

Supplier Performance Evaluation Form

Department / Project:		Date:	
Supplier name:		Main Scope:	
☐ Performance Evaluation		☐ RE-Assessment/Old Vendor	

Criteria	Weight	Score achieved	Comments
Tender			
Responding to pricing requests	10%		
Adherence to Specification/Requirements	35%		
Pricing and its credibility	35%		
Flexibility and the response to negotiations	10%		
Way of communications	5%		
Providing alternative or innovative suggestions	5%		
Subtotal		0	
Planning Management			
Material delivery according to baseline program	100%		
Subtotal		0	
HSE			
Provide Safety Data Sheets (SDS) for hazardous products or chemical	20		
Equipment is designed and manufactured as per Applicable Law	15		
Protective requirements are considered and provided for equipment and tools	20		
Product is labelled with relevant information	15		
Prevent ground contamination by oil or other polluting substances	15		
Comply with the site traffic rules	15		
Subtotal		0	
Quality Management			
Adherence to Specification and good quality	100%		
Subtotal		0	
Operation			
Supplier approach and commitment of delivery on time	60%		
Fast action and response for RFQs	40%		
Subtotal		0	
Purchasing			
Pricing and its credibility	25		
Payment terms and supplier financial capabilities	20		
After sales support and compatibility with RME Specification	20		
Fast action and response for RFQs	10		
The stock availability of Equipment (Light-Heavy) / Vehicles / Goods/Spare parts	10		
Negotiation ability and flexibility in payment terms	5		
Willingness for future cooperation	5		
Supplier approach and commitment of delivery on time	5		
Subtotal		0	
Total		0	
Overall Rating Under 60 ☐ Poor 61-79 ☐ Good 80-100 ☐ Very Good			
HOD Comments:			
Name: Signature: Date:			