

VENDOR QUALIFICATION SUPPLIER EVALUATION

STRAVIK Construction Group · Controlled Document

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STV-QMS-PRO-011	00 (Initial Issue)	2026-10-24	[QUALITY / HSE MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To ensure that all vendors, manufacturers, and service providers supplying materials, equipment, or subcontracted works to STRAVIK Construction Group 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.

3. RESPONSIBILITIES

Role Responsibility

Initiates vendor qualification and maintains the Procurement Manager Approved Vendor List (AVL).

Reviews technical compliance, certifications, and QA/QC Manager performance ratings.

Verifies safety record, insurance, and HSE Manager 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

Legal Name • Address • Phone • Website • Company Information Year Established • Ownership Type
Business License • Trade License • ISO 9001 Licenses & Certifications / 45001 / 14001 • Manufacturer Approvals

Scope of Supply or Work Categories (e.g., Products / Services Offered Concrete, Steel, MEP, Testing Lab)

List of Major Projects in Last 5 Years (with Experience Record Client & Value)

Qualified staff • Equipment list • Plant Personnel & Technical Capability capacity

Availability of QMS Manual • Inspection Quality System Procedures • Calibration Program

Safety Policy • Accident Rate • Training HSE Management Records • PPE Compliance

Annual Turnover • Audited Statements • Financial Information Bank References

Anti-Bribery Policy • Code of Conduct • Ethical Compliance Conflict-of-Interest Disclosure

Minimum three client references with References contact information

5. SUPPLIER EVALUATION FORM (Part B)

Weight Evaluation Criteria	Score	Weighted	Remarks /
(%)	(1–5)	Score	Evidence

Product / Service Quality 20

Delivery Performance 15

Technical Competence & Support 10

Safety Performance (TRIR, PPE Compliance)

Documentation & Certifications 10

Price / Value Competitiveness 10

After-Sales Service & Warranty Support

Environmental Compliance / Waste Control

Ethics / Business Integrity 5

Responsiveness & Communication

TOTAL (Weighted Score) 100

Rating Guide:

90–100 = Approved Vendor Monitor		75–89 = Conditional Approval	< 75 = Rejected /
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6. RECORDS & APPROVALS

Reviewer	Department	Signature / Date Comments
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QA/QC Manager Quality

HSE Manager Safety & Environment
Procurement Manager Supply Chain
Project Manager Operations
President 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.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.