

Preliminary Supplier Evaluation Form – Instructions for Issuance and Review

Purpose:

The issuance and review of the Preliminary Evaluation Form to new suppliers being considered for the final stage of the quote process and potential mass production award.

Scope:

Sourcing of all goods and services, based on the discretion of the Purchasing Department.

Key Steps

Note: This process applies only to those suppliers considered as competitive and potential mass production award sources. This form will not be issued for budgetary quotes or estimating stage of the quote process.

- Receipt of Program Advisories from the Program and/or Account Managers.
- Issuance of RFQ for Award.
- Receipt of Supplier quotes, review and analysis.
- The Preliminary Quote Evaluation Form will be issued to Suppliers – the Purchasing Department considers
 - Have bid competitively
 - Can provide best value goods and services
 - Agree to all the Matcor Matsu terms and conditions
 - Align with Matcor Matsu’s business strategic goals and objectives.
- The Preliminary Quote Evaluation Form is reviewed and completed in full by the potential supplier.
- The issuing member of the Purchasing Department reviews the completed document.
- The Purchasing Team Member will assign values to the Key Criteria under Summary Criteria Evaluation and rate the supplier as noted below

Rating	
1	Excellent
2	Good
3	Satisfactory
4	Only to be used for pricing
5	Not suitable

- If the Supplier falls between the Rating 1 – 2 they will be considered as eligible for the final Stage of Quotes for Award and Mass Production.
- If the supplier receives a Rating of 3 – they will be requested to provide additional information and be considered for future quotes based on the updates.
- Suppliers with a rating of 4 will only be considered for competitive bid process, and not suitable for Award or Mass Production.
- Suppliers with a rating of 5 will be removed from the quote process.
- Upon completion of review and analysis requisite Purchasing Department Team Member will complete the documentation process by providing the requisite signature and affixing the date.
- **Note: Supplier quote and award based on the review of the Preliminary Evaluation Form is at the discretion of the Purchasing Department.**