

DOST Regional Office No. IX






DOST IX-QMS F05
Revision 2
04-01-14

Finance and Administrative Support Services: PURCHASING

THIS QUESTIONNAIRE AIMS TO SOLICIT YOUR HONEST ASSESSMENT OF OUR PURCHASING SERVICES. PLEASE TAKE A MINUTE IN FILING UP THIS FORM AND HELP US SERVE YOU BETTER

Please rate the following attributes by checking / your response on the box of the corresponding rating scale:

HOW WOULD YOU RATE OUR PROCUREMENT SERVICES?

RATING SCALE		5		4		3		2		1	
ATTRIBUTES	 Outstanding	 Very Satisfactory	 Satisfactory	 Unsatisfactory	 Poor						
Quality of Supplies/ Materials/ Equipment/ Services	Outstanding <input type="checkbox"/>	Very Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>						
Conformance to Specifications	Outstanding <input type="checkbox"/>	Very Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>						
Timeliness of Delivery	Outstanding <input type="checkbox"/>	Very Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>						
Attitude of Procurement Staff/Officer	Outstanding <input type="checkbox"/>	Very Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>						
OVER-ALL SATISFACTION	Outstanding <input type="checkbox"/>	Very Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>						

PLEASE INDICATE OTHER IMPORTANT ATTRIBUTES WHICH YOU THINK IS IMPORTANT TO YOUR NEEDS.

**PLEASE WRITE YOUR
COMMENTS/SUGGESTIONS BELOW:**

[illegible]

SIGNATURE: _____

NAME: _____

DATE: _____