

DIXANI - SUPPLIER EVALUATION FORM

Quality - Delivery - Pricing - Service - Documentation - Compliance

Supplier Name		Supplier Code		Evaluation Period	
Category / Service		Evaluator		Evaluation Date	
Department / Site		PO / Contract Ref.		Review Type	

Area	Wt.	Criterion	Rating 1-5	Comments / Evidence	Corrective Action?
Quality	12.5%	Product/service quality meets agreed specifications			
Quality	12.5%	Defect, rejection or return performance			
Delivery	10%	On-time delivery performance			
Delivery	10%	Quantity accuracy and delivery completeness			
Pricing	7.5%	Price competitiveness and value for money			
Pricing	7.5%	Price stability / adherence to agreed commercial terms			
Service	7.5%	Responsiveness and communication			
Service	7.5%	Problem resolution and after-sales support			
Documentation	5%	Invoice, delivery note, certificates and document accuracy			
Documentation	5%	Timely submission of required documentation			
Compliance	7.5%	Contract / specification / regulatory compliance			
Compliance	7.5%	Safety, ethical, legal or company-policy compliance			

Overall Score	____ / 100	Overall Rating	_____	Supplier Status	_____
Key Strengths					
Key Weaknesses / Risks					
Recommendation / Comments					

Evaluator	Signature	Date	Procurement / Manager Decision
_____	_____	_____	_____
Next Review Date	_____	Supplier Acknowledgement	_____

Rating guide: 5 Excellent | 4 Good | 3 Acceptable | 2 Needs Improvement | 1 Poor. Mandatory compliance failures may override the calculated score.