Supplier Scorecard

Eight checks for natural gas generator manufacturers and suppliers

Leede

PROJECT _____ PREPARED BY _____ DATE _____

#	Check	What strong evidence looks like	Bidder A	Bidder B	Bidder C	Open items / documents needed
01	**Fuel and site suitability**	Configuration and site output confirmed against your gas data				
02	**Equipment identity and condition**	Model, serial numbers, source and warranty provider named				
03	**Quotation scope and delivery**	Itemized scope, interfaces, exclusions and lead-time start				
04	**Acceptance testing**	Written FAT plan, pass limits and a signed report with readings				
05	**Shipping and customs**	Incoterm, named place and document set agreed				
06	**Payment and milestones**	Beneficiary matches the contract; milestones tied to deliverables				
07	**Technical response**	Answer backed by specifications, assumptions and open checks				
08	**Commissioning and support**	Site prerequisites, warranty route and fault escalation defined				
	Total (out of 40)	Add the eight scores for each bidder				

How to use it

- Score 1 (weak) to 5 (strong), based only on evidence the bidder has provided.
- Give every bidder the same gas analysis, site conditions, duty and supply scope.
- Settle fuel suitability, equipment identity and acceptance arrangements before scoring price or service.
- Leave unanswered items open. The total supports the purchasing decision; it does not replace it.