



Date: 1st August 2017

To Whom It May Concern

Dear Sir/Madam,

PROJECT DELIVERABLES ACCEPTANCE

Effective immediately all vendors awarded with agreement/contract and issued with Purchase Order above B\$25,000 to provide services to PCSB particularly with milestone/stage payment terms, is required to complete the attached PDA-PD001 acceptance form (**Attachment A**).

The PDA-PD001 acceptance form shall be used for the verification and to confirm acceptance by PCSB for all services completed as per the agreement/contract or purchase order.

Please be reminded that all invoice(s) shall be submitted to PCSB Finance Department with all relevant and supporting documentations and this shall include the PDA-PD001 form. For your reference, the process flow chart attached herewith provides a descriptive explanation (**Attachment B**).

Please take note that any invoice(s) submitted to PCSB Finance Department, without the PDA-PD001 form will be rejected and returned to the vendor.

If you have further queries, please call our Procurement office for assistance.

Thank you.

Sincerely

Progresif Cellular Sdn Bhd



Project Deliverables Acceptance (PDA-PD001)

This Project Deliverable Acceptance Form is to be completed by the vendor. The vendor shall submit the complete form with all supporting documents (UAT, test certificate PAC, delivery order etc) for verification and acceptance by PCSB and to be submitted with invoices upon completion.

Agreement/ Contract/ PO No _____ Project _____

Agreement/ Contract Title _____

Milestone	Date Due	Deliverable (s)	Acceptance criteria/ Validation Method

Note: Please use additional sheet for more items or services.

The Signatures below indicate the completion of work and deliverables as stated in the relevant portion of the agreement/ contract/ PO attached herewith (eg. Scope of Work, Payment Schedule).

Prepared By

VENDOR NAME _____ |Date / Tarikh _____

Corporate Division - Procurement Department



For PCSB use only

Verified By

SIGN*
 HERE _____ |Date / Tarikh

Name/ Department/
 Requestor _____

Accepted By

SIGN*
 HERE _____ |Date / Tarikh

CTIO/ CMO/ CSO/ CAO/ CFO/ HoDIV

Received	Verified	Action
Date	Finance	<input type="checkbox"/> For payment <input type="checkbox"/> Vendor to clarify/ confirm <input type="checkbox"/> Reject & resubmit <input type="checkbox"/> Required variation approval

Approved by

SIGN*
 HERE _____ |Date / Tarikh

CEO

