



SUPPLIER'S PERFORMANCE ASSESSMENT

PM-08-03-F01
 Revision 0
 Aug 1, 2018

Name of Supplier : _____
 Contact Person : _____
 Contact Number : _____

DATE	PO/JR NO.	ITEM DESCRIPTION	QTY	PERFORMANCE RATING				EVALUATED BY	SIGNATURE
				PRODUCT/ SERVICE QUALITY (50%)	TIMELINESS OF DELIVERY (40%)	CUSTOMER AFTER SALES SUPPORT (10%)	TOTAL RATING		

OVERALL ASSESSMENT & RECOMMENDATION

- 90-100% Excellent, Retain Supplier
- 80-89% Average, Needs Improvement
- 70-79% Poor, Needs Corrective Action
- Below 69% Very Poor, Discretion of Quality Manager

OVERALL RATING : _____
Recommendation/s : _____

Assessed by : _____

Approved by : _____