



ASSESSMENT FORM FOR CLEANING CONTRACTOR'S PERFORMANCE

Note:

1. This form is to be completed by an assessing officer representing the Service Buyer (i.e. Superintending Officer/ Person-in-charge with a managerial position).
2. Please complete all fields in the form. For areas that are not applicable, please indicate "NIL" or "N.A."

Project Title/ Description of Work: Provision of Cleaning Service to Mecomb Singapore Ltd		
Name of Service Buyer: Mecomb Singapore Ltd		
Name of Managing Agent (if applicable): N.A.		
Name of Cleaning Contractor: AO ServicePro Pte Ltd		
Name of Cleaning Sub-contractor (if applicable): N.A.		
Contract Sum, \$ (entire contract period):	Contract Commencement Date (dd/mm/yyyy): 01/01/2014	Contract Completion Date (dd/mm/yyyy): 28/02/2015

Performance Assessment Criteria	Multiplier Factor (a)	Performance Factor (b) (Between 0 to 10)	Performance Score (a) × (b)
MANAGEMENT (65%)			
Planning and control			
- Adherence to cleaning schedule and standards	2	10	20
Documentation of work	0.5	9	4.5
Response to instructions	1.5	10	15
Provision of supervision	1.5	9	13.5
Administrative support	0.5	10	5
Internal performance monitoring system	0.5	9	4.5
MANPOWER (15%)			
Competent workforce	1.5	9	13.5
EQUIPMENT (20%)			
Proper tool, equipment and uniform	1	9	9
Adequate maintenance (of tools and equipment)	1	9	9
TOTAL SCORE^{1,2}			94

¹ Please refer to the following page for the Performance Grade.

² To qualify for Clean Mark award, the cleaning contractor must achieve an average of 65 and 75 points, or more, for Clean Mark Silver and Clean Mark Gold, respectively.

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Other comments on Contractor's performance, if any:

Name of Assessor* (Superintending Officer)	: Catherine Lim
Designation	: Admin Exe
Email Address	: catherine.lin@me.com.sg
Company Name	: Mecomb Singapore Limited
Address	: 6 Jurong Pier Road Singapore 619158
Tel: 6572 1200	Fax: 6285 8160
Co. Reg. No: 195300097D	
GST Reg. No: M24002120-7	
Date	: 27/2/2015

Total Score	Performance Grade
81 to 100	Excellent
71 to 80	Very Good
61 to 70	Good
51 to 60	Satisfactory
0 to 50	Poor

Mecomb Singapore Limited
6 Jurong Pier Road
Singapore 619158
Tel: 6572 1200 Fax: 6285 8160
Co. Reg. No: 195300097D
GST Reg. No: M24002120-7

@simdavy.com.sg

* Please complete the following if the Superintending Officer is not of a managerial position.

Name of Counter-signing Officer (Managerial and above)	:
Designation	:
Email Address	:
Contact Number	:
Company Stamp	:
Signature	:
Date	: