

CONTRACTOR ASSESSMENT FORM FOR EC-FUNDED SERVICE CONTRACTS

<Contract title> <Location>
<Contract reference code>

1 CONTRACTOR

	Name(s) of firm(s)
Leader*	
Partner 2*	
Etc ... *	

*add / delete additional lines for partners as appropriate. **Note that a sub-contractor is not considered to be a partner for the purposes of this assessment form.** If this assessment is being completed for an individual contractor, the name of the contractor should be entered as 'Leader' (and all other lines should be deleted)

2 PERFORMANCE PERIOD OF CONTRACT

From	< Date >	To	< Date >

3 PERFORMANCE RATING OF CONTRACTOR

Factor	Rating	Comments (if rating is not 3)
Achievement of contract objectives (as specified in the Terms of Reference)		
Ability to meet deadlines		
Quality of service		

Rating scheme	
1	Excellent
2	Good
3	Average
4	Below average
5	Unsatisfactory

4 PERFORMANCE RATING OF KEY EXPERTS

Name	Client relations	Written communication	Verbal communication	Drive & determination	Job management	Personal effectiveness	Technical competence	Overall

Rating scheme	
1	Excellent
2	Good
3	Average
4	Below average
5	Unsatisfactory

Contractor assessment form

5 PROJECT MANAGER

Name	
Signature	
Date	