

Vendor Evaluation Checklist for Construction Projects

Using a **vendor evaluation checklist** for construction projects ensures the selection of reliable suppliers and contractors by systematically assessing their qualifications, performance, and compliance. This practice helps mitigate risks, enhance project quality, and maintain timelines. A comprehensive checklist promotes informed decision-making and strengthens overall project success.

Note: This checklist is intended as a sample and should be tailored to project-specific requirements.

Vendor Information

Vendor Name	
Contact Person	
Contact Number	
Email Address	
Scope of Supply/Services	

Checklist

No.	Criteria	Description	Yes/No	Remarks
1	Legal Compliance	Valid business license, registrations, and certifications		
2	Experience	Relevant experience in similar construction projects		
3	Financial Stability	Proof of financial capacity (financial statements, references)		
4	Technical Capabilities	Qualified personnel, equipment, and technology		
5	Quality Management	Quality control processes and certifications (e.g., ISO)		
6	Health & Safety Standards	Compliance with HSE (Health, Safety & Environment) standards		
7	Past Performance	References, feedback, and history of previous projects		
8	Supply Chain Management	Ability to deliver materials/services on time		
9	Pricing	Competitive and transparent pricing structure		
10	After-sales Support	Warranty terms, maintenance, and support services		

Comments and Recommendations

Comments and Recommendations:

Evaluator Name: _____

Date: _____