

RE-EVALUATION OF SUPPLIER/CONTRACTOR
YEAR _____

Name of supplier/contrator : _____

Type of supply/service : _____

Please mark [$\sqrt{\quad}$] in the space provided with your assessment

1. Does this supplier/contractor meet the requirement 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 Specification	3	
Meet Specification	2	
Does not meet Specification	1	

D Service value compared to price

Excellent	4	
Good	3	
Satisfactory	2	
Poor	1	

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

/15

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. Approval by Sector Head/Manager

Sign	
Name	
Position	
Unit/Division	
Date	

2. Verified by Finance Division

Sign	
Name	
Position	
Date	

Approve

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Decline

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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	Excellent
	The supplier/contractor provides excellent quality service, ahead of the scheduled timeline, meets the specifications, and the services value is highly satisfactory compared to the price.

The form shall be returned to Finance Division within seven (7) working days

No Dokumen : FRM-FIN-02
Semakan : 5
Tarikh Kuatkuasa : 25 Feb 2026