**KENYA FORESTRY RESEARCH INSTITUTE**

**SUPPLIER EVALUATION FORM**

**PART-A (To be filled by Supplies Division)**

**PROCUREMENT ITEM: …………………………………………………………….**

**TENDER/QTN REF. NO: ……………………………………………………………**

**USER DIVISION/SECTION: ……………………………………………………….**

**NAME OF SUPPLIER: ………………………………………………………………**

1. **DELIVERY TIMELINES**
2. **Contract Delivery Date: …………………………………………………..**

**ii) Actual Delivery Date: ……………………………………………………..**

**iii) Were the goods/services/works fully delivered in accordance to contract terms and conditions? …. (Yes/No)**

**iv) If not, why? …………………………………………………………………………**

**PART-B (To be filled by User Division/Section**

1. **ADHERENCE TO SPECIFICATIONS/TERMS OF REFERENCE**
2. **Did the goods/services/works meet the technical specifications? ------------ (Yes/No)**
3. **Explain your answer in (1) above ………………………………………………………………………………………………………………………………………………………………………………**
4. **RECOMMENDATION (User to recommend measures for improvement in supplier performance)**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Name………………………………….Signature……………….........Date…………………….**

 **PART 3 – CORRECTIVE ACTION TAKEN BY SUPPLIES DIVISION**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Name……………………………..... Signature……………….......... Date………………………**