

Vendor/ Supplier Evaluation

Project Name:

Project Value:

Vendor Name:

Project Manager:

Department / Sector:

Date of Evaluation:

Evaluated By:

Category: **Materials**

Services

Evaluator Information:

Criteria	1 = Above average	2 = Exceeds Expectations	3 = Outstanding	4 = Exceptional
Timeline of Deliveries				
Comments:				
Quality on Parts/Products/ Material/ Service Provided Upon Delivery				
Comments:				
Quantity Delivered as Per Order				
Comments:				
Competitiveness of Price				
Comments:				
Business Impact				
Comments:				

Compliance with Local/ International Standards of Quality				
Comments:				

Total evaluation score is % . This corresponds to evaluation score criteria

4 = Excellent	3=Very Good	2=Good	1=Needs Improvement
0	0	0	0

Name			Date
Project Owner		Sulaiman Abdulla Manager- Contracts & Procurement	

Weight Distribution	Evaluation Outcome
Above > 90%	Exceptional
Above 80% < 89%	Outstanding
Above 65% < 79%	Exceeds Expectation
Below 65%	Above Average