



SUPPLIER EVALUATION SHEET

NAME OF SUPPLIER :

DATE:

ADDRESS:

CRITERIA	5 Excellent	4 Very Satisfactory	3 Satisfactory	2 Unsatisfactory
LOCATION Proximity to DOST IX	<input type="checkbox"/> Within Zamboanga City	<input type="checkbox"/> Within Region IX	<input type="checkbox"/> Outside Region IX but Within the Philippines	<input type="checkbox"/> Outside the Country
CREDIT ACCOMMODATION Terms of Payment	<input type="checkbox"/> 30 days and above	<input type="checkbox"/> 15-days	<input type="checkbox"/> Less than 15 days	<input type="checkbox"/> N/A
COMMUNICATION FACILITIES Accessible Contact	<input type="checkbox"/> With 3 or more Telephone Lines, Mobile Phone, Email Address	<input type="checkbox"/> At least 2 Telephone Line, Mobile Phone, Email Address	<input type="checkbox"/> With 1 Telephone Line or Mobile Phone Number or email address	<input type="checkbox"/> Without contact number but with email address
MODE OF DELIVERY Capability to Deliver	<input type="checkbox"/> Delivery through hand carry or door-to-door free of charge	<input type="checkbox"/> Delivery door-to-door through courier	<input type="checkbox"/> Delivery through collect freight	<input type="checkbox"/> Delivery via pick-up only from supplier's location
LEGAL DOCUMENTS Eligibility Documents	<input type="checkbox"/> with PhilGEPS (Platinum) Registration, Business/Mayor's Permit, ITR,	<input type="checkbox"/> with PhilGEPS (Red) Registration Certificate, Business/Mayor's Permit, ITR, and other Certificates	<input type="checkbox"/> with PhilGEPS (Red) Registration Number, Business/Mayor's Permit, ITR	<input type="checkbox"/> with Business Permit/Mayor's Permit, DTI/SEC
TOTAL SCORE	AVERAGE SCORE	FINAL RATING <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div>	Where E = 5.0 VS = Below 5.0 - 4.0 S = Below 4.0 - 3.0 U = Below 3.0 - 2.0	PASSING MARK 3

Final Remarks :

☐ Passed

☐ Failed

Prepared by:

DATE:

APPROVED BY:

DATE:

MARILYN ANN BUENO
(Signature Over Printed Name)

RONNEL B. GUNDOY
(Signature Over Printed Name)