



Supplier Evaluation Form for Supplier Screening

Supplier Name : _____

auto calculation

Evaluation Criteria	Weight	Average Score	Total
1. Technical Term (by User)			
2. Capability (by User)			
3. Occupational Health, Safety and Environment (by User)			
4. Commercial Term (by Buyer)			
Total Score			

Instruction: Please input Score 1-4 on required fields (grey box) and N/A if not related

Evaluation Criteria

1. Technical Term (by User)		Criteria
Quality Management		[4]: Quality as a competitive strategy (Total Quality Management), [3]: Quality assurance (Process control), [2]: Statistical quality control (Product control / Inspection), [1]: Quality by Inspection, [0]: No quality control
Facility and Technology (Machine/Equipment)		[4]: Full Inhouse machine/equipment, [2]: Full Outsource or Partial Inhouse machine/equipment or Partial, [0]: Fully Outsource machine/equipment
Professional Capability (Man)		[4]: Inhouse Professional in specific required scope and able to give suggestion to OSP, [3]: Outsource Professional in specific required scope, [2]: Inhouse Expert is available, [1]: Outsource Expert is available, [0]: unable to give suggestion to OSP
2. Capability (by User)		Comment
Experienced in required Project Scope		[4]: >= 4 years, [3]: 3 years, [2]: 2 years, [1]: 1 year, [0]: no experience
Referenced Customers in required Project Scope		[4]: >= 4 customers, [3]: 3 customers, [2]: 2 customers, [1]: 1 customers, [0]: no customer
Manpower Availability		[4]: Pure Inhouse > requirement (back-up team), [3]: Mixed with outsource > requirement (back-up team), [2]: Pure outsource > requirement (back-up team) or Pure Inhouse = requirement, [1]: Pure outsource = requirement, [0]: insufficient
Good Service and Collaboration		[4]: Great responsiveness, [2]: Fair responsiveness, [0]: Poor responsiveness
3. Occupational Health, Safety and Environment (by User)		Comment
Safety Standards (Ex.ISO 45001)		[4]: All policies in place and completed of implement, [3]: Some of policies in place and in process of completing, [2]: In process to apply for Standard policy, [0]: no policy, [N/A] Does not be brought to calculation
Food Safety Standards (Ex.HACCP,ISO 22000)		[4]: All policies in place and completed of implement, [3]: Some of policies in place and in process of completing, [2]: In process to apply for Standard policy, [0]: no policy, [N/A] Does not be brought to calculation
Food Defence Program (the effort to protect food from acts of intentional adulteration or tampering.)		[4]: All policies in place and completed of implement, [3]: Some of policies in place and in process of completing, [2]: In process to apply for Standard policy, [0]: no policy, [N/A] Does not be brought to calculation
Sustainability and CoC Standards/Policy		[4]: All policies in place and completed of implement, [3]: Some of policies in place and in process of completing, [2]: In process to apply for Standard policy, [0]: no policy
Environment Standards/Policy (Ex.ISO 14001)		[4]: All policies in place and completed of implement, [3]: Some of policies in place and in process of completing, [2]: In process to apply for Standard policy, [0]: no policy
4. Commercial Term (by Buyer)		Comment
Financial Heath		[4]: Excellence, [3]: Good (8x%), [2]: Good (7x%), [1]: Fair, [0]: Poor
Environmental, Social, and Governance (ESG)		[4]: all policies in place, [2]: some of policies in place, [0]: no policy
Commercial Alignment		[4]: meet all required commercial terms & conditions, [2]: partially meet required commercial terms & conditions, [0]: deviated all required commercial terms & conditions
5. Procurement Policy Adjustment (by Buyer)		FINAL DIRECTION
Financial Heath - PASS		finalise as per total % score
Got blacklisted by the Company or the Industry		finalise as per total % score

*** In cases where the evaluation results of the operators fall within the " Fair " range, it is advisable to plan for development or implement additional measures to mitigate any potential risks.

Evaluation Result

☐ Pass ☐ Not pass

Pass

Not Pass

Excellence	Good	Fair	Poor
≥ 90%	70% - 89%	60% - 69%	<60%

Assessor

User _____

(_____)

Date _____

Buyer _____

(_____)

Date _____