

Bid Evaluation Checklist

Criteria	Yes	No	Remarks
Bid submission deadline met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Bid security attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
All required documents submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specifications met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Pricing complete and clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Evaluator's Name:

Date:

Additional Comments: