<Contract title> <Location>  
<Contract reference code>

**1 CONTRACTOR**

|  |  |
| --- | --- |
|  | **Name(s) of firm(s)** |
| **Leader\*** |  |
| **Partner 2\*** |  |
| **Etc … \*** |  |

\* add / delete additional lines for partners as appropriate. **Note that a sub-contractor is not considered to be a partner for the purposes of this assessment form**. If this assessment is being completed for an individual contractor, the name of the contractor should be entered as ‘**leader’** (and all other lines should be deleted).

**2 PERFORMANCE PERIOD OF CONTRACT**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **< Date >** | **To** | **< Date >** |

**3 PERFORMANCE RATING OF CONTRACTOR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Factor**   |  |  | | --- | --- | | **Rating scheme** | | | **1** | Excellent | | **2** | Good | | **3** | Average | | **4** | Below average | | **5** | Unsatisfactory | | **Rating** | **Comments (if rating is not 3)** |
| Achievement of contract objectives (as specified in the terms of reference) |  |  |
| Ability to meet deadlines |  |  |
| Quality of service |  |  |

**4 PERFORMANCE RATING OF KEY EXPERTS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name   |  |  | | --- | --- | | **Rating scheme** | | | **1** | Excellent | | **2** | Good | | **3** | Average | | **4** | Below average | | **5** | Unsatisfactory | | Client relations | Written communication | Verbal communication | Drive & determination | Job management | Personal effectiveness | Technical competence | Overall |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**5 PROJECT MANAGER**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |