**PRODUCTS/ SERVICES EVALUATION REPORT**

**(for Procurement of Single 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 A** |  |  |  |  |
|  | 1. Specification of Products/ Services |  |  |  | % |
| 1. Preventive Maintenance (applicable for equipment and machine purchase) |  |  |  | % |
| 1. Warranty Period |  |  |  | % |
| 1. Product Brochure / Catalogue / Sample |  |  |  | % |
| 1. Delivery Period |  |  |  | % |
| 1. Training |  |  |  | % |
| 1. Authorised Letter / Sole Distributor |  |  |  | % |
| 1. Technical Staff |  |  |  | % |
|  | 1. Payment Terms and Conditions (Monthly / Quarterly / Staggered Payment)   Note : -  **(RM200,000 > purchases < RM500,000)**  **(Purchase involving installation, testing and commissioning** |  |  |  | % |
| **Grand Total** | | | | | **/60%** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Bidder 2/2 | | |
| No. | Item | Quantity | Bidder’s  Proposal | Meet requirement | Total Weightage (60%) |
| **A)** | **Specific Requirement** |  |  |  |  |
|  | **PRODUCT A** |  |  |  |  |
|  | 1. Specification of Products & Services |  |  |  | % |
| 1. Preventive Maintenance (applicable for equipment and machine purchase) |  |  |  | % |
| 1. Warranty Period |  |  |  | % |
| 1. Product Brochure / Catalogue / Sample |  |  |  | % |
| 1. Delivery Period |  |  |  | % |
| 1. Training |  |  |  | % |
| 1. Authorised Letter / Sole Distributor |  |  |  | % |
| 1. Technical Staff |  |  |  | % |
|  | 1. Payment Terms and Conditions (Monthly / Quarterly / Staggered Payment)   Note : -  **(RM200,000 > purchases < RM500,000)**  **(Purchase involving installation, testing and commissioning** |  |  |  | % |
| **Grand Total** | | | | | **/60%** |

**Quotation Evaluation Committee**

Chairman: - Member: - Member: -

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

Official Stamp: Official Stamp: Official Stamp:

Date: Date: Date: