

Existing Supplier / Contractor Re-evaluation Form (ESCREF)

Evaluation Date :
Supplier Company Name :
Product/Service Supplied :

Item	Evaluation criteria	Evaluation Score (1-9)	Evaluation Responsibility	Evaluation Initial & Date
1.	Product quality at incoming receiving :		Store Supervisor/ Purchaser	
2.	On time delivery/ on time completion of work :			
3.	Product quality during use :		Warehouse/ Operation Supervisor	
4.	Customer support:		Purchaser/ PA TO GMD/ Marketing Executive	
5.	Pricing :			
6.	Responsive to complaint :			
7.	Supplier's sales responsiveness :			
8.	Supplier's QMS/QA system (via supplier and it) (If any) (Note: Indicate '-' if N/A)		Internal Audit Executive	

Total scores (result) : (A/ B) x 100% = _____

Note : A : Summation of all the scores of the applicable re-evaluation criteria.
B : No. of applicable re-evaluation criteria multiply with maximum score 9.

Score Indicator:

- a) 76% – 100% = Excellent; c) 26% – 50% = Average; and
b) 51% – 75% = Good; d) 0% – 25% = Poor.

Status: _____

Overall Comments : _____

Decision/ Necessary actions :

1. Continue purchasing. []
2. Continue purchasing, issue reminder and observe for 3 months and re-evaluation after (3) months. []
3. On hold, issue reminder and observe for 3 months and re-evaluate after (6) months. []
4. Terminate immediately. []

Prepared By :	Verified by :	Approved by :
Date :	Date :	Date :