

Vendor Evaluation Form Sample

A **vendor evaluation form sample** with scoring criteria helps businesses systematically assess supplier performance based on predefined standards. This form ensures objective comparison by assigning numerical values to key factors such as quality, delivery, and cost. Using scoring criteria streamlines decision-making and enhances vendor selection processes.

Vendor Details

Vendor Name	[Enter Vendor Name]	Date	[MM/DD/YYYY]
Contact Person	[Enter Contact Name]	Evaluator	[Your Name]

Scoring Criteria

Evaluation Factor	Weight (%)	Score (1 = Poor, 5 = Excellent)				
		1	2	3	4	5
Product/Service Quality	40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivery Performance	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost/Price Competitiveness	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Customer Service & Support	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compliance & Certifications	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Evaluator Comments

Add your comments here...

Total Score: _____ / 100

Recommendation

- Approve
- Approve with Conditions
- Reject

Signature: _____ Date: _____