

# Vendor Compliance Evaluation Checklist

## Procurement Consulting

### Vendor Details

Vendor Name	<input type="text"/>	Contact Person	<input type="text"/>
Address	<input type="text"/>	Phone/Email	<input type="text"/>
Date of Evaluation	<input type="text"/>	Evaluator	<input type="text"/>

### Checklist

#	Compliance Criteria	Compliant	Non-Compliant	Comments
1	Valid business licenses & registrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	Insurance coverage as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	Adherence to procurement policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4	Financial stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5	Quality assurance processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6	Relevant experience and track record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7	References verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
8	Compliance with ethical standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9	Environmental & social responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
10	Adherence to contract terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

### Summary & Recommendations

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**Notes:**

- This checklist is for internal evaluation only.
- Attach supporting documents where necessary.
- All sections must be completed during each assessment.