



KURNIA EKUITI SDN BHD
NEW VENDOR EVALUATION FORM

Section 1: Vendor Information			
1.1	Name	:	<hr/>
1.2	Address	:	<hr/> <hr/>
1.3	Telephone. No.	:	<hr/>
		Fax No.	:
			<hr/>
1.4	Contact Person	:	<hr/>
1.5	Type of Product / Service	:	<hr/>
Section 2: Quality Requirement			
	Evaluation	Requirement	YES NO
2.1	Price Given	Reasonable	<input type="checkbox"/> <input type="checkbox"/>
2.2	Quality Product	Acceptable	<input type="checkbox"/> <input type="checkbox"/>
2.3	Delivery	Provided	<input type="checkbox"/> <input type="checkbox"/>
2.4	Terms & Conditions	Satisfactory	<input type="checkbox"/> <input type="checkbox"/>
			Evaluated by:
			Name:
			Date:
			Verified by:
			Name:
			Date:
Section 3: Sample Verification (If Required)			
<input type="checkbox"/> Acceptable		Reason: <hr/>	
<input type="checkbox"/> Not Acceptable		<hr/>	
		<hr/>	
		Verified by:	
		Date:	
Section 4: Overall Judgement			
<input type="checkbox"/> Recommended		Reason: <hr/>	
<input type="checkbox"/> Not Recommended		<hr/>	
		<hr/>	
		Recommended by:	
		Date:	
Section 5: Approval			
<input type="checkbox"/> Approved		Reason: <hr/>	
<input type="checkbox"/> Not Approved		<hr/>	
		<hr/>	
Remarks: <hr/>		Approved by:	
<hr/>		Date:	

If approved, Purchasing Personnel will register the new vendor in the Approved Vendor List.