

## PRESENT/PAST PERFORMANCE QUESTIONNAIRES 履行実態調書

Date:

FROM: 374 CONS/LGCB  
Unit 5228, Bldg 620 Yokota Air Base  
Fussa-shi Tokyo 197-0001

The contractor listed below has provided the following project as a reference for Present/Past performance. Please provide frank, concise comments regarding your assessment of the contractor's performance regarding this project. In accordance with FAR 15.306(e)(4), the names of individuals providing reference information about an offeror's present/past performance shall not be disclosed. 横田基地契約中隊では在日米軍の業務委託契約において、応札業者の受注実績とその履行内容を落札の選定基準に加えております。つきましては貴殿の率直で簡潔なご意見を頂きたく添付の調書をお送りした次第です。尚、米国連邦調達規則に則り回答者のお名前は公表致しません。

1. **CONTRACT INFORMATION:** The below listed contractor has identified they provided or are currently providing services for your company/agency. 下記業者より貴殿との業務委託の申告がありました。

- a. Contractor (Company/Agency) 契約者:
- b. Contractor Address/Phone 契約者の住所・電話番号:
- c. Prime contractor or subcontract 主契約者 または 再委託契約者 (元請/下請)
- d. Title of Program/Contract 契約件名:

1) Contract Number 契約番号:

2) Period of Performance 契約期間:

3) Services Provided (explain in detail the type of services provided by the contractor)  
業務の内容:

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e. Total Contract Amount 契約金額:

2. **RESPONDENT IDENTIFICATION:** (This information will be kept confidential in accordance with FAR 15.306(e)(4). You may be contacted for additional information pertaining to present/past performance of the contractor identified in section 1 above. ご回答の内容は公表いたしません。審査の手続き上、再度連絡を取らせていただく場合がありますので、ご了承いただくとともに、ご協力お願いします。

a. Company's Name 会社名: \_\_\_\_\_

b. Name and Title お名前と役職: \_\_\_\_\_

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- c. Phone Number 電話番号: \_\_\_\_\_ FAX ファックス: \_\_\_\_\_  
E-mail Address 電子メールアドレス: \_\_\_\_\_
- d. Address 住所: \_\_\_\_\_  
\_\_\_\_\_
- e. Relationship to Project 契約案件における地位 :  
\_\_\_\_\_
- f. Length of Involvement in Project 契約案件の担当年数: \_\_\_\_\_
- g. Date Questionnaire Completed 回答日: \_\_\_\_\_

3. **PERFORMANCE INFORMATION:** When responding to the descriptive statements, choose the rating that most accurately describes the contractor's performance or situation. If the statement is not applicable, circle "NEUTRAL". The ratings correspond with the following descriptive values. 下記の説明に最も近いと思われる評価を項目別にご回答願います。質問事項が案件に該当しない場合"NEUTRAL"となります。

#### RATING SCALE 評価指針

**(E)xceptional** (超優良) : Performance meets contractual requirements and **exceeds many** to the customer's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective. 契約内容を満たした上でさらに、多くの点で高い満足が得られた。対象の業務は業者の非常に有効な処置で難なく完了した。

**(V)ery (G)ood** (大変満足) : Performance meets contractual requirements and **exceeds some** to the customer's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. 契約内容を満たした上でさらに、高い満足が得られた。対象の業務に軽微な問題が生じて、業者は適切な是正処置を取って完了した。

**(S)atisfactory** (満足) : Performance meets contractual requirements. The contractual performance of the element or sub-element being assessed contains some minor problems for which corrective actions taken by the contractor were satisfactory. 契約要件は満たしている。履行中に軽微な問題が生じたが、業者は満足ゆく是正処置を取った。

**(N)eutral** (該当なし) : Did not observe performance in this area. この設問は当案件に当てはまらない。

**(M)arginal** (不満) : Performance does not meet some contractual requirements. The contractual performance of the element or sub-element reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. 契約上いくつかの点で要件を満たしていないことがあった。対象の業務に、業者の是正手段の不備による重大な欠陥がある。業者の改善策は有効でないか十分に実行されていないと思われる。

**(Unsatisfactory)** (大変不満) : Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-elements being assessed reflects a serious problem for which corrective actions were not accomplished. The contractor did not take any corrective actions. 殆どの契約内容を満たしておらず、期間内に改善の見込みなし。対象の業務は、業者が是正処置を取らないなど重大な欠陥がある。

**(Circle One)** いずれかに「○」を付けてください

a. How efficient was the contractor in providing all required contract correspondence? (e.g., quality plan, reports) **E VG S N M U**  
契約者の対応、書類等の提出。

b. How did the contractor retain experienced managers and supervisors with the technical and administrative abilities needed to meet contract requirements? **E VG S N M U**  
現場責任者の経験、技能及び実務能力。

c. To what extent was the required contract correspondence accurate and complete? **E VG S N M U**  
契約者の事務処理能力。

d. How effective were the contractor's quality control and/or inspection procedures. **E VG S N M U**  
契約者の品質管理能力。

e. To what extent was the contractor able to solve contract performance problems without extensive guidance from procurement or technical personnel? **E VG S N M U**  
契約者独力での問題解決能力。

f. How well did the contractor substantiate pricing data for change orders/modifications. **E VG S N M U**  
契約者の契約変更に対する見積り等の信憑性。

g. If a warranty issue arose, to what extent did the contractor provide timely assistance. 契約者の保証期間中の対応。 **E VG S N M U**

h. Was the contract partially or completely terminated for default or convenience? If yes, explain (e.g. inability to meet cost, performance, or delivery schedules). 契約者の過失により契約を解除したことがある。 **YES NO**

i. Were any complaints from employees or subcontractors received concerning non-payment by the prime contractor? If yes, explain. 契約者の再委託業者-下請け業者-への未払い問題があった。 **YES NO**

j. Would you hire this contractor again? If no, why? 契約者と再度契約を結びたいと思う。 **YES NO**

k. Overall Rating 総合評価: **E VG S N M U**

l. Additional Comments/Remarks その他:

Your corporation is highly appreciated. Please fax or e-mail completed questionnaires to:  
ご協力頂きありがとうございます。下記のファックス番号、もしくは電子メールアドレス宛にご回答の返送を、お願いします。

374 CONS/LGCBB Unit 5228, Bldg 620 Yokota Air Base Fussa-shi Tokyo 197-0001 Atten: Masahiro Kaneko (Mr) Fax: 042-530-3319 Tel: 042-551-6735 DSN 225-6680 E-mail To: <a href="mailto:masahiro.kaneko.jp@yokota.af.mil">masahiro.kaneko.jp@yokota.af.mil</a>	197-0001 東京都 福生市 在日米軍 横田基地内 建物番号 620, 374 契約中隊, LGCBB 金子 正博 ファックス: 042-530-3319 電話: 042-551-6735 電子メール: <a href="mailto:masahiro.kaneko.jp@yokota.af.mil">masahiro.kaneko.jp@yokota.af.mil</a>
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