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|  | <h1>Supplier's Performance Evaluation Form</h1> <h2>Forms and Templates</h2> | | Document Number: FM-SS-08.07 |
| | Department: Materials Management | Effective Date: February 21, 2020 | Revision No 0 |

|  | | <h3>SUPPLIER'S PERFORMANCE EVALUATION FORM</h3> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------|--|-------------|------------------|------------------|---|--|--|--|--|--|--|--|--|--|--------------------------|--|--|--|--|---|--|--|--|--|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------|--|--|--|--|--------------------------|--|--|
| Note: This form shall be used to evaluate the overall performance of suppliers you are currently working with. For each of the criteria, you shall use the point system, where 1 is the lowest and 4 the highest . Get the total on each of the column and add all the column totals to gauge the performance using the rating scale. | Document No. | FM-SS-08.07 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Effective Date: | February 21, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Revision No. | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Department: | Materials Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: _____ Evaluation Period: _____ | | Prepared by: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [COMPANY NAME] [COMPANY ADDRESS] | | Type of Product _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Evaluation Criteria</th> <th>1 (Poor)</th> <th>2 (Fair)</th> <th>3 (Good)</th> <th>4 (Excellent)</th> </tr> </thead> <tbody> <tr><td>Timeliness and Completeness of deliveries</td><td></td><td></td><td></td><td></td></tr> <tr><td>Overall Quality of Parts / Products / Material</td><td></td><td></td><td></td><td></td></tr> <tr><td>Competitiveness of Price</td><td></td><td></td><td></td><td></td></tr> <tr><td>Competitiveness of Terms and Conditions</td><td></td><td></td><td></td><td></td></tr> <tr><td>Reputation of Company</td><td></td><td></td><td></td><td></td></tr> <tr><td>Technical and After Sales Support Staff's Level of Expertise</td><td></td><td></td><td></td><td></td></tr> <tr><td>Documentation records, receipts, invoices, and computer generated reports received in timely manner and in compliance with contract specifications</td><td></td><td></td><td></td><td></td></tr> <tr><td>Column Totals</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | Evaluation Criteria | 1 (Poor) | 2 (Fair) | 3 (Good) | 4 (Excellent) | Timeliness and Completeness of deliveries | | | | | Overall Quality of Parts / Products / Material | | | | | Competitiveness of Price | | | | | Competitiveness of Terms and Conditions | | | | | Reputation of Company | | | | | Technical and After Sales Support Staff's Level of Expertise | | | | | Documentation records, receipts, invoices, and computer generated reports received in timely manner and in compliance with contract specifications | | | | | Column Totals | | | | | TOTAL SCORE _____ | | |
| Evaluation Criteria | 1 (Poor) | 2 (Fair) | 3 (Good) | 4 (Excellent) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Timeliness and Completeness of deliveries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overall Quality of Parts / Products / Material | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Competitiveness of Price | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Competitiveness of Terms and Conditions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reputation of Company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technical and After Sales Support Staff's Level of Expertise | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Documentation records, receipts, invoices, and computer generated reports received in timely manner and in compliance with contract specifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Column Totals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RATING SCALE 21 - 24 - EXCELLENT 17 - 20 - GOOD (PASSING RATE) 13 - 16 - FAIR 12 and Below - POOR | | Note: If a rating given is 1 or 2 in any of the above criteria. Management shall discuss and secure commitment on improvement actions to be taken by the supplier | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments: _____ _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signed by (BUYER) : _____ | | Noted by (AVP - MMD) : _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acknowledged by (SUPPLIER REP.): _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature over Printed Name/ Date _____ | | Signature over Printed Name/ Date _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Signature over Printed Name/ Date _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled