**Transport Vendor Evaluation Form**

#### **Vendor Information**

**Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Transportation Services Details**

**Type of Transport Service Provided: [ ] Freight [ ] Passenger [ ] Courier [ ] Other  
Service Area Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Number of Vehicles Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mode of Transport: [ ] Truck [ ] Van [ ] Rail [ ] Air [ ] Other**

#### **Performance Evaluation**

| **Criteria** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| **Punctuality & Reliability** | **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **Safety & Compliance** | **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **Condition of Vehicles** | **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **Cost Efficiency** | **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **Customer Service** | **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **Communication & Coordination** | **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **Compliance with Contract Terms** | **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |

#### **Final Comments**

**Overall Rating: [ ] Satisfactory [ ] Needs Improvement [ ] Poor  
Would you continue using this vendor? [ ] Yes [ ] No  
Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**