



FINANCE DEPARTMENT



TENDER EVALUATION CHECKLIST

Finance department
 (For the requirements of the tender terms and condition only before bids is assessed on the technical specifications)

CLAUSE	BRIEF REQUIREMENTS OF THE TENDER (TENDER TERMS & CONDITIONS - SECTION1)	Yes	No	N/A
1	Brief Background/History of Company including details of Parent Companies and subsidiaries.			
2	Certified Copy of Valid Company Registration Certificate (Local/Overseas).			
3	Local Bidders to provide quotes which include Duty, VAT and delivery-to-site on an "as and when required" basis. Overseas bidders to provide quote which include Cost, Freight & Insurance to the port of Suva.			
4	Certified Copy of Valid FRCS Compliance Letter			
5	Certified Copy of Valid FNPF Compliance Letter.			
6	Complete tender forms with relevant information and furnished with other tender documents.			
7a	Separate Quoting for each item and not on whole lot basis.			
7b	Price should be valid for a period of 90 days from the closing date of tender.			
8	Evidence of the business relationship: a. List all Partner(s)/Supplier(s)/Subcontractors. b. Attach letter(s) from each Partner/Supplier/Subcontractor to confirm the business relationship (for all applicable).			
9	The payment mode should be upon satisfactory execution of the order in compliance with the tendered prices, delivery time & full supply of quantity ordered.			
10	Submission of bids to be on official letterhead , clearly written or typed and signed with all relevant contact details clearly specified.			
11(a)	Currency used :			
11(b)	Back-up services			
12	Company Insurance			
12(a)	Delivery time /availability or Completion period / plan			
13	Product samples and technical literatures brochures/photos to be submitted.			
14	Warranty period for the item / Defects Liability Period to be stated.			
15	Financial Statement for 3 years			
Sec 4	MSAF Form (Company Particulars) to be fully completed.			

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<u>Verified By :</u>		<u>Confirmed by:</u>	
Name:	Signature:	Name:	Signature:
Date:	Designation:	Date:	Designation:

Document:	Revision:	Issue Date:	Approved by:
Form FD-09-08-1	04	_22/_09/_2023	OIC