

Contractor Assessment

الموضوع

سبتمبر ٢٠٢٤

PERFORMANCE OF THE CONTRACTOR ON THE CONTRACT

This presentation is intent to understand the procedure followed by MOW to assess the performance of the contractor working for MOW Projects

Sep 2024

Contractor Assessment

CONTRACTOR ASSESSMENT

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Contract Number	<input type="text"/>	Directorate	Accomplishment (if on-going) <input type="text" value="%0"/>
Commencement Date		Completion Date (Original)	Completion Date (Revised)
Name of Contractor	<input type="text"/>	<input type="checkbox"/> Sub	Project Name
Director	<input type="text"/>	AUS	
Project Manager	<input type="text"/>		
Assessment Period	From Date <input type="text"/>	To Date <input type="text"/>	<input type="button" value="Attach/view Files"/> <input type="button" value="Print"/>

No.	Performance Indicator	Excellent	Good	Satisfactory	Poor	Marks	Remarks
I	PERFORMANCE OF THE CONTRACTOR ON THE CONTRACT					23	
1	Extent of cooperation & responsiveness to the communication and sending written replies instructions and requests of the MOW & the Consultant	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="text"/>
2	Percentage of Completion (% Accomplishment vis-a-vis Approved Work Program/ Schedule)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="text"/>
3	Coordination with service authorities (I.e Batelco, EDD, WDD etc) and other government bodies (Municipalities Affairs, GDT, etc)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="text"/>
4	Submission of all Technical Documents prior and during implementation (i.e. PQP, Project Schedule, Method Statements, HSE Plan, ITP, Risk Assessment, Summary of all Quality Records, and all other as per Module 1 MOW Specification & Conditions of Contracts), and after completion, prior issuance of Taking Over Certificate (i.e. As Built Drawings), and other documents required in the valuation & payment claims (i.e. Detailed Particulars, invoices, vouchers, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="text"/>
5	Adherence to MOW Conditions of Contract particularly on the following Clauses, but not limited to 44.1 (Extension of Time for Completion, within 7 days before expiry of approved time completion); 9.2 (Adjusted Performance Bond), 14.1 (Program), 51.3 (Variation Submission), and 57.1 (Works to be Measured), all within 14 days; 14.2 (Revised Program, within 5 days), and 51.5 (Time and Cost of Variation, within 28 days)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="text"/>
II	PERFORMANCE RELATED TO CONTRACTOR'S RESOURCES					12	
1	Actual number of available & appropriate construction equipment & tools allocated to the project	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="text"/>
2	Sufficiency on the supply of the approved materials available on site as per the approved Project Schedule.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="text"/>
III	PERFORMANCE RELATED TO THE CONTRACTOR'S TECHNICAL CAPABILITIES					18	
1	Competency of the Contractors technical personnel (i.e. PM & Site Engineers): Meets all required experience, skills, certifications & technical knowhow as per the Conditions of Contract, Tender Documents & MOW Specification	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="text"/>
2	Required technical personnel (Project Mngr., Site Engineer and Quantity Surveyor) allocated to the project (as per Tender Requirements)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="text"/>
3	Sufficiency on the number of number of Foreman and Laborers on site as per the Projects approved Manpower Schedule & Tender Requirements	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="text"/>
IV	PERFORMANCE RELATED TO ENVIRONMENTAL, SAFETY & HEALTH					22	

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1	Commitment to conserve the work environment (with proper site waste disposal scheme) and maintain tidiness, cleanliness and orderliness of construction site	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="text"/>
2	Compliance of Safety Permits (as per work requirements): Permits for Hot Work, Working at Height, Electrical Permit, Lone Work Permit, Excavation Permit, Confined Space Permit, Pressure System Permit, and all other relevant permit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3	<input type="text"/>
3	Maintaining and verifying Monthly/Weekly Safety Reports, Emergency Drill, Safety Alert/Blitz, Emergency Plan, Traffic/Logistic Plan, HSE Notice Board, Unsafely Act and Conditions, near misses records, Formation of Safety Committee	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="text"/>
4	Observance of the following Project Safety Register (as per project requirement): Site Induction, Tool Box Talk, Scaffolding Inspection, Accident Investigation, Electrical, Plant & Eqpt. Inspection, Compliance of Safety Inspection/ Audit & Action Plan Closed, RAMS Evaluation completed, Fire Fighting, Crane Lifting Plans, Lifting Eqpt., Guidance Procedure, Risk Register	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="text"/>
5	Required COSHH/MSDS Qualified HSE representative (as per Labour Law of Kingdom of Bahrain and as per OHSAS 18001:2007- ISO 14001:2004) and certified First Aiders (first aid box/station) and Healthiness of the First Aid provisions, Emergency First Aider and Certified Fire Marshal and tested firefighting equipment allocated to the project	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="text"/>
V PERFORMANCE RELATED TO QUALITY ASSURANCE & QUALITY CONTROL SYSTEM						25	
1	Ability to meet MOWs Quality Management System requirements (Contractor with ISO Certification - ISO 9001 and having Quality Management Plan/ Quality Manual)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="text"/>
2	Qualified & experienced QA/QC Personnel (QA/QC Manager & QC Engineer/Technician) allocated to the project (as per the Contract requirements)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="text"/>
3	Strict implementation of approved Method Statements (MSs) (as per the standard) in compliance with Clause 2.4.3 of Module 1 2009 MoW Specifications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="text"/>
PROJECTS SUBJECTED TO MED QUALITY AUDIT		<input checked="" type="radio"/> Applicable			<input type="radio"/> Not Applicable		
4	Issued Non Conformance Requests (NCRs) by the Project Manager satisfactorily resolved by the Contractors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="text"/>
5	With MED Quality Audit: Close-out of issued Corrective & Preventive Action Requests (CPAs) by MED QA Team	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="text"/>
Total Score						100	

Overall Remarks	<input type="text"/>				
Assessed by		Designation		Assessment Date	
Submitted to		Designation		Submitted Date	

Status: Pending

Remarks:

Back Supervisors: Submit

PERFORMANCE OF THE CONTRACTOR ON THE CONTRACT

- Extent of cooperation & responsiveness to the communication and sending written replies instructions and requests of the MOW & the Consultant (4 Marks)
- Most* of the instructions & requests replied/ addressed within 3 days (from receipt of notice) while the rest within 7 days as per Clause 2.8 of the MOW Conditions of Contract *Most refers to 50% (Excellent-4 Marks)
- Most* of all instructions & requests replied/ addressed within 5 days (from receipt of notice) while the rest within 7 days as per Clause 2.8 of the MOW Conditions of Contract *Most refers to 50% (Good-3 Marks)
- All instructions & requests replied/ addressed w/in 7 days (from receipt of notice) as per Clause 2.8 of the MOW Conditions of Contract (Satisfactory-2 Marks)
- All or some of the instructions & requests replied/addressed more than 7 days (from receipt of notice) as per Clause 2.8 of the MOW Conditions of Contract (Poor-1 Mark)

PERFORMANCE OF THE CONTRACTOR ON THE CONTRACT

- Percentage of Completion (% Accomplishment vis-a-vis Approved Work Program/ Schedule (5 Marks)
 - More than 10% ahead of approved Work Program/ Schedule – (Excellent- 5Marks)
 - Less than 10% ahead of approved Work Program/ Schedule – (Good-4 Marks)
 - Within schedule or not exceeding 15% delay as per approved Work Program/ Schedule – (Satisfactory-3 Marks)
 - Exceeding 15% delay as per approved Work Program/ Schedule – (Poor-0 Mark)

PERFORMANCE OF THE CONTRACTOR ON THE CONTRACT

- Coordination with service authorities (I.e Batelco, EDD, WDD etc) and other government bodies (Municipalities Affairs, GDT,etc (4 Marks)
- All government clearances/ permits issued ahead of schedule- (Excellent -4 Marks)
- All government clearances/ permits issued within schedule (Good-3 Marks)
- All or some of govt. clearances/ permits issued behind schedule causing less than 15% delay in the Work Schedule (delays caused Contractor only) – (Satisfactory- 2 Marks)
- All or some of govt. clearances/ permits issued behind schedule causing more than 15% delay in the Work Schedule (delays caused by Contractor only) –(Poor -0 Marks)

PERFORMANCE OF THE CONTRACTOR ON THE CONTRACT

- Submission of all Technical Documents prior and during implementation (i.e. Project Quality Plane, Project Schedule, Method Statements, Health, Safety & Environmental Plan, Inspection & Test Plan, Risk Assessment, Summary of all Quality Records, and all other as per Module 1 MOW Specification & Conditions of Contracts), and after completion, prior issuance of Taking Over Certificate (i.e. As Built Drawings), and other documents required in the valuation & payment claims (i.e. Detailed Particulars, invoices, vouchers, etc. (5 Mark)
- Most* of the required documents as per specification submitted more than 3 days ahead of agreed schedule while the rest within the agreed schedule (Excellent-5 marks)
- Most* of the required documents as per specification submitted 1-3 days ahead of agreed schedule while the rest within the agreed schedule (Good – 4 Marks)
- Most* of the required documents as per specification submitted within the agreed schedule while the rest were delayed by not more than 2 weeks as per agreed schedule (Satisfactory- 3 Marks)
- Most* or all of the required documents as specification submitted delay by more than 2 weeks as per agreed schedule (Poor- 0 Marks)

PERFORMANCE OF THE CONTRACTOR ON THE CONTRACT

- Adherence to MOW Conditions of Contract particularly on the following Clauses, but not limited to 44.1 (Extension of Time for Completion, within 7 days before expiry of approved time completion); 9.2 (Adjusted Performance Bond), 14.1 (Program), 51.3 (Variation Submission), and 57.1 (Works to be Measured), all within 14 days; 14.2 (Revised Program, within 5 days), and 51.5 (Time and Cost of Variation, within 28 days (5Marks)
- Most* of the specified Clauses acted upon by the Contractor by more than 3 days ahead of deadline set while the rest within the deadline set per Conditions of Contract (Excellent-5 Marks)
- Most* of the specified Clauses acted upon by the Contractor 1-3 days ahead of deadline set while the rest within the deadline set per Conditions of Contract (Good-4 Marks)
- All of the specified Clauses acted upon by the Contractor within the deadline set per Conditions of Contract (Satisfactory-3 Marks)
- Most* or all of the specified Clauses not acted upon by the Contractor within the deadline set per Conditions of Contract (Poor-0 Mark)

PERFORMANCE RELATED TO CONTRACTOR'S RESOURCES

- Actual number of available & appropriate construction equipment & tools allocated to the project. (6 Mark)
- Completion of work ahead of schedule due to proper allocation of equipment (Excellent-6 Marks)
- Completion of work within schedule due to proper allocation of equipment (Good -4 Marks)
- Non-compliance of equipment allocation causing less than 15% delay in Work Program/ Schedule (Satisfactory-3Marks)
- Non-compliance of equipment allocation causing more than 15% delay in Work Program/ Schedule (Poor -0 Mark)

PERFORMANCE RELATED TO CONTRACTOR'S RESOURCES

- Sufficiency on the supply of the approved materials available on site as per the approved Project Schedule. (6 Marks)
- Completion of work ahead of schedule due to sufficient number of material available on site. (delays in completion caused by causes beyond the control of contractor will not be consider) (Excellent-6 Marks)
- Satisfactorily meet the competency requirements all the time (all works as per specifications) (Good -4 Marks)
- Satisfactorily meet the competency requirements most of the time each and meet the expectations most of the time (against Tender Documents presented). (Satisfactory-3 Marks)
- Technical personnel satisfactorily meet the competency requirements but not meeting the expectations most of the time (against Tender Documents presented). (Poor -0 Mark)

PERFORMANCE RELATED TO THE CONTRACTOR'S TECHNICAL CAPABILITIES

- Competency of the Contractors technical personnel (i.e. PM & Site Engineers): Meets all required experience, skills, certifications & technical knowhow as per the Conditions of Contract, Tender Documents & MOW Specification. (6 Mark)
- Exceeded the expectations on the competencies of the Contractors PM & Site Engineers (With suggested value engineering) (Excellent- 6 Marks)
- Satisfactorily meet the competency requirements all the time (all works as per specifications) (Good-4 Marks)
- Satisfactorily meet the competency requirements most of the time each and meet the expectations most of the time (against Tender Documents presented). (Satisfactory-3 Marks)
- Technical personnel satisfactorily meet the competency requirements but not meeting the expectations most of the time (against Tender Documents presented). (Poor-0 Marks)

PERFORMANCE RELATED TO THE CONTRACTOR'S TECHNICAL CAPABILITIES

- Required technical personnel (Project Mngr., Site Engineer and Quantity Surveyor) allocated to the project (as per Tender Requirements) (6 Marks)
- All required technical personnel present in the project (as per Tender Requirements) present all the time and completing the work ahead of schedule (Excellent- 6 Marks)
- All required technical personnel present in the project (as per Tender Requirements) present all the time and completing the work on schedule (Good-4 Marks)
- All required technical personnel present in the project most* of the time (as per Tender Requirements) (Satisfactory-3 Marks)
- Not all required technical personnel present in the project most* of the time (as per Tender Requirements) (poor- 0 Mark)

PERFORMANCE RELATED TO THE CONTRACTOR'S TECHNICAL CAPABILITIES

- Sufficiency on the number of number of Foreman and Laborers on site as per the Projects approved Manpower Schedule & Tender Requirements (6 Marks)
- All required number as per manpower schedule present all the time completing the work ahead of schedule (as per Tender Requirements) (Satisfactory-6 Marks)
- All required number as per manpower schedule present all the time completing the work within schedule (as per Tender Requirements) (Good- 5 Marks)
- All required number as per manpower schedule present on site most the time (as per Tender Requirements) (Satisfactory-3 Marks)
- Not all required number as per manpower schedule present on site most the time (as per Tender Requirements) (Poor-0 Mark)

PERFORMANCE RELATED TO ENVIRONMENTAL, SAFETY & HEALTH

- Commitment to conserve the work environment (with proper site waste disposal scheme) and maintain tidiness, cleanliness and orderliness of construction site. (4 Marks)
- Daily maintenance of tidiness & cleanliness & orderliness at the project site; and disposing site waste materials on approved designated dump site on a weekly basis (Excellent-4 Marks)
- Maintaining tidiness & cleanliness & orderliness of the project site; done every 2 days; and disposing site waste materials on approved designated dump site on a weekly basis (Good-3 Marks)
- Maintaining tidiness & cleanliness & orderliness of the project site; and disposing site waste materials on approved designated dump site on a weekly basis (satisfactory-2 Marks)
- Not maintaining tidiness & cleanliness & orderliness of the project site; and not disposing site waste materials on approved designated dump site on a weekly basis (Poor- 0 Mark)

PERFORMANCE RELATED TO ENVIRONMENTAL, SAFETY & HEALTH

- Compliance of Safety Permits (as per work requirements): Permits for Hot Work, Working at Height, Electrical Permit, Lone Work Permit, Excavation Permit, Confined Space Permit, Pressure System Permit, and all other relevant permit (3 Marks)
- All required permits available during the actual work implementation* *it is only pass or fail (Excellent-3 Marks)
- Required permit not available during the actual work implementation (Poor- 0 Mark)

PERFORMANCE RELATED TO ENVIRONMENTAL, SAFETY & HEALTH

- Maintaining and verifying Monthly/Weekly Safety Reports, Emergency Drill, Safety Alert/Blitz, Emergency Plan, Traffic/Logistic Plan, HSE Notice Board, Unsafely Act and Conditions, near misses' records, Formation of Safety Committee(4 Marks)
- All required documents available in project at all time and monthly/ weekly report submitted on time (as per the MOW Procedure) (Excellent- 4 Marks)
- Most of the required documents available in project at all time and monthly/ weekly report submitted 2-5 working days late (as per the MOW Procedure) (Good- 3 Marks)
- Most of the required documents available in project at all time and monthly/ weekly report submitted 6-10 working days late(as per the MOW Procedure) (satisfactory-2 Marks)
- Most of the required documents not available in project most of the time and monthly/ weekly report submitted more than 10 working days late (as per the MOW Procedure) (Poor-0 Mark)

PERFORMANCE RELATED TO ENVIRONMENTAL, SAFETY & HEALTH

- Observance of the following Project Safety Register (as per project requirement): Site Induction, Tool Box Talk, Scaffolding Inspection, Accident Investigation, Electrical, Plant & Eqpt. Inspection, Compliance of Safety Inspection/ Audit & Action Plan Closed, RAMS Evaluation completed, Fire Fighting, Crane Lifting Plans, Lifting Eqpt., Guidance Procedure, Risk Register(6 Marks)
- All Project Safety Register (as per project requirement) available and implemented all the time (Excellent-6 Marks)
- Most of the Project Safety Register (as per project requirement) available and implemented at least 90% (Good -4 Marks)
- Most of the Project Safety Register (as per project requirement) available and implemented at least 75% (Satisfactory-2 Marks)
- Most of the Project Safety Register (as per project requirement) not available (Poor- 0 Mark)

PERFORMANCE RELATED TO ENVIRONMENTAL, SAFETY & HEALTH

- Required COSHH/MSDS Qualified HSE representative (as per Labour Law of Kingdom of Bahrain and as per OHSAS 18001:2007- ISO 14001:2004) and certified First Aiders (first aid box/station) and Healthiness of the First Aid provisions, Emergency First Aider and Certified Fire Marshal and tested firefighting equipment allocated to the project (5 Marks)
- All required personnel and emergency facilities available in the project all the time (Excellent- 5 Marks)
- Most* of the personnel and emergency facilities available in the project all the time (Good- 3 Marks)
- Most* of the personnel and emergency facilities available in the project most of the time (Satisfactory-2 Marks)
- Most of the personnel and emergency facilities not available in the project most of the time (Poor-0 Mark)

PERFORMANCE RELATED TO QUALITY ASSURANCE & QUALITY CONTROL SYSTEM

- Ability to meet MOWs Quality Management System requirements (Contractor with ISO Certification - ISO 9001 and having Quality Management Plan/ Quality Manual) (5 Marks)
- Contractor with ISO 9001 Certification & fully implements its own Quality Mngt. System in the project (Excellent-5 Marks)
- Contractor with ISO 9001 Certification & partially implements its own Quality Mngt. System in the project (Good-4 Marks)
- Contractor without ISO 9001 Certification but implements own Quality Mngt. System in the project. (satisfactory-3 Marks)
- Contractor without ISO 9001 Certification and partially implements its own Quality Mngt System in the project. (Poor-1Mark)

PERFORMANCE RELATED TO QUALITY ASSURANCE & QUALITY CONTROL SYSTEM

- Qualified & experienced QA/QC Personnel (QA/QC Manager & QC Engineer/Technician) allocated to the project (as per the Contract requirements) (5 Marks)
- All required QA/QC personnel present in the project all the time (Excellent-5 Marks)
- Most of the required QA/QC personnel present in the project all the time (Good- 3Marks)
- Most of the required QA/QC personnel present in the project most of the time (Satisfactory-2 Marks)
- Most of the required QA/QC personnel not present most of the time (Poor-0 Mark)

PERFORMANCE RELATED TO QUALITY ASSURANCE & QUALITY CONTROL SYSTEM

- Strict implementation of approved Method Statements (MSs) (as per the standard) in compliance with Clause 2.4.3 of Module 1, 2009 MoW Specifications. (6 Marks)
- All approved Method Statements are implemented in the project (Excellent-6 Marks)
- At least 90% of approved MSs are implemented in the project (Good-4 marks)
- Below 90% upto 75% of MSs are implemented in the project (Satisfactory-3 Marks)
- Below 75% of MSs are implemented in the project (Poor-2 Marks)

PROJECTS SUBJECTED TO MED QUALITY AUDIT

- Issued Non-Conformance Requests (NCRs) by the Project Manager satisfactorily resolved by the Contractors) (4 Marks)
- No issued NCRs (Excellent-4 Marks)
- 90% and more issued NCRs resolved within deadline set (Good-4 Marks)
- Below 90% and up to 75% issued NCRs resolved within deadline set (Satisfactory-3 Marks)
- Below 75% issued NCRs resolved within deadline set (Poor-2 Marks)

PROJECTS SUBJECTED TO MED QUALITY AUDIT

- With MED Quality Audit: Close-out of issued Corrective & Preventive Action Requests (CPAs) by MED QA Team (5 Marks)
- 100% issued CPAs closed within deadline set (Excellent-5 Marks)
- Below 100% up to 90% issued CPAs closed within deadline set (Good- 4Marks)
- Below 90% up to 75% issued CPAs closed within deadline set (Satisfactory - 3Marks)
- Below 75% issued CPAs closed within deadline set (Poor - 2Marks)

CONTRACTOR ASSESSMENT

- Any clarifications





وزارة الأشغال
Ministry of Works

Sep 2024

شكرا لاستماعكم

#فريق_البحرين
#TeamBahrain

