

Summary of Supplier / Contractor Evaluation

NO	Suppliers / Contractors	Work Quality				Punctuality				Specification			Service Performance Versus Price				Overall Performance			
		1	2	3	4	1	2	3	4	1	2	3	1	2	3	4	1	2	3	4

Legend:

Overall performance

- 1 - Less satisfactory
- 2 - Satisfactory
- 3 - Good
- 4 - Excellent

Punctuality

- 1 - Does not comply with time
- 2 - Partially comply
- 3 - Comply on time
- 4 - Delivery before date

Work quality

- 1 - Not satisfactory
- 2 - Less satisfactory
- 3 - Satisfactory
- 4 - Excellent

Specification

- 1 - Not comply with specification
- 2 - Partially comply
- 3 - Comply with specification

Service performance versus price

- 1 - Not satisfactory
- 2 - Less satisfactory
- 3 - Satisfactory
- 4 - Excellent

Management Decision

No	Supplier / Contractor	Overall rating	Recommended Action	Management Decision Code
1.				

Management Decision

1. Continue Purchasing (1)
2. Continue Purchasing & Monitor (2)
3. On Hold (3)
4. Stop Purchasing (4)
5. Escalate to Headquarters for Termination / Blacklisting (5)

Remarks:

Recommended by:

Approved by:

Name :
Designation :

Name :
Designation :