

Wholesale Hotel Supplies Supplier Scorecard

Use after requirements, quote scope, and sample expectations are aligned. A failed critical gate overrides a high weighted total.

Property and Procurement Details

Field	Entry
Property / project	
Location	
Product category	
Required quantity	
Required-on-site date	
Prepared by / review date	

Critical Gates

Gate	Required Evidence	Status	Notes
Specification match	Completed compliance matrix	Pass / Fail / Pending	
Approved sample	Controlled master sample	Pass / Fail / Pending	
Product compliance	Applicable reports, certificates, labels	Pass / Fail / Pending	
Capacity and lead time	Evidence supports quantity and date	Pass / Fail / Pending	
Commercial acceptance	Incoterm, payment, warranty, claims	Pass / Fail / Pending	
Quality plan	Inspection and corrective action agreed	Pass / Fail / Pending	

Weighted Supplier Evaluation

Criterion	Weight	Supplier A	Supplier B	Supplier C	Risk / Notes
Product quality and specification match	20%				
Compliance and documentation	10%				
Total landed cost	15%				
Lifecycle value	10%				
Delivery reliability	15%				
Production capacity	10%				
MOQ and commercial terms	5%				
After-sales and replenishment	10%				
Communication and issue response	5%				
TOTAL	100%				

Rate 0-10. Weighted points = rating x weight / 10. Clear all critical failures before awarding the order.

Award Decision	Entry
Recommended supplier	
Conditions before award	
Backup supplier	
Approvals	
Next review date	