



EXTERNALLY-SOURCED SERVICES SUPPLIER PERFORMANCE RATING SHEET

Name of Supplier:

Period Covered:

CRITERIA	5 EXCELLENT	4 VERY SATISFACTORY	3 SATISFACTORY	2 UNSATISFACTORY	1 VERY UNSATISFACTORY
DELIVERY Ability to meet delivery schedule	<input type="checkbox"/> Delivered good/s ahead of the original schedule	<input type="checkbox"/> <i>Delivered good/s on the original schedule</i>	<input type="checkbox"/> <i>Delivered goods on the adjusted schedule approved by the procuring entity</i>	<input type="checkbox"/> <i>Delivery schedule was not met. Supplier failed to issue notice or request for extension of delivery period</i>	<input type="checkbox"/> <i>Supplier cancelled the delivery of the goods or refuse to deliver contracted goods</i>
QUALITY Quality of Service/Product	<input type="checkbox"/> Item/s delivered is way above the minimum specification	<input type="checkbox"/> <i>The item/s functioned more than the expectation of the end-user</i>	<input type="checkbox"/> <i>Good/s served the purpose of the requirement or functioned well according to the end-user's expectation</i>	<input type="checkbox"/> <i>The good/s did not function based on the minimum requirement</i>	<input type="checkbox"/> <i>Item/s specification was not according to the minimum requirement indicated in the contract</i>
COMPLETENESS Sufficient Quantity	<input type="checkbox"/> <i>Good/s delivered is 100% complete as per quantity with freebie</i>	<input type="checkbox"/> <i>Good/s delivered is 100% complete as per quantity</i>	<input type="checkbox"/> <i>Completed the delivery of good/s by portion</i>	<input type="checkbox"/> Delivered only more than 50% of the items in the PO	<input type="checkbox"/> Delivered less than 50% of the items in the PO
HANDLING COMPLAINT Mobility to Complaint	<input type="checkbox"/> With prompt /immediate action	<input type="checkbox"/> Action taken two (2) to three (3) days after the Report	<input type="checkbox"/> Action taken four (4) to five (5) days after the Report	<input type="checkbox"/> Action taken up to 10 W.D. after receiving the report.	<input type="checkbox"/> No action taken after 10 days

GEN. AVE. SCORE <div></div>	FINAL <div></div>	Where E (Excellent) = 5.0 VS (Very Satisfactory) = Below 5.0 to 4.0 S (Satisfactory) = Below 4.0 to 3.0 U (Unsatisfactory) = Below 3.0 to 2.0 VU (Very Unsatisfactory) = Below 2.0	PASSING MARK 3
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FINAL REMARKS:

- ☐ LISTED (Supplier's Accreditation is maintained)
- ☐ CONDITIONAL (With one below Passing Mark)
- ☐ DELISTED (Disqualified and removed from the list of approved/accredited vendors)
- NOTE: May apply for re-accreditation after three months has elapsed.

PREPARED BY:

DATE:

APPROVED BY:

DATE:

(Signature Over Printed Name)

(Signature Over Printed Name)