TESDA-OP-AS-05-F01

Rev. No. 00 – 03/01/17

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPLIERS’ EVALUATION SURVEY**

**(For Goods)**

**INSTRUCTIONS:**

This is a survey on the performance of our existing/current suppliers. It aimed to improve our procurement service/system. Your sincere and honest answers will be highly appreciated and treated with outmost confidentiality.

Please rate the suppliers according to each criterion/rating provided and put a check (✓) on the indicator provided in which best described your opinion. Kindly forward the accomplished form to the Procurement Division/Unit/Focal.

Thank you very much.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Supplier :** |  | **Reference: PR No.** |  | **PO No.** |  |
| **PhilGEPS Registration Number:** |  | **Date Registered:** |  | **Expiration Date:** |  |

**Criterion/Rating Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5** | Meets the specified requirement | **4** | Meets most of the specified requirement but fails in some areas | **3** | Meets some of the specified requirement but fails in most areas |
|  |  |  |  |  |  |
| **2** | Significantly fails to meet the standards/specification | **1** | Completely fails to meet the standards/specification |

1. **To Be Accomplished by Procurement Division/Unit/Focal**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Responds to the Request for Quotation (RFQ) within the specified date.
 |  |  |  |  |  |
| 1. Product offered at a competitive price with other suppliers/bidders
 |  |  |  |  |  |
| 1. Offer conforms to product sample/specifications requirements.
 |  |  |  |  |  |
| 1. Submits all the documentary requirements as prescribed in Annex H of the IRR within 1-2 days upon request/coordination by the Procurement Officer.
 |  | ` |  |  |  |
| 1. Delivers the goods in accordance with the delivery term specified in the Purchase Order.
 |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| REMARKS/COMMENTS: |  |
|  |  |
|  |  |

1. **To Be Accomplished by the End-User**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Delivers the goods according to the specifications.
 |  |  |  |  |  |
| 1. Delivered items are of good quality.
 |  |  |  |  |  |
| 1. Fulfils requirements and conditions of the Purchase Order.
 |  |  |  |  |  |
| 1. Resolves complaints within the agreed time, when applicable.
 |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **Overall Rating**  |  |
| REMARKS/COMMENTS: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Name and Signature of Respondent :** |  |
|  |  |
| **Office:** |  | **Date Accomplished:** |  |
|  |  |  |  |

**Overall Rating**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.1-5** | Excellent | **3.1-4** | Good | **2.1-3** | Acceptable | **1.1-2** | Not acceptable | **0-1** | Failed |

TESDA-OP-AS-05-F02

Rev. No. 00 – 03/01/17

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPLIERS’ EVALUATION SURVEY**

**(For the Services/Rehabilitation/Construction)**

**INSTRUCTIONS:**

This is a survey on the performance of our existing/current suppliers. It aimed to improve our procurement service/system. Your sincere and honest answers will be highly appreciated and treated with outmost confidentiality.

Please rate the suppliers according to each criterion/rating provided and put a check (✓) on the indicator provided in which best described your opinion. Kindly forward the accomplished form to the Procurement Division/Unit/Focal.

Thank you very much.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Supplier :** |  | **Reference: PR No.** |  | **JO No.** |  |
| **PhilGEPS Registration Number:** |  | **Date Registered:** |  | **Expiration Date:** |  |

**Criterion/Rating Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5** | Meets the specified requirement | **4** | Meets most of the specified Requirement but fails in some areas | **3** | Meets some of the specified Requirement but fails in most areas |
|  |  |  |  |  |  |
| **2** | Significantly fails to meet the standards/specification | **1** | Completely fails to meet the standards/specification |

1. **To Be Accomplished by Procurement Division/Unit/Focal**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Responds to the Request for Quotation (RFQ) within the specified date.
 |  |  |  |  |  |
| 1. Services offered at a competitive price with other suppliers/bidders
 |  |  |  |  |  |
| 1. Submits all the documentary requirements as prescribed in Annex H of the IRR within 1-2 days upon request/coordination by the Procurement Officer.
 |  | ` |  |  |  |
| 1. Delivers the services in accordance with the delivery term specified in the Job Order.
 |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| REMARKS/COMMENTS: |  |
|  |  |
|  |  |

1. **To Be Accomplished by the End-User**

**Criterion/Rating Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5** | Performance is consistently superior | **4** | Performance is routinely above job requirement | **3** | Performance is regularly competent and dependable |
|  |  |  |  |  |  |
| **2** | Performance fails to meet job requirements on a frequently basis | **1** | Performance is consistently unacceptable |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. **Quality of workmanship**
 |  |  |  |  |  |
| * Performs and completes the work in accordance with the contract requirements.
 |  |  |  |  |  |
| * Changes in the work are performed under applicable provisions of the Contract.
 |  |  |  |  |  |
| * Quality of materials and requirements set out in the plans and specifications are followed.
 |  |  |  |  |  |
| 1. **Time**
 |  |  |  |  |  |
| * Completes the work within the Contract Time and completion date
 |  |  |  |  |  |
| 1. **Project Management**
 |  |  |  |  |  |
| * Interprets the contract documents accurately
 |  |  |  |  |  |
| * Promptly commence the work
 |  |  |  |  |  |
| * Orders material promptly to expedite the progress of the work
 |  |  |  |  |  |
| * Cleans the work site periodically and at the completion of the project
 |  |  |  |  |  |
| 1. **Contract Management**
 |  |  |  |  |  |
| * Submits progress report promptly when requested
 |  |  |  |  |  |
| 1. **Health and Safety**
 |  |  |  |  |  |
| * Takes all necessary safety precautions to prevent damage, injury or loss
 |  |  |  |  |  |
| * Responds promptly to any non-compliance safety issues
 |  |  |  |  |  |
| **SUB TOTAL** |  |  |  |  |  |
| **OVERALL RATING** |  |
| REMARKS/COMMENTS: |  |
|  |  |

**Overall Rating**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.1-5** | Outstanding | **3.1-4** | Exceeds Expectations | **2.1-3** | Meets Expectations | **1.1-2** | Below Expectations | **0-1** | Unsatisfactory |
|  |  |

|  |  |
| --- | --- |
| **Name and signature of Respondent :** |  |
|  |  |
| **Office:** |  | **Date Accomplished:** |  |

TESDA-OP-AS-05-F03

Rev. No. 00 – 03/01/17

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPLIERS’ EVALUATION SURVEY**

**(For Printing Services)**

**INSTRUCTIONS:**

This is a survey on the performance of our existing/current suppliers. It aimed to improve our procurement service/system. Your sincere and honest answers will be highly appreciated and treated with outmost confidentiality.

Please rate the suppliers according to each criterion/rating provided and put a check (✓) on the indicator provided in which best described your opinion. Kindly forward the accomplished form to the Procurement Division/Unit/Focal.

Thank you very much.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Supplier :** |  | **Reference: PR No.** |  | **JO No.** |  |
| **PhilGEPS Registration Number:** |  | **Date Registered:** |  | **Expiration Date:** |  |

**Criterion/Rating Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5** | Meets the specified requirement | **4** | Meets most of the specified requirement but fails in some areas | **3** | Meets some of the specified requirement but fails in most areas |
|  |  |  |  |  |  |
| **2** | Significantly fails to meet the standards/specification | **1** | Completely fails to meet the standards/specification |

1. **To Be Accomplished by Procurement Division/Unit/Focal**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Responds to the Request for Quotation (RFQ) within the specified date.
 |  |  |  |  |  |
| 1. Services offered at a competitive price with other suppliers/bidders
 |  |  |  |  |  |
| 1. Submits all the documentary requirements as prescribed in Annex H of the IRR within 1-2 days upon request/coordination by the Procurement Officer.
 |  | ` |  |  |  |
| 1. Provides feedback on the status and related concerns of printing job to PD-AS/end-user
 |  |  |  |  |  |
| 1. Secures approval of any changes/revisions in the printing job from PD-AS/end-user
 |  |  |  |  |  |
| 1. Delivers the services in accordance with the delivery term specified in the Job Order.
 |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| REMARKS/COMMENTS: |  |
|  |  |
|  |  |

1. **To Be Accomplished by the End-User**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Secures approval of any changes/revisions spotted in the printing job from PD-AS/end-user
 |  |  |  |  |  |
| 1. Secures approval of Blue Print/Final Dummy of the printing job
 |  |  |  |  |  |
| 1. Adherence to specified materials and finish
 |  |  |  |  |  |
| 1. Quality of print
 |  |  |  |  |  |
| 1. Delivers printed materials on the agreed schedule
 |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **Overall Rating**  |  |
| REMARKS/COMMENTS: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Name and Signature of Respondent :** |  |
|  |  |
| **Office:** |  | **Date Accomplished:** |  |
|  |  |  |  |

**Overall Rating**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.1-5** | Excellent | **3.1-4** | Good | **2.1-3** | Acceptable | **1.1-2** | Not acceptable | **0-1** | Failed |

TESDA-OP-AS-05-F04

Rev. No. 00 – 03/01/17

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERFORMANCE EVALUATION**

**(JANITORIAL SERVICES)**

**INSTRUCTIONS:**

This is a survey on the performance of our present janitorial agency. It aimed to improve and strengthen the overall performance of the janitorial supervisors and personnel assigned to TESDA. Your sincere and honest answers will be highly appreciated and treated with outmost confidentiality.

Please rate according to each criterion/attributes provided and put a check (✓) on the indicator provided in which best describe your opinion. Kindly forward the accomplished form to General Services Division/Financial and Administrative Services Division/Admin Focal.

Thank you very much.

|  |  |
| --- | --- |
| **Name and signature of Respondent :** |  |
|  |  |
| **Office:** |  | **Date Accomplished:** |  |
|  |  |  |  |
| **Name of Agency :** |  |
| **Name of Person being Rated :** |  |  |

**Criterion/Rating Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5** | Performance is consistently superior | **4** | Performance is routinely above job requirement | **3** | Performance is regularly competent and dependable |
|  |  |  |  |  |  |
| **2** | Performance fails to meet job requirements on a frequent basis | **1** | Performance is consistently unacceptable |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Knowledge of Work
 |  |  |  |  |  |
| * Possesses the skills required in his/her assigned job
 |  |  |  |  |  |
| * Understands all phases of work
 |  |  |  |  |  |
| * Ability to improve skills in carrying work
 |  |  |  |  |  |
| 1. Communication
 |  |  |  |  |  |
| * Ability to listen to others
 |  |  |  |  |  |
| * Ability to express ideas both orally and in writing
 |  |  |  |  |  |
| * Ability to provide relevant and timely information to his/her supervisors, co-workers, subordinates or to management
 |  |  |  |  |  |
| 1. Teamwork
 |  |  |  |  |  |
| * Ability to get along with co-workers and employees of TESDA
 |  |  |  |  |  |
| * Ability to respect the rights of other workers and employees of TESDA
 |  |  |  |  |  |
| * Ability to show cooperative spirit in performing task
 |  |  |  |  |  |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Decision Making/Problem Solving
 |  |  |  |  |  |
| * Ability to understand the problem and make timely and practical decisions to resolve the problem
 |  |  |  |  |  |
| * Have initiatives to act on the task assigned
 |  |  |  |  |  |
| 1. Customer Responsiveness
 |  |  |  |  |  |
| * Courteous in dealing with internal employees of TESDA
 |  |  |  |  |  |
| * Courteous in dealing with external clients of TESDA
 |  |  |  |  |  |
| 1. Personal Appearance
 |  |  |  |  |  |
| * Neat and observes personal hygiene
 |  |  |  |  |  |
| * Report with complete uniform
 |  |  |  |  |  |
| 1. Safety
 |  |  |  |  |  |
| * Always keeps the workplace safe and tidy
 |  |  |  |  |  |
| * Takes care the property of the TESDA
 |  |  |  |  |  |
| * Contributes to accident prevention and safety awareness
 |  |  |  |  |  |
| **SUB TOTAL** |  |  |  |  |  |
| **OVERALL RATING** |  |
| REMARKS/COMMENTS: |  |
|  |  |
|  |  |

**Overall Rating**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.1-5** | Outstanding | **3.1-4** | Exceeds Expectations | **2.1-3** | Meets Expectations |
|  |  |  |  |  |  |
| **1.1-2** | Below Expectations | **0-1** | Unsatisfactory |

TESDA-OP-AS-05-F05

Rev. No. 00 – 03/01/17

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERFORMANCE EVALUATION**

**(SECURITY SERVICES)**

**INSTRUCTIONS:**

This is a survey on the performance of our present security agency. It aimed to improve and strengthen the over-all performance of the security officers and guards assigned to TESDA. Your sincere and honest answers will be highly appreciated and treated with outmost confidentiality.

Please rate according to each criterion/attributes provided and put a check (✓) on the indicator provided in which best describe your opinion. Kindly forward the accomplished form to General Services Division/Financial and Administrative Services Division/Admin Focal.

Thank you very much.

|  |  |
| --- | --- |
| **Name and signature of Respondent :** |  |
|  |  |
| **Office:** |  | **Date Accomplished:** |  |
|  |  |  |  |
| **Name of Agency :** |  |
|  |  |  |  |  |  |

**Criterion/Rating Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5** | Performance is consistently superior | **4** | Performance is routinely above job requirement | **3** | Performance is regularly competent and dependable |
|  |  |  |  |  |  |
| **2** | Performance fails to meet job requirements on a frequent basis | **1** | Performance is consistently unacceptable |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Knowledge of Work
 |  |  |  |  |  |
| * Possesses the skills required in his/her own job
 |  |  |  |  |  |
| * Understands all phases of work
 |  |  |  |  |  |
| * Ability to improve skills in carrying work
 |  |  |  |  |  |
| 1. Communication
 |  |  |  |  |  |
| * Ability to listen to others
 |  |  |  |  |  |
| * Ability to express ideas both orally and in writing
 |  |  |  |  |  |
| * Ability to provide relevant and timely information to his/her officers, co-workers, subordinates or to management
 |  |  |  |  |  |
| 1. Teamwork
 |  |  |  |  |  |
| * Ability to get along with co-workers and employees of TESDA
 |  |  |  |  |  |
| * Ability to respect the rights of other workers and employees of TESDA
 |  |  |  |  |  |
| * Ability to show cooperative spirit in performing task
 |  |  |  |  |  |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **5** | **4** | **3** | **2** | **1** |
| 1. Decision Making/Problem Solving
 |  |  |  |  |  |
| * Ability to understand the problem and make timely and practical decisions to resolve the problem
 |  |  |  |  |  |
| 1. Customer Responsiveness
 |  |  |  |  |  |
| * Courteous in dealing with internal employees of TESDA
 |  |  |  |  |  |
| * Courteousness in dealing with external clients of TESDA
 |  |  |  |  |  |
| 1. Personal Appearance
 |  |  |  |  |  |
| * Neat and observes personal hygiene
 |  |  |  |  |  |
| 1. Dependability
 |  |  |  |  |  |
| * + Complies with instructions and performs under unusual circumstances
 |  |  |  |  |  |
| * + Always present and punctual
 |  |  |  |  |  |
| 1. Safety
 |  |  |  |  |  |
| * Takes care the property of the agency
 |  |  |  |  |  |
| * Contributes to accident prevention and safety awareness
 |  |  |  |  |  |
| 1. Crisis/Emergency Management
 |  |  |  |  |  |
| * Knows how to manage and handle emergencies
 |  |  |  |  |  |
| * Knows the policies, procedures, and strategies to promote effective security operation
 |  |  |  |  |  |
| **SUB TOTAL** |  |  |  |  |  |
| **OVERALL RATING** |  |
| REMARKS/COMMENTS: |  |
|  |  |
|  |  |

**Overall Rating**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.1-5** | Outstanding | **3.1-4** | Exceeds Expectations | **2.1-3** | Meets Expectations |
|  |  |  |  |  |  |
| **1.1-2** | Below Expectations | **0-1** | Unsatisfactory |

TESDA-OP-AS-05-F06

Rev. No. 00 – 03/01/17

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERFORMANCE EVALUATION**

**(EXPERT/CONSULTANCY SERVICES)**

|  |  |
| --- | --- |
| **Name and signature of Respondent :** |  |
|  |  |
| **Office:** |  | **Date Accomplished:** |  |
|  |  |  |  |
| **Name of Consultant :** |  |
| **Project Name :** |  |  |  |  |  |
| **Contract Period :** |  |  |  |  |  |

**Criterion/Rating Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4** | Excellent | **3** | Good | **2** | Satisfactory |
|  |  |  |  |  |  |
| **1**  | Unsatisfactory | **N/A** | Not applicable |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **4** | **3** | **2** | **1** | **N/A** |
| 1. Practical knowledge of and experience in the field concerned
 |  |  |  |  |  |
| * Did the consultant demonstrate practical knowledge and experience in the claimed areas of expertise?
 |  |  |  |  |  |
| * Were gaps apparent in the consultant’s knowledge or did the consultant lack experience in one or more areas?
 |  |  |  |  |  |
| * Did the consultant demonstrate a professional appreciation of the problems that arose?
 |  |  |  |  |  |
| 1. Ability to adapt knowledge and experience to assigned tasks
 |  |  |  |  |  |
| * Did the consultant thoroughly investigate, understand, analyze, and report on all the aspects of the assignment?
 |  |  |  |  |  |
| * Were the staffs involved confident that the consultant would competently complete the assignment?
 |  |  |  |  |  |
| 1. Initiative
 |  |  |  |  |  |
| * Did the consultant propose any sound innovations?
 |  |  |  |  |  |
| * Was the consultant’s method of searching for data practical?
 |  |  |  |  |  |
| * Did the consultant need more or less assistance than usual with the arrangements?
 |  |  |  |  |  |
| 1. Productivity
 |  |  |  |  |  |
| * Did the consultant complete all the tasks in the terms of reference?
 |  |  |  |  |  |
| * Were the consultant’s written outputs complete?
 |  |  |  |  |  |
| 1. Ability to work with others
 |  |  |  |  |  |
| * Did the consultant maintain cordial relations with the staff and counterpart officials?
 |  |  |  |  |  |
| * Did the consultant work cooperatively with the group?
 |  |  |  |  |  |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
| **4** | **3** | **2** | **1** | **N/A** |
| 1. Adherence to agency’s working regulations
 |  |  |  |  |  |
| * Did the consultant work within the agency’s normal procedures and regulations?
 |  |  |  |  |  |
| 1. Quality of work completed
 |  |  |  |  |  |
| * Were the consultant’s inputs and outputs complete, covering all the requirements in the terms of reference?
 |  |  |  |  |  |
| * Was the consultant’s report well organized, clearly and simply written, without jargon?
 |  |  |  |  |  |
| * Did the consultant present his or her conclusions logically and convincingly, with adequate references?
 |  |  |  |  |  |
| * Did the consultant’s report cover all the issues raised?
 |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

4 - Excellent - Consistently exceptional time, cost or quality outcomes and zero non compliance

3 - Good - Consistently better than specified time, cost or quality outcomes and zero non compliance

2 - Satisfactory - Compliance with contract

1 - Unsatisfactory - Significant or multiple minor non compliances