



# Hongkong International Terminals

## 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)
<b>1. Total Cost 成本效益</b>							
	<ul style="list-style-type: none"> <li>Value-for-money 物有所值</li> <li>No unnecessary or additional costs incurred 不需要額外或附加的費用支出</li> <li>Input on cost saving opportunities 提供節省成本建議</li> </ul>						
<b>2. Quality 品質</b>							
	<ul style="list-style-type: none"> <li>Adherence to specification 合符要求規格</li> <li>Reliability 品質及服務水平可靠</li> <li>Supervision/project management 提供督導及項目監控</li> </ul>						
<b>3. Delivery Performance 送貨或完成工作表現</b>							
	<ul style="list-style-type: none"> <li>On-time delivery as required 能準時送貨/完成工作</li> <li>Reasonable delivery lead time 合理的送貨或完工期</li> <li>Pre-alert action in case of delay 送貨/完工期有變, 會預先通知</li> </ul>						
<b>4. Technical/Maintenance Services 技術/維修服務</b>							
	<ul style="list-style-type: none"> <li>Quality Assurance Measures 品質保證措施</li> <li>Prompt and timely support 快捷及適時的支援</li> <li>Problem solving &amp; Technical competency 解決問題能力及專業技能</li> </ul>						
<b>5. Customer Services 客戶服務</b>							
	<ul style="list-style-type: none"> <li>Easy contact &amp; prompt reply 容易聯絡及迅速回覆</li> <li>Helpfulness 樂意幫助</li> <li>Responsiveness on warranty claim 能提供保養期內承諾</li> </ul>						
<b>6. Safety 符合安全標準</b>							
	<ul style="list-style-type: none"> <li>Compliance with Safety Rules &amp; Regulations 合符安全要求規格</li> <li>Level of Safety Awareness 安全認知水平</li> </ul>						
<b>7. Environmental Performance 環保表現</b>							
	<ul style="list-style-type: none"> <li>Compliance with legal and contractual environmental requirement 符合法律及合約條款的環保要求</li> <li>Compliance with HIT ISO 14001 environmental management system requirement 符合 HIT ISO 14001 環保管理系統要求</li> </ul>						
<b>8. Overall Performance 整體表現</b>							

Comment 評語:

Evaluated By 評核人: \_\_\_\_\_

Dept 部門: \_\_\_\_\_

Date 日期: \_\_\_\_\_