**SUPPLIER EVALUATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **END USER TWG 1 TWG 2** | | | | | | | | | | |
| **Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Vendor/Supplier Information** | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| **SERVICES RENDERED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **SUPPLIER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **ADDRESS/ LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **SUPPLIER CONTACT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **CONTACT PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
|  | | | | | | | | | | |
|  | **Vendor Evaluation** | | |  |  | **1** | **2** | **3** | **4** | **5** |
| **Timeliness of delivery** | | | | | |  |  |  |  |  |
| **Quality of Parts/Products/Materials/Food upon delivery** | | | | | |  |  |  |  |  |
| **Overall Quality of Parts/Products/Materials/Food** | | | | | |  |  |  |  |  |
| **Quantity of Parts/Products/Materials/Food upon delivery** | | | | | |  |  |  |  |  |
| **Competitiveness of Price** | | | | | |  |  |  |  |  |
| **Quality of Service Provided** | | | | | |  |  |  |  |  |
| **Competitiveness of terms and conditions** | | | | | |  |  |  |  |  |
| **Quality of Designed Compared to Specification given by end user** | | | | | |  |  |  |  |  |
| **Capability** | | | | | |  |  |  |  |  |
| **Company History** | | | | | |  |  |  |  |  |
| **Technical Support/Assistance** | | | | | |  |  |  |  |  |
| **TOTAL** | | | | | |  |  |  |  |  |
| **Comments/Remarks:** | |  | | | | | | | | |
|
| **RATING SYSTEM:** | | | | | | | | | | |
| **Rating System:** | | | **Very Good** | **5** |  |  |  |  |  |  |
|  | | | **Good** | **4** |  |  |  |  |  |  |
|  | | | **Average** | **3** |  |  |  |  |  |  |
|  | | | **Poor** | **2** |  |  |  |  |  |  |
|  | | | **Very Poor** | **1** |  |  |  |  |  |  |
|  | | | **Negative** | **0** |  |  |  |  |  |  |
| **Take the total points from each rated block and divide by the total block rated for the supplier. Total Points from Blocks / Total Blocks Rated + \_\_\_\_\_\_\_\_ must be >, if < or = to 2, supplier development must be considered** | | | | | | | | | | |
|  | | | | | | | | | | |