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| Republic of the Philippines **FR-FAD-PS No. 035** |
| **SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE** (rev.00 9/26/18) |
| STII Building,DOST Complex, Bicutan, Taguig City |

 |
|  | **EXTERNAL PROVIDER PERFORMANCE EVALUATION SHEET** |

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| **Name of Supplier:** |
| **CRITERIA** | **5****Outstanding** | **4****Very Satisfactory** | **3****Satisfactory** | **2****Fair** | **1****Poor** |
| **DELIVERY**Ability to meet delivery schedule | * On-time delivery
 | * One (1) to two (2) days late on the agreed delivery schedule
 | * Three (3) to four (4) days late on the agreed delivery schedule
 | * Five (5) days late on the agreed delivery schedule
 | * More than five (5) days late on the agreed delivery schedule
 |
| **QUALITY**Quality of Supply/ Service | * No rejects on delivery
 | * Within one (1) to two (2) rejected items provided not critical to production
 | * With three (3) to four (4) rejected items provided not critical to production
 | * With five (5) or more rejected items provided not critical to production
 | * Rejected Delivery
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| **COMPLETENESS**Completeness of Delivery | * Complete delivery
 | * With one (1) to two (2) undelivered items on the agreed delivery schedule
 | * With three (3) to four (4) undelivered items on the agreed delivery schedule
 | * With five (5) undelivered items on the agreed delivery schedule
 | * With more than five (5) undelivered items on the agreed delivery schedule
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| **HANDLING COMPLAINT**Mobility to Complaint | * With prompt action
 | * Action taken two (2) to three (3) days after complaint report
 | * Action taken four (4) to five (5) days after complaint report
 | * Action taken more than five (5) days after complaint report
 | * No action taken
 |
| **TOTAL SCORE** | **AVERAGE SCORE** | **FINAL RATING** | Where O = 5.0 VS = Below 5.0 to 4.0 S = Below 4.0 to 3.0 F = Below 3.0 to 2.0 P = Below 2.0 | **PASSING MARK****3** |
| **Final Remarks:**🞎**RECOMMENDED :** (Passing Mark)🞎**NOT RECOMMENDED:**(With two to three times below Passing Mark)🞎**OTHERS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Prepared by:Admin. Aide I/ Official Buyer | Reviewed by:Admin. Officer V | Approved by:FAD Chief | Date: |