

CONTRACTOR'S PERFORMANCE REPORT (by Estates Office)

Name of Main Contractor: _____

* See the remark below

Project Title: _____

Tender No.: _____

P.O. No.: _____

Job No.: _____

Subcontractor: (MVAC) _____

(Electrical) _____

(FS) _____

Project Completion Date: _____

Estimated

Contract Sum: _____

To be completed by Project Manager AND Project Director.

Assessment Attributes	Rating				
	Excellent	Good	Acceptable	Needs Improvement	Not Acceptable
	(5)	(4)	(3)	(2)	(1)
Standard of workmanship					
Rate of progress					
Adherence to contractual obligations/ instructions					
Organization of work					
Compliance with Safety Regulations					
Compliance with House Rules					

Contractors average score: _____

Average score equals the overall total score divided by 6 (the number of entries).

If the average score is 2.0 or less, OR if the House Rules or Safety Score falls below a score of 3, the work will be deemed unacceptable. EO will take disciplinary action by issuing a warning letter to the contractor as well as implementing a 6-month review of performance monitoring. If any adverse feedback is received during the 6-month review period, the contractor will be suspended from tendering for one year. If the Safety Score is 2, 0.5 point from the average score will be deducted; however, if the Safety Score is 1 or below, 1 point will be deducted from the average score.

General comment on contractor's performance:

Certification

I certify that we have inspected the above works and that they have been carried and assessed as above.

Project Manager (Name in Print)

(Signature)

(Date)

Project Director (Name in Print)

(Signature)

(Date)

To be completed by contractor at the end of project

Contractor's comments:

If written objection from the contractor is not received by the Estates Office, HKU within 14 day of this notice, it will be deemed as correct and any further appeals will not be entertained.

* Please specify the type of main contractor beside the contractor name, (M) for MVAC, (FS) for Fire Services, (E) for Electrical, with exception to building contractor.

* The Report is to be issued by the PM within two weeks from Practical Completion, for project with contract sum above \$50,000.