

Vendor Evaluation Form Sample for Food Suppliers

Use this **vendor evaluation form sample** to systematically assess food suppliers based on quality, delivery, and compliance standards. It helps ensure consistent supplier performance and supports informed decision-making. Streamline your procurement process with this effective evaluation tool.

Supplier Information

Supplier Name	
Address	
Contact Person	
Phone/Email	
Date of Evaluation	

Evaluation Criteria

Criteria	Description	Rating (1-5)	Comments
Product Quality	Consistency, freshness, and compliance with specifications		
Food Safety & Compliance	Certifications, traceability, and adherence to regulations		
Delivery Performance	On-time delivery, accuracy, and packaging		
Customer Service	Responsiveness, communication, and problem-solving		
Pricing	Competitive rates and transparency		

Overall Assessment

Strengths	
Areas for Improvement	
Evaluator's Recommendation	<input type="checkbox"/> Approve <input type="checkbox"/> Conditional <input type="checkbox"/> Reject

Evaluator's Signature

Name	
Position	
Date	