



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

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

