

Form Number:

FR-PRD-007

Revision Number:

00

Effectivity Date:

May 2, 2019

Form Title:

SUPPLIER PERFORMANCE EVALUATION FORM

I. SUPPLIER INFORMATION

VENDOR ID		VENDOR NAME		TYPE OF PRODUCT <input type="checkbox"/> Imported <input type="checkbox"/> Local	
ADDRESS					
PRODUCT/SERVICES					
CONTACT PERSON 1			CONTACT PERSON 2		
POSITION			POSITION		
TELEPHONE NUMBER		MOBILE NO. / EMAIL		TELEPHONE NUMBER	
				MOBILE NO. / EMAIL	

II. EVALUATION RESULT (Refer to Supplier's Evaluation Guide for the criteria)

☐ Pass☐ Fail

CRITERIA AND WEIGHT	RATING	WEIGHT	WEIGHTED SCORE	PERFORMANCE / REMARKS
Consistency of Quality:				
Quality upon delivery				
End user feedback				
Price and proposal submission: <input type="checkbox"/>				
Price				
Proposal Submission				
Timeliness of Delivery				
Terms of Payment				
After Sales Service				

Passing: 1.5 and above

Total: _____

OVERALL COMMENTS:

Assessed by:		Approved by:	
_____	_____	_____	_____
Evaluator	Date	Procurement Department Head	Date

III. RESULTS OF DISCUSSION WITH SUPPLIER

ACTION TO BE TAKEN:

Discussed by:		Discussed with:	
_____	_____	_____	_____
Name and Date	Position	Name and Date	Position

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SUPPLIER PERFORMANCE EVALUATION GUIDE

Supplier's performance shall be evaluated based on the following criteria:

I. Consistency of goods or service quality (30%)

a. Quality upon delivery (15%)

- 1 – Partially accepted but did not meet the expectation
- 2 – Acceptable – Quality of the products meets the expectation such as specification
- 3 – Exceeds expectation – Quality of the products exceeds expectation

b. End user feedback (15%)

- 1 – Not acceptable – Quality of the product did not meet the expectations
- 2 – Without complaint – Product meets the expectation
- 3 – Product exceeds expectation

II. Price and proposal submission (25%)

a. Price (10%)

- 1 – Offered the highest price among the suppliers
- 2 – Offered a relatively lower price than other suppliers
- 3 – Offered the lowest price among the suppliers

b. Proposal submission (15%)

- 1 – Issue proposal and quotation four (4) days or beyond the given turn-around time (TAT)
- 2 – Issue proposal and quotation within two to three days
- 3 – Issue proposal and quotation within 24 hours

III. Timeliness of delivery (25%)

- 1 – If orders are delivered two (2) weeks after expected delivery period
- 2 – If orders are delivered one (1) week after expected delivery period
- 3 – If all orders are delivered within the expected delivery period

IV. Terms of payment (10%)

- 1 – Term given is the lowest or 10 days among the suppliers
- 2 – Term given is 30 days
- 3 – Term given 60 days among the suppliers

V. After Sales Service (10%)

a. Response Time (5%)

- 1 – Complaints were not immediately acted upon after 15 days
- 2 – Complaints were acted after three (3) days
- 3 – Complaints were immediately acted within 24 hours or with no complaints

b. Replacement or Repair (5%)

- 1 – Replacement or repair happen after a month
- 2 – Replacement or repair happen after two (2) weeks
- 3 – Replacement or repair happen after three (3) days or with no replacement or repair needed