Vendor Evaluation Rubric

Vendor Name / Product / Service

Evaluation Panel Members

Criteria (1–5 scale with weights):

- Cost Competitiveness

- Quality & Reliability

- Delivery Timeliness

- Compliance & Certifications

- Customer Support Responsiveness

- Innovation / Value-Adds

Weighted Score Calculation

Final Recommendation (Engage / Reject / Onboard later)

Comments (for transparency)