

Vendor Evaluation

Confidential – internal use only

Project	Date
[Click here to enter the project name]	18/Dec/2013
Supplier/Sub-contractor name & address	Ref. no.
[Name]	[Ref. no.]
[Address]	Project manager
[City]	Marc Arnecke, PMP, [designation.]
[Contact/person in charge]	Order or contract no.
	[Contract no.]
Subject of the order or contract	total points given (%)
[Supplier'/sub-contractor's scope]	0%
Summary	sub-total points given
Health, Safety and Environment	0 / 25
[Click here to enter text.]	
Summary	sub-total points given
Quality	0 / 25
[Click here to enter text.]	
Summary	sub-total points given
Performance	0 / 25
[Click here to enter text.]	
Summary	sub-total points given
Administration	0 / 25
[Click here to enter text.]	

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Area of evaluation	Contributor
Health, Safety and Environment	[Click here to enter name]
Elements to consider	Grade (grade 5 & 1 require further explanation)
Compliance with safety standard rules and adherence to risk analysis documents [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Provision of mandatory training and equipment certificates [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Use of appropriate safety equipment (PPE and similar) [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Provision of worker welfare facilities, housekeeping and site cleanliness [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Consideration of environmental aspects [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
sub-total:	0 / 25

Accident and injury record on this job	0 (up to 1 day) 0 (1 to 3 days) 0 (fatal)
[Click here to enter text.]	

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Quality	[Click here to enter name]
Elements to consider	Grade (grade 5 & 1 require further explanation)
Adequate supervisory oversight	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Craftsmanship	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Compliance with applicable specifications and standards	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Material storage and handling (incl. inspections and material submittals)	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Certificates/Approvals/Inspections	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
sub-total:	0 / 25

Number of Non-Compliance Reports issued (if any)	0
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Area of evaluation	Contributor
Performance	[Click here to enter name]
Elements to consider	Grade (grade 5 & 1 require further explanation)
Adequate site supervision and human resources [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Provision of adequate tools and equipment [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Planning & following logical sequences [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Ability to complete on time [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
Flexibility & ability to adopt to changing site conditions [Click here to enter text.]	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
sub-total:	0 / 25

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Area of evaluation	Contributor
Administration	[Click here to enter name]
Elements to consider	Grade (grade 5 & 1 require further explanation)
Financial aspects	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Knowledge of contract and associated documents	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Documentation including reports, records, status updates etc. ...	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Correspondence and adherence to communication channels	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
Response to changing site conditions (SIs etc.)	5 = <input type="checkbox"/> (excellent) 4 = <input type="checkbox"/> (good) 3 = <input type="checkbox"/> (average) 2 = <input type="checkbox"/> (below average) 1 = <input type="checkbox"/> (insufficient)
[Click here to enter text.]	
sub-total:	0 / 25

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Overall satisfaction	
Would you generally recommend working with this supplier/sub-contractor in the future again?	A <input type="checkbox"/> (yes, without limitations) B <input type="checkbox"/> (depends – requires explanation below) C <input type="checkbox"/> (no)
[Click here to enter text.]	

Marc Arnecke, PMP

reviewed by _____

authorized by _____