

**Supplier/Contractor Performance Evaluation Form**

Company Name: \_\_\_\_\_

Plant: E-MAS

Plant: ERLSB

Sales Person: \_\_\_\_\_

Contractor

Supplier

Supplier Since: (Year) \_\_\_\_\_

Contract Sum: \_\_\_\_\_

Contract Period: \_\_\_\_\_

		Performance Rating				Remarks	
No	Areas of Evaluation	(4)= Exceed Expectation	(3)= Meet Expectation	(2)= Need Improvement	(1)= Not Acceptable		
<i>To be filled by PRC</i>							
1	<u>DELIVERY / TIMELINESS</u> On time delivery, Fault-free delivery, has competitive lead time, able to rush order/ service during special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	<u>PRICING</u> Competitive pricing, discount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	<u>PAYMENT</u> Offer competitive payment term, accurate invoicing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	<u>RESPONSIVENESS</u> Response time to RFQ, information request, work request, discrepancy/ problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>To be filled by User</i>							
5	<u>PRODUCT QUALITY</u> Goods/services comply with specification and reliable performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	<u>TECHNICAL / AFTER-SALES SUPPORT</u> Warranty, after-sales support, technical support, response to complaints/discrepancies, competency level of skill/ knowledge in goods/service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	<u>ENVIRONMENTAL</u> Commitment towards environment, Packaging/labeling as required, provide supporting document related to environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<b>TOTAL</b>	<b>/28</b>	<b>RATING</b>

**Performance Rating Summary**

- Rating > 0.70                      Preferred Supplier
- Rating 0.50--0.70                Conditional Acceptance
- Rating < 0.50                      Rejected / Management Decision

**Overall performance comment:**

Evaluator 1:

Evaluator 2:

Checked by HoD-PRC:

*(Signature)*

*(Signature)*

*(Signature)*

Name:

Name:

Department:

Department:

Date:

Date:

Date: