

Vendor Evaluation Form Sample

Using a **vendor evaluation form sample** helps small businesses systematically assess supplier performance, ensuring quality and reliability. This tool streamlines the decision-making process by capturing key criteria such as cost, delivery, and service. Implementing an effective evaluation form promotes better vendor relationships and optimizes procurement strategies.

Vendor Information

| | |
|-----------------------------|--|
| Vendor Name: | |
| Contact Person: | |
| Products/Services Provided: | |
| Evaluation Date: | |

Evaluation Criteria

| Criteria | Description | Rating (1-5) | Comments |
|-------------|--|--------------|----------|
| Quality | Consistent product/service quality as per requirements | | |
| Cost | Competitive pricing, cost-effectiveness | | |
| Delivery | On-time delivery, accuracy of orders | | |
| Service | Responsiveness, after-sales service | | |
| Compliance | Adherence to agreements, terms, and regulations | | |
| Flexibility | Willingness to accommodate business needs/changes | | |

Summary & Recommendations

| | |
|--------------------------|---|
| Overall Score (Average): | |
| Strengths: | |
| Areas for Improvement: | |
| Recommendation: | <input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Not Approved |

Evaluator Information

| | |
|------------|--|
| Name: | |
| Position: | |
| Signature: | |
| Date: | |