|  |  |
| --- | --- |
| **Supplier Name** |  |
| **Supplier Scope** |  |

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| **PRE-QUALIFICATION** *(to be filled by the Procurement Department)* |
| *This supplier pre-qualification is to determine whether the supplier can provide products or services in accordance with the requirement of the organization. Information of the supplier can be collected from various sources such as the internet, product reviews, consultation with the supplier etc. If required, the evaluator can contact the supplier to request documentation to further support the evaluation results.* |

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| --- | --- | --- | --- |
| **Description** | **No** | **Yes** | **N/a** |
| **Financials**  *Is there any evidence that would demonstrate this supplier is facing any financial difficulties that would have an impact on their ability to supply products or services?* |  |  |  |
| **Operations**  *Is there any evidence that the supplier lacks significant operational controls that would impact on their ability to supply products or services as per the organization’s requirement?* |  |  |  |
| **Customer Service / Aftersales**  *Is there any evidence that this supplier lacks in aftersales support or the ability to provide adequate customer support?* |  |  |  |
| **Others** *(add any additional requirements here)* |  |  |  |

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| **Pre-Qualification Results**  *(to be filled by the Procurement Department)* | | | | | |
| *Has the supplier passed the supplier prequalification?* | | | | **No** | **Yes** |
|  |  |
| **Comments** | | | | | |
| **Evaluator Designation** |  | **Evaluation Date** |  | | |