

1 Introduction

This document provides a structured framework to evaluate pharma packaging machine suppliers based on GMP compliance, engineering quality, validation capability, and lifecycle support. It is designed for procurement managers, engineers, and pharmaceutical manufacturers.

2 Supplier Basic Information

Item	Details
Supplier Name	
Country / Region	
Years in Pharma Industry	
Main Equipment	
Key Export Markets	
Contact Person	
Evaluation Date	

3 Scoring Methodology

Evaluators should assign a score based on the following scale:

- **5 = Excellent**
- **4 = Good**
- **3 = Acceptable**
- **2 = Below Average**
- **1 = Poor**

Total score is calculated based on weighted categories.

4 GMP & Regulatory Compliance (20%)

Criteria	Score	Comments
GMP compliance (FDA / EU / WHO)		
ISO certification		
Documentation system		
Audit history		
Data integrity		

5 Machine Quality & Engineering (15%)

Criteria	Score	Comments
Material (SS316L)		
Hygienic design		
Durability		
Automation level		
Modular design		

6 Validation & Documentation (15%)

Criteria	Score	Comments
IQ		
OQ		
PQ		
FAT / SAT		
Manuals		

7 Quality System (10%)

Criteria	Score	Comments
QMS		
CAPA		
Change control		
Internal audit		
Risk management		

8 Production Capacity & Delivery (10%)

Criteria	Score	Comments
Production capacity		
Lead time		
Supply chain		
Spare parts		
Scalability		

9 After-Sales Service (10%)

Criteria	Score	Comments
Installation		
Remote support		
Training		
Spare parts response		
Global service		

10 Industry Experience (10%)

Criteria	Score	Comments
Pharma experience		
Export experience		
References		
Case studies		
Reputation		

11 Cost & Commercial Terms (10%)

Criteria	Score	Comments
Price		
Payment terms		
Warranty		
Total cost of ownership		
ROI		

12 Final Score Summary

Category	Score	Weight	Weighted Score
GMP		20%	
Quality		15%	
Validation		15%	
QMS		10%	
Capacity		10%	
Service		10%	
Experience		10%	
Cost		10%	
Total		100%	

13 Supplier Rating

Score Range	Rating	Recommendation
85-100	Preferred Supplier	Strategic Partner
70-84	Qualified Supplier	Acceptable
60-69	Conditional	Improvement Required
<60	Not Recommended	Reject

14 Final Recommendation

Comments:

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15 Approval & Signatures

Role	Name	Signature	Date
Evaluator			
QA Reviewer			
Approval			