



KURNIA EKUITI SDN BHD
VENDOR PERFORMANCE ASSESSMENT

Vendor Information

Vendor Name : _____
Address : _____
 : _____
Contact Person : _____
Telephone No. : _____
Type of Product / Service : _____
Period of Assessment : _____

Assessment Criteria

Approved Vendor Assessment Factors	Criteria Used	Good (2 points)	Satisfactory (1 points)	Poor (0 points)
1. Quality	No. of rejects / year	0 Reject	1~3 Reject	>3 Reject
2. Price	Reasonable (Compared with 2 competitors)	Lowest Price	Mid Range	Highest Price
3. Delivery	Meet deadline through the year	100%	90% and above	Below 90%
4. Service	Response to complaint	Within 3 days	Within 7 days	> 7 days
Total Scored				

Overall Performance Category

Total Score Rating	Rating Score	Overall Performance	Results
<input type="checkbox"/>	8-5 points	Reliable	Retain as approved vendor
<input type="checkbox"/>	4-3 points	Acceptable	To Be ‘watch-up” vendor
<input type="checkbox"/>	0-2 points	Unreliable	Recommend for termination unless concession by Executive Director

Remarks:

Evaluated by:

Name: _____
Date _____

Verified by:

Name: _____
Date _____