**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: