	PAROLE AND PROBATION ADMINISTRATION	Document Code	OTA-PWI- 024
	SUPPLIER EVALUATION FORM	Revision Number	02
		Page Number	1 of 2
		Effectivity Date	April 01, 2022

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					Score
	5	4	3	2	1	
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)

	PAROLE AND PROBATION ADMINISTRATION	Document Code	OTA-PWI- 024
	SUPPLIER EVALUATION FORM	Revision Number	02
		Page Number	2 of 2
		Effectivity Date	April 01, 2022

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.