

No:	Performance Criteria	Excellent	Very Good	Good	Fair	Poor	Worse
		5	4	3	2	1	0
1	Capacity: Vendors capacity to deliver the contracted goods/service		✓				
	Additional Comments: A financially healthy is more likely to have the resources to fulfill their obligations.						
2	Knowledge of the Assignments: Vendors knowledge on the TRA's requirements			✓			
	Additional Comments:Understanding the requirements outlined in the Technical Requirements Analysis						
3	Competency: Vendors' capability to complete the task in a given period of Time	✓					
	Additional Comments:Assess the vendor's ability to allocate adequate resources to the project.						
4	Cost Management: Vendors' costs stability during contract period				✓		
	Additional Comments:during the contract period is crucial for effective cost management and budget adherence.						
5	The quality of vendors' output in compliance with contract			✓			
	Additional Comments: project meets its objectives and deliverables						

PROCUREMENT MANAGEMENT DEPARTMENT
CONTRACT PERFORMANCE EVALUATION FORM

PART B: VENDOR EVALUATION

No:	Performance Criteria	Excellent	Very Good	Good	Fair	Poor	Worse
		5	4	3	2	1	0
6	Quality Consistency: Vendors' quality consistency	✓					
	Additional Comments: maintaining standards, meeting expectations, and ensuring long-term satisfaction						
7	Commitment to Quality: Vendors' Quality Management			✓			
	Additional Comments: Collaboration on continuous improvement fosters a culture of quality excellence.						
8	Environmental Consideration: Maintenance of clean and healthy environment.					✓	
	Additional Comments: minimizing the impact of business operations on the environment.						
9	Communication: Vendor Cooperation with Contract Management Team	✓					
	Additional Comments: Define clear communication channels and protocols for interacting with vendors						
10	Financial Capability: Vendors' capability to meet financial requirements during contract implementation						✓
	Additional Comments: Reviewing their credit reports and credit scores from reputable credit rating						
	Overall Score						
	Overall score: 62%		Contract Implementation (%) : 50%				

PART C: PERFORMANCE EVALUATION REPORT

Overall Vendors' Performance Comments	Success and ensured smooth project-execution
Contract Manager/Team Recommendations	Communication with the vendor was clear and proactive

C1. Contract Management Team Confirmation (Attach copy of appointment letter)

1. Name: GODWIN MNKENI Signature:..... Date.....
 2. Name: Hussein H. Iddy Signature:..... Date.....
 3. Name: Emmanuel Chanila Signature:..... Date.....

C2. Head of User Department Comments:

communication effectiveness and compliance with contractual requirements.

Name..... Signature: Date.....