

# EXTERNAL PROVIDER PERFORMANCE EVALUATION SHEET

External Provider Name : \_\_\_\_\_

Supplies / Service Offered: \_\_\_\_\_

Business Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Tel. No.: \_\_\_\_\_

No.	Criteria	Very Good	Good	Poor	Very Poor	Total
1	Quality of Product / Service					
2	Delivery					
Total Points						

Remarks:

Evaluated by:

	<div>BAC Chairman</div> <div>Date</div>

**Important:** Suppliers with a total score of 80% shall be retained on the Master List of External Providers.

Suppliers with ratings between 70% - 79% shall be considered conditional. A notice of warning shall be issued to the supplier together with the attached performance assessment.

External Providers need to perform above par (80%) for the following quarter in order to lift the conditional status of the Master List of External Providers; otherwise, the supplier shall be removed from the Master List of External Providers.