### **Vendor Selection Scorecard**

### **Vendor Information**

* Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Product/Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Scoring Criteria**

| **Category** | **Weight (%)** | **Score (1-5)** | **Weighted Score** | **Comments** |
| --- | --- | --- | --- | --- |
| **Product/Service Fit** | \_\_\_% | \_\_\_ | \_\_\_ | Suitability for our specific needs |
| **Cost Competitiveness** | \_\_\_% | \_\_\_ | \_\_\_ | Market-aligned pricing |
| **Reputation & References** | \_\_\_% | \_\_\_ | \_\_\_ | Reviews, testimonials, prior projects |
| **Technical Expertise** | \_\_\_% | \_\_\_ | \_\_\_ | Industry knowledge, certifications |
| **Scalability** | \_\_\_% | \_\_\_ | \_\_\_ | Ability to grow with demand |
| **Innovation** | \_\_\_% | \_\_\_ | \_\_\_ | Unique offerings, creative approaches |
| **Geographical Proximity** | \_\_\_% | \_\_\_ | \_\_\_ | Location and its logistical advantages |

#### **Selection Comments**

* **Strengths Identified:**
* **Concerns Raised:**

**Total Weighted Score: \_\_\_\_\_\_\_\_\_**