



Office of the Chancellor
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MEMORANDUM NO. CMLT-2024-104

TO : All Concerned

THROUGH : The Deans, Directors, and Heads of Units/Offices

SUBJECT : Performance Evaluation of External Providers/Suppliers of Goods

As part of UP Manila's commitment to consistently and effectively implement its quality management system, all procuring units and end-users are enjoined to evaluate the performance of their suppliers for every procurement conducted. The evaluation form can be accessed through this link: https://bit.ly/PerformanceEvalServiceProvider_UPMPMO.

Please note that the criteria for evaluation can only be assessed after the delivery of the items procured. However, you can accomplish the form within 15 days for expendable items or 30 days for non-expendable items upon acceptance of delivery. Your feedback and inputs will serve as a reference for future procurement requirements.

Should you have concerns, please feel free to contact the Procurement Management Office via email at upm-procurement@up.edu.ph.

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor

