# Vendor Performance Evaluation

**Purpose:** This document is used to evaluate and review vendor performance based on key performance metrics. It assists in tracking the quality, reliability, and overall effectiveness of suppliers to maintain high standards in operations and logistics.

## Vendor Information

* **Vendor Name:** {vendorName}
* **Evaluation Date:** {evaluationDate}
* **Evaluator Name:** {evaluatorName}
* **Contact Person:** {contactPerson}
* **Contract Number:** {contractNumber}

## Evaluation Summary

|  |  |  |
| --- | --- | --- |
| **Metric** | **Score (1-5)** | **Comments** |
| {#metrics}{metric} | {score} | {comments}{/metrics} |

## Performance Areas

Evaluation is based on the following key areas:

1. *Quality of goods or services*
2. *On-time delivery*
3. *Communication and responsiveness*
4. *Compliance with terms and conditions*
5. *Cost competitiveness*

## Strengths

{#strengths}

* {point}

{/strengths}

## Areas for Improvement

{#improvementAreas}

* {issue}

{/improvementAreas}

## Corrective Actions (if applicable)

{#$ actionItems.length > 0}

The following actions have been recommended to address performance issues:

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Action** | **Responsible** | **Deadline** |
| {#actionItems}{issue} | {action} | {responsible} | {deadline}{/actionItems} |

{/}

{#$ actionItems.length == 0}

*No corrective actions have been identified for this evaluation.*

{/}

## Overall Evaluation

**Final Score:** {finalScore} / 5

**Overall Rating:** {overallRating}

**Evaluator Comments:**  
{finalComments}

## Signatures

|  |  |
| --- | --- |
| Evaluator:    {evaluatorName}    {evaluatorTitle} | Date:    {evaluationDate} |
| Vendor Representative:    {vendorRepName}    {vendorRepTitle} | Date:    {vendorSignDate} |