



Ruj. Tuan:

Ruj. Kami: SFS/00021/3 SFS-CIRCULARS(P)(15)

Tarikh: 28.06.2023

SURAT PEKELILING SETIAUSAHA KEWANGAN NEGERI BIL. 12 /2023

Semua Setiausaha Tetap Kementerian
Semua Ketua Jabatan Negeri
Semua Residen Bahagian
Semua Ketua Badan- Badan Berkanun Negeri
Semua Pihak Berkuasa Tempatan Negeri

CONTRACTORS & CONSULTANTS REGISTRATION AND RATING SYSTEM (CoRRIS):

PENGEMASKINIAN PRESTASI KONTRAKTOR DAN PERUNDING MENGGUNAKAN CONTRACTORS/ CONSULTANTS PERFORMANCE EVALUATION REPORT (CoPER)

1. TUJUAN PEKELILING

- 1.1 Pekeliling ini bertujuan untuk memaklumkan kepada semua Kementerian/Jabatan/Badan-badan Berkanun Negeri/Pihak Berkuasa Tempatan (Agensi) mengenai pengemaskinian laporan penilaian prestasi kontraktor dan perunding ke dalam sistem *Contractors & Consultants Registration And Rating System (CoRRIS)* menggunakan borang *Contractors/Consultants Performance Evaluation Report (CoPER)*.
- 1.2 Dengan pengeluaran Pekeliling ini, semua agensi adalah **diwajibkan** untuk melaporkan dan mengemaskini penilaian prestasi kontraktor dan perunding menggunakan *CoPER* di dalam sistem *CoRRIS*.

2. TAKRIFAN

Berikut adalah takrifan-takrifan yang digunakan di dalam Pekeliling ini:

2.1 Kontraktor:

Takrifan bagi 'kontraktor' adalah termasuk pembekal/pembekal perkhidmatan. Takrifan ini adalah selaras dengan takrifan di dalam *The*

Financial Procedure (Registration Of Contractors) Instruction, 1999 seperti berikut:

' "contractor" means any person who intends to enter into a contract for the execution of building or engineering works or other specialist works of any description for any department of the Government or any agency of the Government, and includes a supplier '

2.2 Perunding:

Takrifan bagi perunding adalah seperti berikut:

' "consultant" means any person or firm who intends to enter a contract to provide consultancy services or expertise advisory for a physical project, studies (physical or non-physical) or any other professional services for any departments of the Government or any agency of the Government '

2.3 *Project Physical Completion*

Project physical completion adalah merujuk kepada kerja-kerja fizikal bagi projek di tapak yang sudah siap berdasarkan terma dan syarat yang ditetapkan dalam kontrak. Walaupun terdapat kemungkinan kerja tertunggak atau kecacatan yang kecil yang tidak menghalang atau mengurangi penggunaan sepenuhnya dan bermanfaat.

3. LATAR BELAKANG

- 3.1 Salah satu maklumat penting yang disediakan oleh Pejabat ini melalui sistem *CoRRIS* adalah maklumat mengenai prestasi kontraktor dan perunding.
- 3.2 Maklumat mengenai prestasi kontraktor dan perunding tersebut adalah berdasarkan laporan prestasi yang dikemukakan oleh Agensi Pelaksana melalui *CoPER* di dalam sistem *CoRRIS* tersebut. Maklumat tersebut bertujuan untuk dikongsi bersama dan digunakan untuk rujukan oleh semua Agensi dalam melaksanakan urusan perolehan seperti penilaian sebutharga dan tender.
- 3.3 Berdasarkan maklumbalas daripada Agensi Pelaksana, adalah didapati bahawa penilaian prestasi kontraktor dan perunding yang dilaporkan melalui *CoPER* masih rendah walaupun *CoPER* telah lama diperkenalkan. Ini telah menyebabkan kontraktor dan perunding masih lagi diawad projek baru walaupun mereka mempunyai prestasi yang tidak memuaskan.

4. KRITERIA STANDARD DAN FORMAT BAGI CONTRACTORS & CONSULTANTS PERFORMANCE EVALUATION REPORT (CoPER)

- 4.1 Bagi tujuan pelaporan maklumat prestasi kontraktor dan perunding tersebut, kriteria-kriteria yang standard telah ditetapkan di dalam borang *CoPER* untuk digunakan oleh semua Agensi bagi membuat penilaian prestasi kontraktor dan perunding.
- 4.2 Kriteria-kriteria tersebut adalah hasil daripada inisiatif penambahbaikan penyampaian Kerajaan Negeri di bawah aktiviti *High Performance Team (HPT)* pada tahun 2014. Beberapa agensi teknikal daripada Kementerian/Jabatan/Badan-badan Berkanun/Pihak Berkuasa Tempatan Sarawak telah terlibat dalam memberi input dan menyediakan kriteria-kriteria penilaian tersebut.
- 4.3 *CoPER* berserta kriteria-kriteria standard yang telah ditetapkan tersebut boleh didapati dalam format-format seperti berikut:

4.3.1 *CoPER* untuk Bidang Kerja

CoPER untuk Bidang Kerja adalah dibahagi kepada dua (2) kategori seperti berikut:

- (a) Projek Bidang Kerja yang bernilai **melebihi RM750,000** menggunakan kriteria dan format di **Lampiran A1-1** untuk permarkahan dan **Lampiran A1-2** untuk penerangan kepada kriteria berkenaan.
- (b) Projek Bidang Kerja yang bernilai **RM750,000.00 dan ke bawah** menggunakan kriteria dan format di **Lampiran A2-1** untuk permarkahan dan **Lampiran A2-2** untuk penerangan kepada kriteria berkenaan.

4.3.2 *CoPER* untuk Bidang Bekalan Dan Perkhidmatan

CoPER untuk Bidang Bekalan Dan Perkhidmatan adalah menggunakan kriteria dan format di **Lampiran B1-1** untuk permarkahan dan **Lampiran B1-2** untuk penerangan kepada kriteria berkenaan.

4.3.3 *CoPER* untuk Bidang Perunding

CoPER untuk Bidang Perunding adalah dibahagi kepada dua (2) kategori seperti berikut:

- (a) **Perunding Projek Fizikal** menggunakan kriteria dan format di **Lampiran C1-1** untuk permarkahan dan **Lampiran C1-2** untuk penerangan kepada kriteria berkenaan.
- (b) **Perunding Projek Bukan Fizikal** menggunakan kriteria dan format di **Lampiran C2-1** untuk permarkahan dan **Lampiran C2-2** untuk penerangan kepada kriteria berkenaan.

5. CAPAIAN, AKSES DAN CARTA ALIRAN KERJA CoPER

5.1 Penggunaan CoPER adalah melalui sistem CoRRIS dan menggunakan akses seperti berikut:

(a) Pemasuk Data (*Data Entry*)

Akses dan peranan *Data Entry* adalah seperti berikut:

- (i) Mengakses maklumat pendaftaran kontraktor dan perunding projek dan tindakan tatatertib ke atas kontraktor dan perunding;
- (ii) Memasukkan maklumat projek yang telah diawad (*on-going project*) dan mengemaskini status projek tersebut setelah projek disiapkan (*completed project*); dan
- (iii) Memasukkan markah prestasi kontraktor melalui borang CoPER bagi projek yang telah disiapkan (*completed project*).

(b) Penyemak Data (*Data Checker*)

Akses dan peranan *Data Checker* adalah seperti berikut:

- (i) Mengakses maklumat pendaftaran kontraktor dan perunding projek dan tindakan tatatertib ke atas kontraktor dan perunding;
- (ii) Mengesahkan maklumat projek serta CoPER yang telah dimasukkan/dikemaskini oleh *Data Entry*;
- (iii) Papar (*published*) maklumat projek serta CoPER didalam sistem CoRRIS untuk rujukan semua Agensi; dan
- (iv) Membuat laporan kesalahan tatatertib kontraktor dan perunding menggunakan borang *Contractors / Suppliers/ Consultants Report*.

(c) **Data Viewer**

Akses sebagai *Data Viewer* adalah untuk mengakses maklumat pendaftaran kontraktor dan perunding, projek, CoPER, dan tindakan tatatertib ke atas kontraktor dan perunding sahaja.

(d) **Focal Person**

Akses ini adalah diberi kepada pegawai Agensi yang dilantik khas sebagai *Focal Person*. Akses dan peranan *Focal Person* adalah seperti berikut:

- (i) Mengakses maklumat pendaftaran kontraktor dan perunding projek, tindakan tatatertib ke atas kontraktor dan perunding dan statistik penggunaan sistem CoRRIS (termasuk maklumat projek dan CoPER) Agensi masing-masing;
- (ii) Mengesahkan maklumat projek serta CoPER yang telah dimasukkan/dikemaskini oleh *Data Entry*;
- (iii) Papar (*published*) maklumat projek serta CoPER di dalam sistem CoRRIS untuk rujukan semua Agensi; dan
- (iv) Membuat laporan kesalahan tatatertib kontraktor dan perunding menggunakan borang *Contractors / Suppliers/ Consultants Report*.

5.2 Borang permohonan bagi akses-akses tersebut dan CoPER boleh didapati di dalam sistem CoRRIS di URL <https://corris.sarawak.gov.my/coris>

5.3 Carta Aliran Kerja bagi penilaian prestasi kontraktor dan perunding melalui CoPER adalah seperti di **Lampiran D**.

6. TANGGUNGJAWAB AGENSI

6.1 **Pengawai Penguasa (*Superintendent Officer*)** Agensi perlu memantau pelaksanaan projek dan membuat permarkahan bagi prestasi kontraktor dan perunding menggunakan CoPER selepas *project physical completion*.

6.2 **Focal Person** Agensi hendaklah bertindak sebagai pegawai seranta yang memantau semua pengemaskinian maklumat yang dibuat di dalam sistem CoRRIS seperti berikut:

- (a) Memastikan maklumat projek dikemaskini dan markah *CoPER* dimasukkan dan dipapar (*published*) di dalam sistem CoRRIS dalam **tempoh tujuh (7) hari** *project physical completion*.
 - (b) Jika terdapat prestasi kontraktor dan perunding yang tidak memuaskan seperti projek mengalami kelewatan yang kritikal (*critically delayed project*), projek ditamatkan (*project terminated*) atau kesalahan tata tertib yang lain, **Focal Person** perlu memastikan bahawa laporan dibuat dengan segera. Bagi tujuan ini, Surat Pekeliling Setiausaha Kewangan Negeri Bil. 04/2023 [Ruj:SFS/00021/3 SFS-CIRCULARS(P)(14)] bertarikh 20hb Mac 2023 boleh dirujuk.
 - (c) Melaporkan status pengemaskinian maklumat projek dan prestasi kontraktor dan perunding (*CoPER*), termasuk prestasi tidak memuaskan kepada Setiausaha Kewangan Negeri pada setiap suku tahunan (*every quarter of the year*) menggunakan format yang telah disediakan di **Lampiran E**.
- 6.3 Pihak **Agensi** adalah bertanggungjawab terhadap semua maklumat yang dikemaskini dalam sistem *CoRRIS* dan Agensi **diwajibkan** untuk memaklumkan sebarang pertukaran akses dan *Focal Person* kepada Unit Pendaftaran Kontraktor Dan Juruperunding (UPKJ) dengan menggunakan Borang Pertukaran Akses di sistem *CoRRIS*.

7. PENGUATKUASAAN

- 7.1 Pekeliling ini berkuatkuasa serta-merta dari tarikh ianya dikeluarkan.
- 7.2 Pengemaskinian prestasi kontraktor dan perunding melalui *CoPER* adalah bagi projek-projek yang diawad bermula tahun 2020 ke atas.
- 7.3 Selaras dengan penguatkuasaan Pekeliling ini, adalah dimaklumkan pekeling, memorandum/surat terdahulu yang telah dikeluarkan seperti berikut adalah **DIBATALKAN**:
 - (a) Surat Pekeliling Setiausaha Kewangan Negeri Bil. 01/2018 [Ruj: SFS/00021/SFS-CIRCULAR (P) (10)] bertarikh 27.02.2018.
 - (b) Memorandum [ruj: **SFS/00021/SFS-CIRCULARS(P)(30)**] dan Surat Rasmi [ruj: **SFS/00021/SFS-CIRCULARS(P)(31)**] yang **dikeluarkan pada 15.09.2021** mengenai pengemaskinian maklumat prestasi kontraktor bagi (ii) **prestasi projek yang telah siap** adalah **DIBATALKAN**.

Pembatalan perkara (i) prestasi projek semasa yang "*critically delayed*"/ projek sakit (*on-going project*) bagi Memorandum / Surat Rasmi yang sama di Surat Pekeliling Setiausaha Kewangan Negeri Bil. 04/2023 [Ruj:SFS/00021/3 SFS-CIRCULARS(P)(14) bertarikh 20hb Mac 2023 adalah turut dirujuk.

Dengan ini Memorandum [ruj: SFS/00021/SFS-CIRCULARS(P)(30)] dan Surat Rasmi [ruj: SFS/00021/SFS-CIRCULARS(P)(31)] yang dikeluarkan pada 15.09.2021 tersebut adalah **DIBATALKAN SEPENUHNYA**.

8. PERTANYAAN

- 8.1 Sebarang pertanyaan mengenai perkara di atas hendaklah dirujuk kepada pegawai-pegawai berikut:

Nama Pegawai	E-mail
En. Azraine Bin Sulaili	azraine@sarawak.gov.my

No. Telefon : 082-221200

No. Faks : 082-251593

Sekian, terima kasih.

" BERSATU BERUSAHA BERBAKTI "
" AN HONOUR TO SERVE "


(DATO SRI DR. WAN LIZOZMAN BIN WAN OMAR)
Setiausaha Kewangan Negeri
SARAWAK



Pejabat Setiausaha Kewangan Negeri Sarawak
Bahagian Perolehan
Unit Pendaftaran Kontraktor Dan Juruperunding (UPKJ)

**CONTRACTORS PERFORMANCE EVALUATION (CoPER)
FOR WORKS : CLASS A, B, BX, C & D (WORKS MORE THAN RM750,000.00)**

Company Name:	
Registration No:	
Project Name:	
Project Value:	
Project Start Date:	
Project End Date:	

SCORE RATING	
Score	Rating
> 90%	Excellent
> 80% - 90%	Good
> 70% - 80%	Satisfactory
60% - 70%	Fair
< 60%	Poor

No	Criteria	Percentage	Weighting
1.0	Pre- Construction (5%)		
	Timely and complete submission of the following documents		
1.1	Insurance and Performance Security	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	1
1.2	Work schedule/works program	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	1
1.3	Method statement	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	1
1.4	Quality plan and Organization/Hierarchical chart	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	1
1.5	CIDB levy and DOSH registration	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	1
2.0	Construction (45%)		
2.1	Administration (10%)		
2.1.1	Timely commencement of work	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
2.1.2	Sufficient number of competent workers and supervisors on site	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	2
2.1.3	Sufficient number of working plant, machineries and equipment	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	2
2.1.4	Timely reporting on progress reports etc including quality report	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	2
2.1.5	Timely response to SO instruction on public requests/enquiries	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
2.2	Safety (15%)		
2.2.1	Proper signage & hazard barriers	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
2.2.2	Proper housekeeping	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
2.2.3	Wear Personal Protection Equipment	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
2.2.4	Appointment of Safety Officer/Supervisor	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
2.2.5	Zero accident/injury	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	7

No	Criteria	Percentage	Weighting
2.3	Quality (20%)		
	2.3.1 Compliance to general and special specifications	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	5
	2.3.2 Attendance of Monthly site meetings and inspections (by the appointed representatives)	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	5
	2.3.3 Timely response and compliance to NCRs, complaints, notices	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	10
3.0	Completion Time (50%)	<input type="checkbox"/> 0% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> 120%	50
	<i>Ahead of Time -120%</i> <i>On time -100%</i> <i>Delay (20% and below) – 75%</i> <i>Delay (exceeding 20%)- 0%</i>		
	TOTAL SCORE		100

**DESCRIPTION TO CRITERIA FOR CONTRACTORS PERFORMANCE EVALUATION (CoPER)
(WORKS : CLASS A, B, BX, C & D (WORKS MORE THAN RM750,000.00))**

EVALUATION CRITERIA	DESCRIPTIONS
<p>1.0 PRE-CONSTRUCTION (5%) Timely and complete submission of the following documents</p>	
<p>1.1 Insurance and Performance Security</p>	<p><u>Markings</u> Either 100% or 0%, on time or not on time.</p> <p>Both documents submitted -100% Non Submission of either one-0%</p> <p><u>Time Frame</u> Insurance to be submitted before the date of commencement.</p> <p>Contractor to provide Performance Security within 1 month of signing of contract.</p>
<p>1.2 Work schedule/works program</p>	<p><u>Marking</u> Either 100% or 0% Documents submitted -100% Non Submission - 0%</p> <p><u>Time Frame</u> Submit WP not later than 30 days from Possession of site date.</p> <p>Only agreed documentation counts</p>
<p>1.3 Method Statement</p>	<p><u>Marking</u> Either 100% or 0% Documents submitted -100% Non Submission - 0%</p> <p><u>Time Frame</u> Counts upon on receipt of documents.</p> <p>Submit Method Statement not later than 30 days from Possession of Site date.</p>

EVALUATION CRITERIA	DESCRIPTIONS
<p>1.4 Quality Plan and Organizational/Hierarchical chart</p>	<p><u>Marking</u> Either 100% or 0% Documents submitted -100% Non Submission - 0%</p> <p><u>Time Frame</u> Counts upon receipt of documents. Submit quality plan within 14 days of the issue of the Letter of Acceptance (LA).</p>
<p>1.5 CIDB Levy and DOSH registration</p>	<p><u>Marking</u> Either 100% or 0% Both documents submitted -100% Non Submission of either one-0%</p> <p><u>Time Frame</u> Counts upon receipt of evidence.</p> <p>CIDB Levy (Only for Contract Sum above RM500,000) Contractor to notify CIDB not less than 14 days after the date of the LA and Contractor shall show proof of payment.</p> <p>DOSH Registration (Only for Construction period of more than 6 weeks) Contractor to submit written notice to DOSH not later than 7 days from the commencement and Contractor shall show proof of the written notice.</p>
<p>2.0 CONSTRUCTION (45%) 2.1 Administration (10%)</p>	
<p>2.1.1 Timely commencement of work</p>	<p><u>Marking</u> Either yes or no, 100% or 0%.</p> <p><u>Time Frame</u> Commence work within 14 days after possession of site.</p>
<p>2.1.2 Sufficient number of competent workers and supervisors on site</p>	<p><u>Marking</u> Either 100%, 50% or 0%.</p> <p>Based on agreed Work schedule/works program. To be determined by implementing agency.</p> <p><u>Time Frame</u> Monthly reported.</p>
<p>2.1.3 Sufficient number of working plant, machineries and equipment</p>	<p><u>Marking</u> Either 100%, 50% or 0%.</p> <p>Based on agreed Work schedule/works program.</p> <p><u>Time Frame</u> Monthly reported.</p>
<p>2.1.4 Timely reporting on progress report etc including quality report</p>	<p><u>Marking</u> Marks given shall be based ratio of on-time reports over total reports*</p> <p>80%* and above -100% above 50% & below 80% - 50% Below 50% -0%</p> <p><u>Time Frame</u> Submission of progress reports within 1 week of the following month.</p>

EVALUATION CRITERIA	DESCRIPTIONS
<p>Continue..</p> <p>2.1.5 Timely response to SO instruction on public requests/enquiries</p>	<p><u>Marking</u> Either 100% or 0% 100% - 80% and above responded (ratio of requests/enquiries responded satisfactorily vs number of such requests/enquiries made) 0% - below 80% As specified in Superintending Officer's Site instruction.</p>
<p>2.2 Safety (15%)</p>	
<p>2.2.1 Proper signage & hazard Barriers</p>	<p><u>Marking</u> 100% or 0% Compliance or Non Compliance</p>
<p>2.2.2 Proper housekeeping</p>	<p><u>Marking</u> 100% or 0% Compliance or Non Compliance Comply with all local authority By-Laws</p>
<p>2.2.3 Wear Personal Protection Equipment</p>	<p><u>Marking</u> 100% or 0% Compliance or Non Compliance</p>
<p>2.2.4 Appointment of Safety Officer/Supervisor</p>	<p><u>Marking</u> Either yes or no, 100% or 0%. For contract sum exceeding RM20 million, Employer shall appoint Safety Officer. Below RM20 million to appoint Site Safety Supervisor.</p>
<p>2.2.5 Zero Accident/injury</p>	<p><u>Marking</u> Either yes or no, 100% or 0%. Should take into consideration only reported accidents/injury.</p>

EVALUATION CRITERIA	DESCRIPTIONS
2.3 Quality (20%)	
2.3.1 Compliance to general and special specifications	<p><i>No. of incidents –</i></p> <p><i>Below 20 incidents -100%</i></p> <p><i>More than 20 incidents -0%</i></p>
2.3.2 Attendance of Monthly site meetings and inspections (by the appointed representatives)	<p><i>100% attendance by the Contractor's Representative.</i></p> <p><i>YES - 100%</i></p> <p><i>NO - 0%</i></p>
2.3.3 Timely response and compliance to NCRs, complaints, notices	<p><u>Marking</u></p> <p><i>Marks given shall be based on ratio of on-time reports over total reports*</i></p> <p><i>80%* and above -100%</i></p> <p><i>above 50% & below 80% - 50%</i></p> <p><i>Below 50% -0%</i></p> <p><u>Time Frame</u></p> <p><i>Submission of Quality Assurance /QC reports within 7 days of the following month.</i></p>
3.0 COMPLETION TIME (50%)	
Ahead of Time -120%	
On time -100%	
<i>Delay (20% and below) – 75%</i>	
<i>Delay (exceeding 20%)- 0%</i>	



Pejabat Setiausaha Kewangan Negeri Sarawak
 Bahagian Perolehan
 Unit Pendaftaran Kontraktor Dan Juruperunding (UPKJ)

**CONTRACTORS PERFORMANCE EVALUATION (CoPER)
 FOR WORKS : CLASS E, EX & F (WORKS RM750,000.00 AND BELOW)**

Company Name:	
Registration No:	
Project Name:	
Project Value:	
Project Start Date:	
Project End Date:	

SCORE RATING	
Score	Rating
> 90%	Excellent
> 80% - 90%	Good
> 70% - 80%	Satisfactory
60% - 70%	Fair
< 60%	Poor

No	Criteria	Percentage	Weighting
1.0	Pre- Construction (5%)		
	Timely and complete submission of the following documents		
1.1	Insurance and Performance Security	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
1.2	Work schedule/works program	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
1.3	Method statement	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	1
2.0	Construction (45%)		
2.1	Administration (10%)		
2.1.1	Timely commencement of work	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
2.1.2	Sufficient number of competent workers and supervisors on site	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	2
2.1.3	Timely reporting on progress reports etc including quality report	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	3
2.1.4	Timely response to SO instruction on public requests/enquiries	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	3
2.2	Safety (15%)		
2.2.1	Proper signage & hazard barriers	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	3
2.2.2	Proper housekeeping	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	4
2.2.3	Wear Personal Protection Equipment	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	4
2.2.4	Zero accident/injury	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	4

No	Criteria	Percentage	Weighting
2.3	Quality (20%)		
	2.3.1	Compliance to general and special specifications	<input type="checkbox"/> 0% <input type="checkbox"/> 100%
3.0	Completion Time (50%)	<input type="checkbox"/> 0% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> 120%	50
	<i>Ahead of Time -120%</i> <i>On time -100%</i> <i>Delay (20% and below) – 75%</i> <i>Delay (exceeding 20%) - 0%</i>		
TOTAL SCORE			100

**DESCRIPTION TO CRITERIA FOR CONTRACTORS PERFORMANCE EVALUATION (CoPER)
(WORKS : CLASS E, EX & F (WORKS RM750,000.00 AND BELOW))**

EVALUATION CRITERIA	DESCRIPTIONS
1.0 PRE-CONSTRUCTION (5%) Timely and complete submission of the following documents	
1.1 Insurance and Performance Security	<p><u>Markings</u> Either 100% or 0%, on time or not on time.</p> <p>Both documents submitted -100% Non Submission of either one-0%</p> <p><u>Time Frame</u> Insurance to be submitted before the date of commencement.</p> <p>Contractor to provide Performance Security within 1 month of signing of contract.</p>
1.2 Work schedule/works program	<p><u>Marking</u> Either 100% or 0% Documents submitted -100% Non Submission - 0%</p> <p><u>Time Frame</u> Submit WP not later than 30 days from Possession of site date.</p> <p>Only agreed documentation counts</p>
1.3 Method Statement	<p><u>Marking</u> Either 100% or 0% Documents submitted -100% Non Submission - 0%</p> <p><u>Time Frame</u> Counts upon on receipt of documents.</p> <p>Submit Method Statement not later than 30 days from Possession of Site date.</p>

EVALUATION CRITERIA	DESCRIPTIONS
2.0 CONSTRUCTION (45%) 2.1 Administration (10%)	
2.1.1 Timely commencement of work	<u>Marking</u> <i>Either yes or no, 100% or 0%.</i> <u>Time Frame</u> <i>Commence work within 14 days after possession of site.</i>
2.1.2 Sufficient number of competent workers and supervisors on site	<u>Marking</u> <i>Either 100%, 50% or 0%.</i> <i>Based on agreed Work schedule/works program. To be determined by implementing agency.</i> <u>Time Frame</u> <i>Monthly reported.</i>
2.1.3 Sufficient number of working plant, machineries and equipment	<u>Marking</u> <i>Either 100%, 50% or 0%.</i> <i>Based on agreed Work schedule/works program.</i> <u>Time Frame</u> <i>Monthly reported.</i>
2.1.4 Timely reporting on progress report etc including quality report	<u>Marking</u> <i>Marks given shall be based ratio of on-time reports over total reports*</i> <i>80%* and above -100%</i> <i>above 50% & below 80% - 50%</i> <i>Below 50% -0%</i> <u>Time Frame</u> <i>Submission of progress reports within 1 week of the following month.</i>

EVALUATION CRITERIA	DESCRIPTIONS
<p>Continue..</p> <p>2.1.5 Timely response to SO instruction on public requests/enquiries</p>	<p><u>Marking</u> <i>Either 100% or 0%</i> <i>100% - 80% and above responded (ratio of requests/enquiries responded satisfactorily vs number of such requests/enquiries made)</i></p> <p><i>0% - below 80%</i></p> <p><i>As specified in Superintending Officer's Site instruction.</i></p>
<p>2.2 Safety (15%)</p>	
<p>2.2.1 Proper signage & hazard barriers</p>	<p><u>Marking</u> <i>100% or 0%</i> <i>Compliance or Non Compliance</i></p>
<p>2.2.2 Proper housekeeping</p>	<p><u>Marking</u> <i>100% or 0%</i></p> <p><i>Compliance or Non Compliance</i></p> <p><i>Comply with all local authority By-Laws</i></p>
<p>2.2.3 Wear Personal Protection Equipment</p>	<p><u>Marking</u> <i>100% or 0%</i> <i>Compliance or Non Compliance</i></p>
<p>2.2.4 Appointment of Safety Officer/Supervisor</p>	<p><u>Marking</u> <i>Either yes or no, 100% or 0%.</i></p> <p><i>For contract sum exceeding RM20 million, Employer shall appoint Safety Officer.</i></p> <p><i>Below RM20 million to appoint Site Safety Supervisor.</i></p>
<p>2.2.5 Zero Accident/injury</p>	<p><u>Marking</u> <i>Either yes or no, 100% or 0%.</i></p> <p><i>Should take into consideration only reported accidents/injury.</i></p>

EVALUATION CRITERIA	DESCRIPTIONS
2.3 Quality (20%)	
2.3.1 Compliance to general and special specifications	<i>No. of incidents – Below 20 incidents -100% More than 20 incidents -0%</i>
2.3.2 Attendance of Monthly site meetings and inspections (by the appointed representatives)	<i>100% attendance by the Contractor's Representative. YES - 100% NO - 0%</i>
2.3.3 Timely response and compliance to NCRs, complaints, notices	<u>Marking</u> <i>Marks given shall be based on ratio of on-time reports over total reports*</i> <i>80%* and above -100% above 50% & below 80% - 50% Below 50% -0%</i> <u>Time Frame</u> <i>Submission of Quality Assurance /QC reports within 7 days of the following month.</i>
3.0 COMPLETION TIME (50%)	
Ahead of Time -120%	
On time -100%	
<i>Delay (20% and below) – 75%</i>	
<i>Delay (exceeding 20%)- 0%</i>	



Pejabat Setiausaha Kewangan Negeri Sarawak
Bahagian Perolehan
Unit Pendaftaran Kontraktor Dan Juruperunding (UPKJ)

CONTRACTORS PERFORMANCE EVALUATION (CoPER) FOR SUPPLIES & SERVICES

Company Name:	
Registration No:	
Project Name:	
Project Value:	
Project Start Date:	
Project End Date:	

SCORE RATING	
Score	Rating
> 90%	Excellent
> 80% - 90%	Good
> 70% - 80%	Satisfactory
60% - 70%	Fair
< 60%	Poor

No	Criteria	Percentage	Weighting
1.0	Pre- Delivery (5%)		
	Timely and complete submission of the following documents		
1.1	Insurance	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2.5
1.2	Performance Bond	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2.5
2.0	Delivery (40%)		
2.1	Goods/services are provided based on contract schedules/on time	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	40
3.0	Quality & Quantity (40%)		
3.1	Goods/services are up to specifications/requirements	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	20
3.2	Goods/services are provided in the correct quantity	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	20
4.0	Support (10%)		
4.1	Response time for support	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	2
4.2	Issues are resolved in a timely manner	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	8

No	Criteria	Percentage	Weighting
5.0	Safety & Health (5%)		
5.1	Good safety and health practices	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	5
	TOTAL SCORE		100

**DESCRIPTION TO CRITERIA FOR CONTRACTORS PERFORMANCE EVALUATION (CoPER)
(SUPPLIES & SERVICES)**

EVALUATION CRITERIA	DESCRIPTIONS
1.0 PRE-DELIVERY (5%) Timely and complete submission of the following documents	
1.1 Insurance	<u>Markings</u> On time – 100% Not on time – 0% <u>Time Frame</u> Insurance to be submitted before the date of delivery.
1.2 Performance Bond	<u>Markings</u> On time – 100% Not on time – 0% <u>Time Frame</u> Performance Bond to be submitted before the date of delivery.
2.0 DELIVERY (40%)	
2.1 Supplier delivers the goods or services on time and per contractual agreement	<u>Markings</u> On time – 100% Not on time – 0%
3.0 QUALITY & QUANTITY (40%)	
3.1 Supplier delivers the goods according to specifications/ requirements	<u>Markings</u> Compliance – 100% Non compliance – 0%
3.2 Supplier delivers the goods or services according to specifications /requirements in terms of quantity (e.g., number of items, frequency)	<u>Markings</u> Compliance – 100% Non compliance – 0%

EVALUATION CRITERIA	DESCRIPTIONS
4.0 SUPPORT (10%)	
<p>4.1 Supplier responds within agreed period, i.e., response time stipulated in the contract or agreement</p>	<p><u>Markings</u> <i>Respond within agreed period – 100%</i> <i>Respond after agreed period – 0%</i></p>
<p>4.2 Supplier resolves issue within agreed period, i.e., resolution time stipulated in the contract or agreement</p>	<p><u>Markings</u> <i>Issues are resolved within agreed period – 100%</i> <i>Issues are solved but exceed agreed period – 50%</i> <i>Issues are not resolved – 0%</i></p>
5.0 SAFETY & HEALTH (5%)	
<p>5.1 Supplier adapts good safety and health practices to avoid causing any harm to people and environment</p>	<p><u>Markings</u> <i>No occurrence of safety/health incidence – 100%</i> <i>Occurrence of safety/health incidence – 0%</i></p>



Pejabat Setiausaha Kewangan Negeri Sarawak
Bahagian Perolehan
Unit Pendaftaran Kontraktor Dan Juruperunding (UPKJ)

CONSULTANTS PERFORMANCE EVALUATION (CoPER) FOR PHYSICAL PROJECT

Company Name:	
Registration No:	
Project Name:	
Project Value:	
Project Start Date:	
Project End Date:	

SCORE RATING	
Score	Rating
> 90%	Excellent
> 80% - 90%	Good
> 70% - 80%	Satisfactory
60% - 70%	Fair
< 60%	Poor

No	Criteria	Percentage	Weighting
1.0	Timeliness of Service Delivery (20%)		
1.1	Physical Development (Pre-Contract & Post Contract)		
	1.1(a) Consulting services are delivered as per contract schedule (Pre-Contract)	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	10
	1.1(b) Consulting services are delivered as per contract schedule (Post-Contract)	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	6
1.2	Timeliness in specific task advisory/troubleshooting (e.g. responsiveness of consultants)	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	4
2.0	Quality & Cost (50%)		
2.1	Quality and completeness of consulting services	<input type="checkbox"/> >80% - 100% <input type="checkbox"/> >50% - 80% <input type="checkbox"/> <=50%	25
2.2	Quality and completeness of deliverables (e.g. documentations, designs, progress report and etc.)	<input type="checkbox"/> >80% - 100% <input type="checkbox"/> >50% - 80% <input type="checkbox"/> <=50%	20
2.3	Cost effectiveness	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	5

No	Criteria	Percentage	Weighting
3.0	Administration & Management (30%)		
3.1	Availability of key personnel (physical presence of key personnel throughout the project)	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	10
3.2	Cooperation & coordination	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	10
3.3	Contract administration/supervision (e.g. supervision of projects)	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> N/A	5
3.4	Compliance of legal requirements (e.g. sijil for consultants such as relevant professional registrations, UPKJ, registered to ensure the validity of the registration, scope of profession, green cards and etc.)	<input type="checkbox"/> 0% <input type="checkbox"/> 100% <input type="checkbox"/> N/A	5
TOTAL SCORE			100

**DESCRIPTION TO CRITERIA FOR CONSULTANTS PERFORMANCE EVALUATION (CoPER)
(PHYSICAL PROJECT)**

EVALUATION CRITERIA	DESCRIPTIONS
1.0 TIMELINESS OF SERVICE DELIVERY (20%)	
1.1 Physical Development (Pre-Contract and Post-Contract)	
1.1(a) Consulting services are delivered as per contract schedule (Note: applicable to <u>pre-contract</u> , include timely submission of documents, progress reports, drawings and others)	<p><u>Markings</u> <i>On time – 100%</i> <i>5% - 10% delay – 75%</i> <i>>10% - 30% delay – 50%</i> <i>>30% delay – 0%</i></p> <p><u>Measurement</u> <i>Ability to meet scheduled milestones and completion date as stipulated in the contract. The measurement is based on duration of actual timeline vs targeted timeline.</i></p>
1.1(b) Consulting services are delivered as per contract schedule (Note: applicable to <u>post-contract</u> , include timely submission of documents, progress reports, drawings and others)	<p><u>Markings</u> <i>On time – 100%</i> <i>5% - 10% delay – 75%</i> <i>>10% - 30% delay – 50%</i> <i>>30% delay – 0%</i></p> <p><u>Measurement</u> <i>Ability to meet scheduled milestones and completion date as stipulated in the contract. The measurement is based on duration of actual timeline vs targeted timeline.</i></p>
1.2 Timeliness in specific task advisory/ troubleshooting (e.g. responsiveness of consultants)	<p><u>Markings</u> <i>Excellent – 100%</i> <i>Good – 75%</i> <i>Satisfactory – 50%</i> <i>Unsatisfactory – 25%</i></p> <p><u>Measurement</u> <i>Actual date of resolution vs targeted respond period.</i></p>

EVALUATION CRITERIA	DESCRIPTIONS
2.0 QUALITY & COST (50%)	
2.1 Quality and completeness of consulting services	<p><u>Markings</u> <i>Excellent (baseline criteria are fulfilled) – >80% - 100%</i> <i>Satisfactory (baseline criteria are acceptable) – >50% - 80%</i> <i>Unsatisfactory (major non-compliance or oversight) – <=50%</i></p> <p><u>Baseline</u> <i>i) Full compliance to TOR</i> <i>ii) Degree of skill deployed matches requirements established in the contract.</i> <i>iii) Ability to provide logical analysis and appropriate quality control.</i> <i>iv) Effectiveness in problem solving and decision making.</i></p>
2.2 Quality and completeness of deliverables (e.g. documentations, designs, progress reports and etc.)	<p><u>Markings</u> <i>Excellent (completed with comprehensive deliverables) – >80% - 100%</i> <i>Satisfactory (deliverables are acceptable) – >50% - 80%</i> <i>Unsatisfactory (major non-compliance or oversight) – <=50%</i></p> <p><u>Baseline</u> <i>Submitted with various level of completeness and accuracy/correctness for any relevant document.</i></p>
2.3 Cost effectiveness	<p><u>Markings</u> <i>Within contract sum –100%</i> <i>Above contract sum –0%</i></p> <p><u>Standard</u> <i>Cost overrun due to consultant oversight/negligence/error.</i></p>

EVALUATION CRITERIA	DESCRIPTIONS
3.0 ADMINISTRATION & MANAGEMENT (30%)	
3.1 Availability of key personnel (physical presence of key personnel throughout the project)	<p><u>Markings</u> <i>Excellent (Key Personnel/Principal is 100% present) - 100%</i> <i>Satisfactory (Key Personnel/Principal is present occassionally) - 50%</i> <i>Unsatisfactory (Key Personnel/Principal is never present) - 0%</i></p> <p><u>Baseline</u> <i>Principal is the main authorized person who can sign and to make decision on behalf of the consulting firm.</i></p>
3.2 Cooperation & coordination	<p><u>Markings</u> <i>Excellent - 100%</i> <i>Good - 75%</i> <i>Satisfactory - 50%</i> <i>Unsatisfactory - 25%</i></p> <p><u>Baseline</u> <i>i) Frequency of review/update session vs requirements as stated in contract.</i> <i>ii) Open & honest communication and responses & compromise with client & team members during project execution.</i> <i>iii) Pro-activeness/Innitiative in providing solutions.</i></p>
3.3 Contract Administration/Supervision (e.g. Supervision of projects)	<p><u>Markings</u> <i>Excellent - 100%</i> <i>Good - 75%</i> <i>Satisfactory - 50%</i> <i>Unsatisfactory - 25%</i> <i>Not Applicable - N/A</i></p> <p><u>Conditions</u> <i>i) Professional capabilities on managing of project and arrangement of resources</i> <i>ii) Awareness of factors which may cause impact to the project</i></p>
3.4 Compliance of Legal Requirements (e.g. Sijil for consultant such as relevant professional registrations, UPKJ, registered to ensure the validity of the registration, scope of profession, green cards and etc)	<p><u>Markings</u> <i>On Time Submission - 100%</i> <i>Delay - 0%</i> <i>Not Applicable - N/A</i></p> <p><u>Time Frame</u> <i>Relevant document to be submitted before the date of delivery.</i></p>



Pejabat Setiausaha Kewangan Negeri Sarawak
Bahagian Perolehan
Unit Pendaftaran Kontraktor Dan Juruperunding (UPKJ)

CONSULTANTS PERFORMANCE EVALUATION (CoPER) FOR NON- PHYSICAL PROJECT

Company Name:	
Registration No:	
Project Name:	
Project Value:	
Project Start Date:	
Project End Date:	

SCORE RATING	
Score	Rating
> 90%	Excellent
> 80% - 90%	Good
> 70% - 80%	Satisfactory
60% - 70%	Fair
< 60%	Poor

No	Criteria	Percentage	Weighting
1.0	Timeliness of Service Delivery (20%)		
1.1	Study		
	1.1(a) Consulting services are delivered as per contract schedule	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	16
1.2	Timeliness in specific task advisory/troubleshooting (e.g. responsiveness of consultants)	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	4
2.0	Quality & Cost (50%)		
2.1	Quality and completeness of consulting services	<input type="checkbox"/> >80% - 100% <input type="checkbox"/> >50% - 80% <input type="checkbox"/> <=50%	25
2.2	Quality and completeness of deliverables (e.g. documentations, designs, progress report and etc.)	<input type="checkbox"/> >80% - 100% <input type="checkbox"/> >50% - 80% <input type="checkbox"/> <=50%	20
2.3	Cost effectiveness	<input type="checkbox"/> 0% <input type="checkbox"/> 100%	5

No	Criteria	Percentage	Weighting
3.0	Administration & Management (30%)		
3.1	Availability of key personnel (physical presence of key personnel throughout the project)	<input type="checkbox"/> 0% <input type="checkbox"/> 50% <input type="checkbox"/> 100%	10
3.2	Cooperation & coordination	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	10
3.3	Contract administration/supervision (e.g. supervision of projects)	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> N/A	5
3.4	Compliance of legal requirements (e.g. sijil for consultants such as relevant professional registrations, UPKJ, registered to ensure the validity of the registration, scope of profession, green cards and etc.)	<input type="checkbox"/> 0% <input type="checkbox"/> 100% <input type="checkbox"/> N/A	5
TOTAL SCORE			100

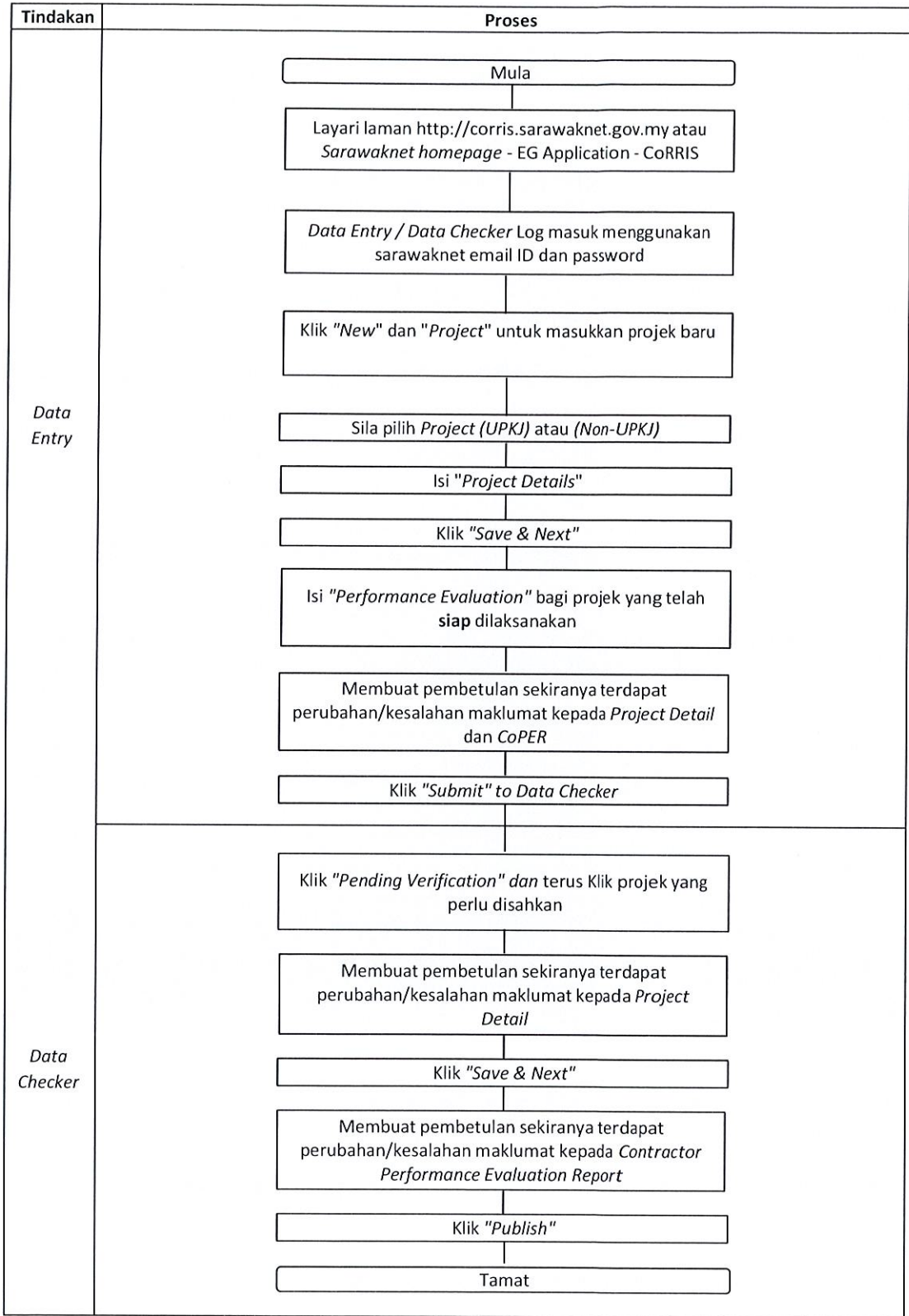
**DESCRIPTION TO CRITERIA FOR CONSULTANTS PERFORMANCE EVALUATION (CoPER)
(NON-PHYSICAL PROJECT)**

EVALUATION CRITERIA	DESCRIPTIONS
1.0 TIMELINESS OF SERVICE DELIVERY (20%)	
1.1 Study	
1.1(a) Consulting services are delivered as per contract schedule (Note: include timely submission of documents, progress reports, drawings and others)	<p><u>Markings</u> <i>On time – 100%</i> <i>5% - 10% delay – 75%</i> <i>>10% - 30% delay – 50%</i> <i>>30% delay – 0%</i></p> <p><u>Measurement</u> <i>Ability to meet scheduled milestones and completion date as stipulated in the contract. The measurement is based on duration of actual timeline vs targeted timeline.</i></p>
1.2 Timeliness in specific task advisory/ troubleshooting (e.g. responsiveness of consultants)	<p><u>Markings</u> <i>Excellent – 100%</i> <i>Good – 75%</i> <i>Satisfactory – 50%</i> <i>Unsatisfactory – 25%</i></p> <p><u>Measurement</u> <i>Actual date of resolution vs targeted respond period.</i></p>

EVALUATION CRITERIA	DESCRIPTIONS
2.0 QUALITY & COST (50%)	
2.1 Quality and completeness of consulting services	<p><u>Markings</u> <i>Excellent (baseline criteria are fulfilled) – >80% - 100%</i> <i>Satisfactory (baseline criteria are acceptable) – >50% - 80%</i> <i>Unsatisfactory (major non-compliance or oversight) – <=50%</i></p> <p><u>Baseline</u> i) Full compliance to TOR ii) Degree of skill deployed matches requirements established in the contract. iii) Ability to provide logical analysis and appropriate quality control. iv) Effectiveness in problem solving and decision making.</p>
2.2 Quality and completeness of deliverables (e.g. documentations, designs, progress reports and etc.)	<p><u>Markings</u> <i>Excellent (completed with comprehensive deliverables) – >80% - 100%</i> <i>Satisfactory (deliverables are acceptable) – >50% - 80%</i> <i>Unsatisfactory (major non-compliance or oversight) – <=50%</i></p> <p><u>Baseline</u> Submitted with various level of completeness and accuracy/correctness for any relevant document.</p>
2.3 Cost effectiveness	<p><u>Markings</u> <i>Within contract sum –100%</i> <i>Above contract sum –0%</i></p> <p><u>Standard</u> Cost overrun due to consultant oversight/negligence/error.</p>

EVALUATION CRITERIA	DESCRIPTIONS
3.0 ADMINISTRATION & MANAGEMENT (30%)	
3.1 Availability of key personnel (physical presence of key personnel throughout the project)	<p><u>Markings</u> <i>Excellent (Key Personnel/Principal is 100% present) - 100%</i> <i>Satisfactory (Key Personnel/Principal is present occassionally) - 50%</i> <i>Unsatisfactory (Key Personnel/Principal is never present) - 0%</i></p> <p><u>Baseline</u> <i>Principal is the main authorized person who can sign and to make decision on behalf of the consulting firm.</i></p>
3.2 Cooperation & coordination	<p><u>Markings</u> <i>Excellent - 100%</i> <i>Good - 75%</i> <i>Satisfactory - 50%</i> <i>Unsatisfactory - 25%</i></p> <p><u>Baseline</u> <i>i) Frequency of review/update session vs requirements as stated in contract.</i> <i>ii) Open & honest communication and responses & compromise with client & team members during project execution.</i> <i>iii) Pro-activeness/Innitiative in providing solutions.</i></p>
3.3 Contract Administration/Supervision (e.g. Supervision of projects)	<p><u>Markings</u> <i>Excellent - 100%</i> <i>Good - 75%</i> <i>Satisfactory - 50%</i> <i>Unsatisfactory - 25%</i> <i>Not Applicable - N/A</i></p> <p><u>Conditions</u> <i>i) Professional capabilities on managing of project and arrangement of resources</i> <i>ii) Awareness of factors which may cause impact to the project</i></p>
3.4 Compliance of Legal Requirements (e.g. Sijil for consultant such as relevant professional registrations, UPKJ, registered to ensure the validity of the registration, scope of profession, green cards and etc)	<p><u>Markings</u> <i>On Time Submission - 100%</i> <i>Delay - 0%</i> <i>Not Applicable - N/A</i></p> <p><u>Time Frame</u> <i>Relevant document to be submitted before the date of delivery.</i></p>

CARTA ALIRAN KERJA



Laporan Pengemaskinian Projek Dan Contractors/Consultants Performance Evaluation (CoPER) Dalam Sistem CoRRIS

Tahun : _____ Suku: Pertama () Ke-2 (✓) Ke-3 () Ke-4 () * sila tanda (✓) pada suku yang berkenaan)

A. Ringkasan Laporan

Nama Agensi	:	Jabatan Pengairan Dan Saliran (DID)		
(a) Bilangan Projek Yang Di Awad *Projek yang diawad dalam tempoh suku tahun yang ditanda			:	
(b) Bilangan Projek Yang Akan Siap (<i>Completed</i>) *Projek yang akan siap dalam tempoh suku tahun yang ditanda			:	
(c) Bilangan Projek Siap (<i>Completed</i>) Yang Telah Dikemaskini di CoRRIS *Projek siap yang dipapar dalam tempoh suku tahun yang ditanda			:	
(d) Bilangan Projek <i>Ongoing</i> Yang Telah Dikemaskini di CoRRIS *Projek <i>on-going</i> yang di papar dalam tempoh suku tahun yang ditanda			:	
(e) Bilangan CoPER Yang Telah Dikemaskini di CoRRIS *CoPER yang telah dikemaskini dalam sistem CoRRIS tempoh suku tahun yang ditanda			:	

* assumption: if all data updated, then total completed (c) + ongoing(d) updated in CoRRIS =100

* Meeting : Q1 (Apr-Jun), Q2 (July-Sept), Q3 (Oct-Dec), Q4 (Jan-Mar)

B. Senarai Projek

Nama Projek Yang Diawad	Kemaskini Projek Dalam CoRRIS (Ya / Tidak)	Kemaskini CoPER (Ya / Tidak)	Catatan (jika projek atau CoPER tidak dikemaskini)
1.			
2.			
3.			
4.			

5.				
6.				
7.				
8.				
9.				
10.				

*Silalahi buat salinan jika ruangan tidak mencukupi.

Disediakan oleh Focal Person: Tandatangan: Nama: Tarikh:	Disemak oleh Ketua Bahagian: Tandatangan: Nama: Tarikh:	Disahkan oleh Ketua Jabatan: Tandatangan: Nama: Tarikh:
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