

Vendor Evaluation Form Sample for Construction Projects

Use this **vendor evaluation form sample** to effectively assess suppliers for construction projects. It ensures systematic comparison of vendor performance, quality, and reliability. Streamline project success by selecting the best partners with this standardized tool.

Basic Vendor Information

Vendor Name	
Contact Person	
Address	
Email / Phone	
Project Name	
Date of Evaluation	

Evaluation Criteria

Criteria	Description	Score (1-5)	Comments
Quality of Work	Materials, workmanship, adherence to specifications		
Delivery Timeliness	On-time delivery, lead times met		
Pricing	Competitiveness, transparency of costs		
Responsiveness	Communication, issue resolution, after-sales support		
Safety Standards	Compliance with all relevant safety regulations		
Documentation	Accuracy and timeliness of required documents		
Previous Experience	Relevant projects completed, references		
Total Score			

Summary & Recommendations

Strengths	
Areas for Improvement	
Recommendation	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Not Approved

Evaluator Details

Name	
Department/Role	
Signature	
Date	

