

RE-EVALUATION OF SUPPLIER/CONTRACTOR

YEAR _____

Name of supplier/contractor : _____

Type of supply/service : _____

Please mark [v] in the space provided with your assessment

1 Does this supplier/ contractor meet the requirements of Pustaka Negeri Sarawak in terms of:

A. Work Quality

Excellent	4	
Good	3	
Satisfactory	2	
Poor	1	

B. Punctuality

Ahead of schedule	4	
On schedule	3	
Behind schedule	2	
Not on schedule	1	

C. Specification

Exceeds specifications	3	
Meets specifications	2	
Does not meet specifications	1	

D. Service value compared to price

Excellent	4	
Good	3	
Satisfactory	2	
Poor	1	

No. Dokumen: FRM-CM-MR-02
Semakan: 4
Tarikh Kuatkuasa: 4th Mei 2026

2 Do you support the continuation of this supplier/contractor in the future?

☐

Yes

☐

No

If not, please state the reason

For Finance Division

1 Total overall score

2 Overall, the service of this supplier/contractor is
(based on the total overall score above)

Poor

0 - 5

Satisfactory

6 - 12

Excellent

13 - 15

3 Based on the overall evaluation, determine and decide which of the following

Continue purchasing

Continue purchasing with observation

Hold purchasing with observation

Terminate immediately

1. Fill by Assessor

Sign	
Name	
Position	
Unit/Division	
Date	

3. Recommend by Sector Head/Manager

Sign	
Name	
Position	
Unit/Division	
Date	

2. Verified by Finance Division

Sign	
Name	
Position	
Unit/Division	
Date	

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Scale mark of re-evaluation

0 - 5	Poor
	The supplier/contractor provides substandard service, does not meet the scheduled timeline, does not meet the specifications, and the service value is unsatisfactory compared to the price.
6 - 12	Satisfactory
	The supplier/contractor provides quality service, meets the scheduled timeline, partially meets the specifications, and the service value is satisfactory compared to the price.
13 - 15	Very Satisfactory
	The supplier/contractor provides excellent quality service, ahead of the scheduled timeline, meets the specifications, and the service value is highly satisfactory compared to the price.