



125 Corlett Drive
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SUPPLIER PERFORMANCE EVALUATION

Name of Supplier Konica Minolta

Contact Person _____

Contact Number _____

Address _____

Type of goods/services/works Printing Services

Rating score	MAX	NO conditions met	Does not meet requirement	Slightly below requirements	Meets requirements	Slightly above requirements	Exceeds Requirements
Score	Score	0	1	2	3	4	5
% Score		<40	40-49	50-60	61-79	>80	

Performance Evaluation criterion

1 Quality of goods/service							
Does the quality meet expectations?	5					4	
Does the supplier go beyond the min. requirements?	5					4	
Is the supplier innovative in delivering quality goods/services?	5					4	
2 Purchase orders or contracts							
Did the supplier enter into a formal contract with GGB?	5				3		
Are the goods/ services supplied according to a formal Terms of Reference?	5				3		
Does the supplier signed SLA willingly	5				3		
3 Document control management system					3		
Does the supplier provide a formal document i.r.o services/ goods rendered?	5				3		
Are changes or exceptions documented?	5				3		
4 On-time delivery (Reliability)							
Are goods/ services delivered on time?	5				3		
Are deviations negotiated and documented?	5				3		
5 Ability to meet requirements (Flexibility)							
How flexible is the supplier in terms of amending deliverables?	5				3		
Is the supplier prepared to negotiate amendments within timeframes?	5				3		
How flexible is the supplier in terms of communications?	5				3		
6 Price (Value for money)							
Is the price paid justified according to industry norms?	5				3		
Is price on the invoice the same as on the quotation?	5				3		
Did supplier request price adjustment?	5				3		
7 Customer service							
Does the supplier provide after "sales" service?	5				3		
Does the supplier provide regular contact to discuss status?	5				3		
Does supplier offer advice on best practice, approach etc?	5				3		
Does supplier attend to queries to with the expected effort?	5				3		
TOTAL	100						

GRAND TOTAL 66

OVERALL TOTAL SCORE ACHIEVED
OVERALL RATING

66%
3

Comments

End -User form user Department :

SCM Specialist

Name Banele Dlamini

Date : 07/07/2021

Name Makhari Clement

Date 07 July 2021