



ARRANGEMENT FOR REPORTING OF CONTRACTORS' PERFORMANCE

(for quotations with value equal to
or not exceeding \$1.4 million)

CHINESE TEMPLES COMMITTEE
September 2021

Arrangement for Reporting of Contractor's Performance

(for quotations with value equal to or not exceeding \$1.4 million)

- (1) The existing Chinese Temples Committee ("CTC") contractor performance reporting system will be adopted for reporting of contractor's performance for contracts or quotations with value exceeding **\$1.4 million**. The reports of contractor's performance will be submitted in accordance with Guideline For Appraising Contractor's Performance ("the Guideline");
- (2) In parallel, a new simplified contractor performance reporting mechanism has been set up for quotations with value equal to or not exceeding \$1.4 million. The following are the main features of this new mechanism:-
 - (i) The subject officers of the quotation shall report the contractor's performance upon the issuance of the certificate for substantial completion or the expiration of the Contract Period;
 - (ii) A simplified form of report (**Appendix I**) shall be adopted for reporting of contractor's performance in this new mechanism;
 - (iii) The Project Manager ("PM") will review the reports submitted by the subject officers. For contractor appeal cases, the PM should submit the contractor's appeal to Works Working Group ("WWG") for their consideration, upon the receipt of the appeal and after hearing the contractor's representation, whether the original assessment or decision shall stand or be amended;
 - (iv) The subject officer shall report the performance of the contractor on the last day of February, May, August and November of each year. On or before the third working day after the reporting date, the subject officer shall complete and submit the Simplified Report on Contractor's Performance ("Simplified CPR") for the quotations of which the certificate of substantial completion was issued or the Contract Period was expired within the 3-month period before the reporting date. At the same time, the contractor shall be sent with an advance copy of the simplified CPR for their consideration;
 - (v) A contractor who does not agree with the performance assessment made on him may appeal in writing with supporting evidence to the Executive Secretary ("ES") within 14 days from the date when the copy of the performance report is sent to the contractor. The PM should submit the contractor's appeal to WWG for their final decision on the appeal;

- (vi) The PM shall submit a recommendation to WWG for agreement for any follow up action in cases of adverse performance of contractors;
 - (vii) In spite of paragraph (i) above, a subject officer may report at any reporting cycle the performance of a contractor who has performed very poorly. He shall submit a written application to the PM with justification for PM's agreement **at least 14 working days** before the next reporting date. Upon PM's agreement, he shall inform the concerned contractor **at least 7 working days by letter** before the next reporting date. Once a simplified CPR has been reported, submission of simplified CPR shall continue for every quarter until finalization of the quotation;
 - (viii) Submission of simplified CPR is not required for contracts invited under single tendering or open tendering. However, a subject officer may apply to submit simplified CPR at any reporting cycle if the performance of a contractor is very poor. Under such circumstances, the subject officer shall submit a written application to PM with justification for PM's agreement **at least 14 working days** before the next reporting date. Upon PM's agreement, he shall inform the concerned contractor **at least 7 working days** before the next reporting date. Once a simplified CPR has been reported, submission of simplified CPR shall continue for every quarter until finalization of the quotation.
- (3) Regardless of paragraph (2) above, officers can still adopt the full version of contractor performance reporting system for quotations with value equal to or not exceeding **\$1.4 million** if they consider that close monitoring and supervision of contractors are required to ensure that the works under the quotations will be carried out properly. The following, among others, are some of the criteria for consideration whether the full version of contractor performance reporting system should be adopted:-
- (a) quotation with value that is considered to be unreasonably low during tender assessment;
 - (b) quotation with technically complicated works / services;
 - (c) quotation that is politically sensitive; or
 - (d) quotation with tight programme or completion date(s).

If a subject officer of a particular quotation wishes to adopt the full version of contractor performance reporting system for his quotation, he shall first submit a written application 7 working days before the contract commencement date with justifications to the PM for agreement and, upon the receipt of the PM's agreement, he shall inform the concerned contractor accordingly. In order to maintain consistency, once an officer

has made his decision, the CPR submission process shall follow the procedures and time table specified in the Guideline and continue for every quarter until finalization of the quotation.

Chinese Temples Committee

September 2021

REPORT ON PERFORMANCE OF CONTRACTOR (for quotations with value equal to or not exceeding \$1.4 million)

Submission of report in Quarter _____ of year _____

REPORTING PERIOD :

From: To:

A Details of Quotation

Quotation No. :

Quotation Title :

Type of Quotation : Supply only/ Supply & Installation / Maintenance / Others *(*please delete as appropriate*)

Contractor's Name :

Name of the Contractor's List (e.g. Electronic System Integration) :

Commencement Date :

Original Completion Date :

Substantial Completion Date :

Quotation Sum :

B Performance	VG	G	S	P	VP	VG : Very Good P : Poor G : Good VP : Very Poor S : Satisfactory
1 Workmanship						Note : A "Very Poor" in any one of sections 1,2,3,4 shall render a mandatory "Very Poor" in the "Overall performance" and the report will be rated as "Adverse" A "Poor" in any one of sections 1,2,3,4 shall render a mandatory "Poor" in the "Overall performance"
2 Progress						
3 Site safety						
4 Environmental pollution control						
5 Organisation						
6 General obligations						
7 Industry awareness						
8 Resources						
9 Design						
10 Attendance to emergency						
Overall performance						

C Remarks by Reporting Officer

Report **NOT ADVERSE / ADVERSE** * (*delete as appropriate*)

_____)

Deputy Project Manager / Consultants

Date

D Remarks by Countersigning Officer

(The countersigning officer should entirely satisfy himself/herself that there is adequate documented evidence to prove that an Adverse report is warranted before endorsement/amendment.)

That report is endorsed/has been amended * by the Countersigning Officer
Remarks (only if Reporting Officer report is amended):

Appeal received: Yes/No*

Result of appeal: Unfounded/Justified/NA*

Complaint against Appeal Mechanism: Yes/No*

(.....)
Project Manager

Report **NOT ADVERSE / ADVERSE**

Date

(*) Delete as appropriate