Please complete and submit with the bid and/or proposal two (2) past performance questionnaires completed by different clients to whom you have provided services, equipment, or products similar to those solicited in this Bid or RFP. <u>The reference must be dated within a maximum period of three (3) years prior to submission of the bid and/or proposal.</u>

Bidder or Proponent Name: _____

Bidder or Proponent Contact Person: _____

Telephone Number: _____ Email: _____

(This section must be completed by the Bidder's and/or Proponent's client)

I. Current or Past Contract Information:

Client Name:	
Contact Person:	**Position:**
Telephone:	**Email:**
Contract Amount:	**Contract Term:**

Brief description of the contract and the services and/or goods provided.

II. EVALUATION. Please rate the Bidder using the guide below. Whenever possible, a brief and detailed narrative supporting the responses would be appreciated. If additional space is needed, pages may be attached.

The following definitions shall be used to evaluate the contractor's performance.

EXCEPTIONAL	Performance met the contractual requirements and was exceptional in most areas. The areas evaluated were completed without problems or with minor observations.
VERY GOOD	Performance met the contractual requirements and was exceptional in some areas. The areas evaluated were completed without problems or with minor observations, which were corrected very efficiently by the contractor.

SATISFACTORY	Performance met the contractual requirements. The areas evaluated were completed with minor observations, which were efficiently corrected by the contractor.
UNSATISFACTORY	Performance met some of the contractual requirements. In evaluating the performance areas, some contained significant problems and/or deficiencies, and the corrective measures taken by the contractor were not entirely effective.
UNACCEPTABLE	Performance did not meet the contractual requirements. In evaluating the performance areas, serious problems or deficiencies were identified, and the corrective measures taken by the contractor were ineffective.
NOT APPLICABLE	Unable to provide an evaluation due to insufficient information.

CONTRACTOR PAST PERFORMANCE EVALUATION

1. **Performance:** How would you evaluate the Contractor's ability to comply with the contractual requirements?

EXCEPTIONAL	VERY GOOD	SATISFACTORY	UNSATISFACTORY	UNACCEPTABLE	NOT APPLICABLE

Comments, if any.

2. **Timeliness and Responsiveness:** How would you evaluate the Contractor's ability to comply with the requirements within the agreed timeframe?

A. Compliance with Delivery Term:

EXCEPTIONAL	VERY GOOD	SATISFACTORY	UNSATISFACTORY	UNACCEPTABLE	NOT APPLICABLE

Comments, if any.

B. Ability to Resolve Problems Promptly and Efficiently:

EXCEPTIONAL	VERY GOOD	SATISFACTORY	UNSATISFACTORY	UNACCEPTABLE	NOT APPLICABLE

Comments, if any.

3. **Quality of Work Delivered and/or Services Rendered:** How would you evaluate the Contractor's ability to comply with the delivery requirements and the quality of the services rendered?

EXCEPTIONAL	VERY GOOD	SATISFACTORY	UNSATISFACTORY	UNACCEPTABLE	NOT APPLICABLE

Comments, if any.

4. **Overall Contractor Performance Rating:** What is your overall evaluation of the contractor's performance (taking into consideration requirements, schedule, price, specifications, quality, among other factors)?

EXCEPTIONAL	VERY GOOD	SATISFACTORY	UNSATISFACTORY	UNACCEPTABLE	NOT APPLICABLE

Comments, if any.

Client Signature **Date**