**Vendor Selection Evaluation Form**

#### **Vendor Information**

**Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Vendor Category: [ ] Manufacturer [ ] Service Provider [ ] Distributor**

#### **Selection Criteria**

**Years in Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Business Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Past Performance & References: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Pricing & Payment Terms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Compliance with Industry Standards: [ ] Yes [ ] No**

#### **Vendor Scoring**

| **Criteria** | **Score (1-10)** | **Comments** |
| --- | --- | --- |
| **Product/Service Quality** |  |  |
| **Delivery Efficiency** |  |  |
| **Pricing & Cost** |  |  |
| **Customer Support** |  |  |
| **Contract Compliance** |  |  |
| **Innovation & Value-Added Services** |  |  |

#### **Final Decision**

**Approved for Selection: [ ] Yes [ ] No
Justification for Selection/Rejection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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