**SUPPLIER EVALUATION FORM**

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| **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** |
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