KEFRI/F/SCM/017



**KENYA FORESTRY RESEARCH INSTITUTE**

 **SUPPLIER PERFORMANCE APPRAISAL FORM**

|  |
| --- |
| CATEGORY OF SUPPLIERTYPE OF GOODS/SERVICES SUPPLIED |

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO** | **SUPPLIER RE- EVALUATION CRITERIA** | **SCORE%** | **SUPPLIERS NAME.** |
| 1 | Quality of products /Materials or services delivered | 15 |  |  |  |  |
|  2 | Right time delivery. | 10 |  |  |  |  |
| 3 | Delivery of the right quantity and to specifications. | 10 |  |  |  |  |
| 4 | Number of returns due to defects, non-conformance, partial delivery | 5 |  |  |  |  |
| 5 | Promptness in response to quotation requests. | 10 |  |  |  |  |
| 6 | Number of Local Purchase Orders returned due to price adjustments or inability to supply. | 10 |  |  |  |  |
| 7 | Technical support and after-sales service. | 10 |  |  |  |  |
| 8 | Give and honor warranty or guarantee | 10 |  |  |  |  |
| 9 | Reliability | 10 |  |  |  |  |
| 10 | Flexibility in offering credit facilities | 10 |  |  |  |  |
|  | Total score 100% | 100% |  |  |  |  |

 Suppliers who score below average corrective measures shall be taken.

 **SCORING KEY**

 Excellent 81-100%

 Very Good 61-80%

 Good 41-60%

 Average 21-40%

 Poor 0-20%

**USERS DIVISION/SECTION REMARKS**

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

 **CORRECTIVE ACTION TAKEN BY SUPPLIES DIVISION**

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