |
| 1. Warranty Period
 |  |  |  | % |
| 1. Product Brochure / Catalogue / Sample
 |  |  |  | % |
| **Product 2** |  |  |  | % |
| 1. Specification of Products & Services
 |  |  |  | % |
| 1. Preventive Maintenance (applicable for equipment and machine purchase)
 |  |  |  | % |
| 1. Warranty Period
 |  |  |  | % |
|  | 1. Product Brochure / Catalogue / Sample
 |  |  |  | % |
|  |  |  |  |  |  |
| **B)** | **Additional Requirement** |  |  |  | Total 10% |
|  | 1. Delivery Period  |  |  |  | % |
| 2. Training |  |  |  | % |
| 3. Authorised Letter / Sole Distributor |  |  |  | % |
| 4. Technical Staff |  |  |  | % |
| **C)** | **Payment Terms and Conditions** |  |  |  |  |
|  | 1. Monthly / Quarterly / Staggered Payment |  |  |  |  |
|  |  |  |  |  |  |
| **Grand Total (A + B)** | **/60%** |

**Quotation Evaluation Committee**

Chairman: - Member: - Member: -

Signature: -------------------------------------- Signature: -------------------------------------- Signature: ------------------------------

Official Stamp: Official Stamp: Official Stamp:

Date: Date: Date: