

SUPPLIER INFORMATION:

Supplier:	
Purchase Order No:	
Purchase Order Date:	

EVALUATION: (*Tick the appropriate box were 5 being the highest and 1 being the lowest.*)

Indicator	Rate					Coorce
	5	4	3	2	1	Score
Completeness & Accuracy of Delivered Items						
Timeliness of Delivery						
Average Score Rating						

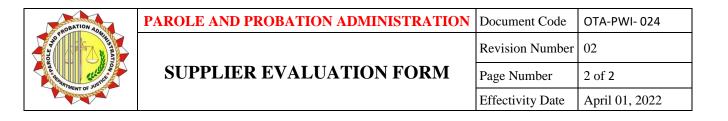
COMMENT/REMARKS:

EVALUATED BY:

NOTED BY:

(Signature Over Printed Name)

(Signature Over Printed Name of Property Officer)



RATING SCALE:

INDICATOR	SCORE	DESCRIPTION
Completeness & Accuracy of Delivered Items	5	100% delivery
	4	75% - 99% delivery
	3	50% - 74% delivery
	2	25% - 49% delivery
	1	0% - 24% delivery

Timeliness of Delivery	5	3 days or more before due date
	4	2 days before due date
	3	on due date
	2	1 day after due date
	1	2 days or more after due date

INSTRUCTIONS:

- 1. The stock clerk will give the Supplier Evaluation Form (SEF) to any members of *Inspection and Acceptance Committee (IAC)* or *Technical Working Group (TWG)* upon delivery of items/services.
- 2. The members of the IAC or TWG will evaluate the supplier using the SEF.
- 3. The members of the IAC or TWG will sign the evaluated SEF and submit it to the Property Officer.
- 4. The Property Officer will sign the evaluated SEF and attached a copy to the Purchase Order for payment.
- 5. End.