

## QUALITY BENCHMARK CHECKLIST

### QUALITY BENCHMARK CHECKLIST

**TENDER / QUOTATION NUMBER: P13/24 Corp**

(PLEASE REFER TO FORM 740.45.3, PAGE 7 OF 8, NR C2)

I, \_\_\_\_\_ as representative for \_\_\_\_\_  
(name and surname) (company)

declare that the following examples reflecting the expected quality offered by my company is of high quality.

	Equipment	Supplier to complete		For Office use	
		Sample Submitted		Sample Verified and accepted because of high quality	
1	Letterhead (Nr 8.2 on specification list)	YES	NO	YES	NO
2	A5 flyers (nr 8.3 on specification list)	YES	NO	YES	NO
3	Business cards (nr 8.9 on the specification list)	YES	NO	YES	NO
4	Lanyards (nr 8.10 on the specification list)	YES	NO	YES	NO
5	Desk calendar (Nr 8.13 on the specification list)	YES	NO	YES	NO
6	Letterhead (Nr 8.2 on specification list)	YES	NO	YES	NO

**PLEASE TAKE NOTE**

- Failure to submit samples will cause you to lose 15 marks in the criteria (740.45.3, page 7 of 8).
- In the event of a tender/quote not being accepted, samples cannot be re-claimed by the service provider.
- Failure to submit samples will also have a negative effect on the evaluation of your tender.

\_\_\_\_\_  
Signature of representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation