



MAGNUM CONSTRUCTION SERVICES INC.

VENDOR QUALIFICATION & SUPPLIER EVALUATION FORMS

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1. PURPOSE

To ensure that all vendors, manufacturers, and service providers supplying materials, equipment, or subcontracted works to Magnum Construction Services Inc. meet corporate requirements for **quality, safety, environmental compliance, reliability, and ethics**.

2. SCOPE

Applies to:

- Material and equipment suppliers.
 - Subcontractors providing labor or specialist services.
 - Testing laboratories and calibration firms.
 - Logistics, warehousing, and waste-management providers.
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3. RESPONSIBILITIES

Role	Responsibility
Procurement Manager	Initiates vendor qualification and maintains the Approved Vendor List (AVL).
QA/QC Manager	Reviews technical compliance, certifications, and performance ratings.
HSE Manager	Verifies safety record, insurance, and environmental compliance.
Finance Department	Reviews creditworthiness and payment history.

**Role****Responsibility****Project Manager**

Provides post-delivery performance feedback.

4. VENDOR PREQUALIFICATION FORM (Part A)**Category****Details / Evidence Required****Company Information**Legal Name • Address • Phone • Website •
Year Established • Ownership Type**Licenses & Certifications**Business License • Trade License • ISO 9001
/ 45001 / 14001 • Manufacturer Approvals**Products / Services Offered**Scope of Supply or Work Categories (e.g.,
Concrete, Steel, MEP, Testing Lab)**Experience Record**List of Major Projects in Last 5 Years (with
Client & Value)**Personnel & Technical Capability**Qualified staff • Equipment list • Plant
capacity**Quality System**Availability of QMS Manual • Inspection
Procedures • Calibration Program**HSE Management**Safety Policy • Accident Rate • Training
Records • PPE Compliance**Financial Information**Annual Turnover • Audited Statements •
Bank References**Ethical Compliance**Anti-Bribery Policy • Code of Conduct •
Conflict-of-Interest Disclosure**References**Minimum three client references with
contact information



5. SUPPLIER EVALUATION FORM (Part B)

Evaluation Criteria	Weight (%)	Score (1-5)	Weighted Score	Remarks / Evidence
Product / Service Quality	20			
Delivery Performance	15			
Technical Competence & Support	10			
Safety Performance (TRIR, PPE Compliance)	10			
Documentation & Certifications	10			
Price / Value Competitiveness	10			
After-Sales Service & Warranty Support	5			
Environmental Compliance / Waste Control	5			
Ethics / Business Integrity	5			
Responsiveness & Communication	10			
TOTAL (Weighted Score)	100			

Rating Guide:

90–100 = Approved Vendor | 75–89 = Conditional Approval | < 75 = Rejected / Monitor



6. RECORDS & APPROVALS

Reviewer	Department	Signature / Date	Comments
QA/QC Manager	Quality		
HSE Manager	Safety & Environment		
Procurement Manager	Supply Chain		
Project Manager	Operations		
Executive Director	Final Approval		

7. RECORD RETENTION

- Prequalification forms and evaluations shall be retained for **5 years** from the last transaction date.
- Maintain digital archive within the **Procurement Document Control System (QMS SharePoint / ERP)**.
- Vendors shall be re-evaluated **annually or after any non-conformance or incident**.