

Supplier Evaluation - Performance 供應商表現評估

Name of Supplier 供應商名稱: _____

Service nature 服務性質: _____

(Please indicate your rating by '✓' in the boxes below. 請用"✓"號將你的評分加於以下方格內)

Evaluation Factors 評估要素		Excellent 優秀 (5)	Good 良好 (4)	Acceptable 尚可 (3)	Fair 稍遜 (2)	Below Expectation 低於期望 (1)	N/A 不適用 (0)
1.	Total Cost 成本效益						
	<ul style="list-style-type: none"> • Value-for-money 物有所值 • No unnecessary or additional costs incurred 不需要額外或附加的費用支出 • Input on cost saving opportunities 提供節省成本建議 						
2.	Quality 品質						
	<ul style="list-style-type: none"> • Adherence to specification 合符要求規格 • Reliability 品質及服務水平可靠 • Supervision/project management 提供督導及項目監控 						
3.	Delivery Performance 送貨或完成工作表現						
	<ul style="list-style-type: none"> • On-time delivery as required 能準時送貨/完成工作 • Reasonable delivery lead time 合理的送貨或完工期 • Pre-alert action in case of delay 送貨/完工期有變, 會預先通知 						
4.	Technical/Maintenance Services 技術/維修服務						
	<ul style="list-style-type: none"> • Quality Assurance Measures 品質保證措施 • Prompt and timely support 快捷及適時的支援 • Problem solving & Technical competency 解決問題能力及專業技能 						
5.	Customer Services 客戶服務						
	<ul style="list-style-type: none"> • Easy contact & prompt reply 容易聯絡及迅速回覆 • Helpfulness 樂意幫助 • Responsiveness on warranty claim 能提供保養期內承諾 						
6.	Safety 符合安全標準						
	<ul style="list-style-type: none"> • Comply with safety rules and regulations / Provide qualified safety wear and equipment for works or service executions. 符合香港安全法律法規 / 提供合乎香港標準的安全勞保用品及設備 • Strictly follow company safety procedures and instructions / Execute the works or service in safety manner / Any inspection records on safety / Any incident record 嚴格遵守碼頭的安全規章制度 / 執行安全生產操作管理 / 有沒有違規記錄 / 有沒有事故發生 						
7.	Environmental Performance 環保表現						
	<ul style="list-style-type: none"> • Compliance with legal and contractual environmental requirement 符合法律及合約條款的環保要求 • Compliance with HIT ISO 14001 environmental management system requirement 符合 HIT ISO 14001 環保管理系統要求 						
8.	Overall Performance 整體表現						

Comment 評語: _____

Evaluated By 評核人: _____

Dept 部門: _____

Date 日期: _____