

Vendor Compliance Evaluation Checklist

Procurement Consulting

Vendor Details

Vendor Name		Contact Person	
Address		Phone/Email	
Date of Evaluation		Evaluator	

Checklist

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

Summary & Recommendations

Notes:

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