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| Description: F:\STII_files\STII Logo.jpg | |  | | --- | | 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 | |
| **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 | |
| **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: |