

[organization name]

Appendix 1 – Checklist for evaluation of suppliers

No.	Supplier	Type of goods/services	SQ	P	SR	PT	DT	Total	Rank

Comment [9A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Comment [9A2]: Rank is:
•A – Exceptional
•B – Acceptable
•C – Acceptable with further testing
•D – Unacceptable

Legend:

Symbol	Criteria	Range of Points
SQ	Shipment Quality	from 0 to 30
P	Price	from 0 to 20
SR	Supplier Reliability	from 0 to 20
TP	Terms of Payment	from 0 to 20
DT	Delivery Times	from 0 to 20

[job title]

[name]

[signature]