**Appendix 2 - Pre-Qualification and Evaluation of Contractor (3/3) - Not for Contractor**

**To be completed by the NTU PIC and S/D/C** **Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Sch/Dept: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Designation: |  | Contact Number: |  |

**Evaluation Guide:**

|  |  |  |
| --- | --- | --- |
| **Score Range** | **Qualifying Status** | **Awarding Guide** |
| 80% and above | **Pass** | Qualified for the job |
| between 50% to 70% | **Conditional Pass** | Improvement needed in certain aspects and the NTU PIC to exercise more safety controls at the work area. |
| Score less than 50% | **Fail** | Contractor not qualified for the job. S/D/C management to justify the reason and the control measures to be adopted if insists to engage the contractor for the job. |

**Status:**

|  |  |  |
| --- | --- | --- |
| **Approve** | **Approve with condition** | **Reject** |

Remarks (if any):

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | (NTU PIC) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed by: |  | Date: |  |
|  | S/D/C Management |  |  |

**Note:**

1. NTU PIC to validate all the document submitted by the contractor before commencing the evaluation.
2. This evaluation is valid for 3 years. Re-evaluation shall be carried out once every 3 years or upon the contract renewal whichever comes first.
3. All records of evaluation shall be kept for at least 3 years.