TESDA-OP-AS-05-F01

Rev. No. 01- 10/17/23

**Control No. \_\_\_\_\_\_\_\_\_\_**

**SUPPLIERS’ EVALUATION SURVEY**

(For Goods)

**INSTRUCTIONS:**

This is a survey on the performance of our existing/current suppliers. It aimed to improve our procurement service/system. Your sincere and honest answers will be highly appreciated and treated with utmost confidentiality.

Please rate the supplier according to each criterion/rating on the indicator provided which best describes your opinion. Kindly forward the accomplished form to the Procurement Division/Unit/Focal.

Thank you very much.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Supplier :** |  | | | **Reference: PR No.** | | |  | **PO No.** | |  |
| **PhilGEPS Registration Number:** | |  | **Date Registered:** | |  | **Expiration Date:** | | |  | |

**Criterion/Rating Description**

|  |  |
| --- | --- |
| **Score Description** | |
| **5** | Meets the specified requirement |
| **1** | Completely fails to meet the standards/specification |

|  |  |  |
| --- | --- | --- |
| **RATING SYSTEM** | | |
| **PHASE/SCORE** | **Equivalent RATING** | **Remarks** |
| **PHASE I (60%)** | | |
| 6 – 21 pts | 50% |  |
| 22-25 pts | 60% |  |
| **PHASE II (40%)** | | |
| 2 or 6 pts | 25% |  |
| – 10 pts | 40% |  |
| **OVERALL RATING** | | |
| 50 % | | Failed |
| 75- 85 % | | Acceptable |
| 90-100% | | Exceptional |

**PHASE I** *(To Be Accomplished by Procurement Division/Unit/Focal)*

|  |  |
| --- | --- |
| CRITERION / ATTRIBUTES | SCORE |
| 1. Responds to the Request for Quotation (RFQ) within the specified date. |  |
| 1. Product offered at a competitive price with other suppliers/bidders |  |
| 1. Offer conforms to product sample/specifications requirements. |  |
| 1. Submits all the documentary requirements as prescribed in Annex H of the IRR within 1-2 days upon request/coordination by the Procurement Officer. |  |
| 1. Delivers the goods in accordance with the delivery term specified in the Purchase Order. |  |
| Score |  |
| Ratings |  |

**PHASE II** *(To Be Accomplished by the End-User)*

**Signature over Printed Name of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Accomplished: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **SCORE** |
| 1. Delivers the goods according to the specifications. |  |
| 1. Delivered items are of good quality. |  |
| **Score** |  |
| **Ratings** |  |
| **Overall Rating** |  |

REMARKS/COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TESDA-OP-AS-05-F02

Rev. No. 01 – 10/17/23

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPLIERS’ EVALUATION SURVEY**

**(For the Services/Rehabilitation/Construction)**

**INSTRUCTIONS:**

This is a survey on the performance of our existing/current suppliers. It aimed to improve our procurement service/system. Your sincere and honest answers will be highly appreciated and treated with utmost confidentiality.

Please rate the supplier according to each criterion/rating on the indicator provided which best describes your opinion. Kindly forward the accomplished form to the Procurement Division/Unit/Focal.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Supplier :** |  | | | **Reference: PR No.** | | |  | **JO No.** | |  |
| **PhilGEPS Registration Number:** | |  | **Date Registered:** | |  | **Expiration Date:** | | |  | |

**Criterion/Rating Description**

|  |  |
| --- | --- |
| **Score Description** | |
| **5** | Meets the specified requirement |
| **1** | Completely fails to meet the standards/specification |

|  |  |  |
| --- | --- | --- |
| **RATING SYSTEM** | | |
| **PHASE/SCORE** | **Equivalent RATING** | **Remarks** |
| **PHASE I (60%)** | | |
| 4 – 16 pts | 50% |  |
| - 20 pts | 60% |  |
| **PHASE II (40%)** | | |
| 5 pts | 25% |  |
| 6-25 pts | 40% |  |
| **OVERALL RATING** | | |
| 50 % | | Failed |
| 75-85 % | | Acceptable |
| 90-100% | | Exceptional |

**PHASE I** *(To Be Accomplished by Procurement Division/Unit/Focal)*

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **SCORE** |
| 1. Responds to the Request for Quotation (RFQ) within the specified date. |  |
| 1. Services offered at a competitive price with other suppliers/bidders |  |
| 1. Submits all the documentary requirements as prescribed in Annex H of the IRR within 1-2 days upon request/coordination by the Procurement Officer. |  |
| 1. Delivers the services in accordance with the delivery term specified in the Job Order. |  |
| **Score** |  |
| **Ratings** |  |

**PHASE II** *(To Be Accomplished by the End-User)*

**Signature over Printed Name of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Accomplished: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **SCORE** |
| 1. **Quality of workmanship** |  |
| ⮚Performs and completes the work in accordance with the contract requirements. |  |
| ⮚ Changes in the work are performed under applicable provisions of the Contract. |  |
| ⮚Quality of materials and requirements set out in the plans and specifications are followed. |  |
| 1. **Time** |  |
| * Completes the work within the Contract Time and completion date |  |
| 1. **Project Management** |  |
| * Interprets the contract documents accurately |  |
| * Promptly commence the work |  |
| * Orders materials promptly to expedite the progress of the work |  |
| * Cleans the work site periodically and at the completion of the project |  |
| 1. **Contract Management** |  |
| * Submits progress report promptly when requested |  |
| 1. **Health and Safety** |  |
| * Takes all necessary safety precautions to prevent damage, injury or loss |  |
| * Responds promptly to any non-compliance safety issues |  |
| **SCORE** |  |
| **Ratings** |  |
| **OVERALL RATING** |  |

REMARKS/COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TESDA-OP-AS-05-F03

Rev. No. 01 – 10/17/23

**Control No. \_\_\_\_\_\_\_\_\_\_\_**

**SUPPLIERS’ EVALUATION SURVEY**

**(For Printing Services)**

**INSTRUCTIONS:**

This is a survey on the performance of our existing/current suppliers. It aimed to improve our procurement service/system. Your sincere and honest answers will be highly appreciated and treated with utmost confidentiality.

Please rate the supplier according to each criterion/rating on the indicator provided which best describes your opinion. Kindly forward the accomplished form to the Procurement Division/Unit/Focal.

Thank you very much.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Supplier :** |  | | | **Reference: PR No.** | | |  | **JO No.** | |  |
| **PhilGEPS Registration Number:** | |  | **Date Registered:** | |  | **Expiration Date:** | | |  | |

**Criterion/Rating Description**

|  |  |
| --- | --- |
| **Score Description** | |
| **5** | Meets the specified requirement |
| **1** | Completely fails to meet the standards/specification |

|  |  |  |
| --- | --- | --- |
| **RATING SYSTEM** | | |
| **PHASE/SCORE** | **RATING** | **Remarks** |
| **PHASE I (60%)** | | |
| 0 – 21 pts | 50% |  |
| 22-25 pts | 60% |  |
| **PHASE II (40%)** | | |
| 0 – 6 pts | 25% |  |
| 7 – 10 pts | 40% |  |
| **OVERALL RATING** | | |
| 50 % | | Failed |
| 85 % | | Acceptable |
| 100% | | Exceptional |

**PHASE I** *(To Be Accomplished by Procurement Division/Unit/Focal*

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **SCORE** |
| 1. Responds to the Request for Quotation (RFQ) within the specified date. |  |
| 1. Services offered at a competitive price with other suppliers/bidders |  |
| 1. Submits all the documentary requirements as prescribed in Annex H of the IRR within 1-2 days upon request/coordination by the Procurement Officer. |  |
| 1. Provides feedback on the status and related concerns of printing job to PD-AS/end-user |  |
| 1. Secures approval of any changes/revisions in the printing job from PD-AS/end-user |  |
| 1. Delivers the services in accordance with the delivery term specified in the Job Order. |  |
| **SCORE** |  |
| **RATING** |  |

**PHASE II** *(To Be Accomplished by the End-User)*

**Signature over Printed Name of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Accomplished: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
|  |
| 1. Secures approval of any changes/revisions spotted in the printing job from PD-AS/end-user |  |
| 1. Secures approval of Blue Print/Final Dummy of the printing job |  |
| 1. Adherence to specified materials and finish |  |
| 1. Quality of print |  |
| 1. Delivers printed materials on the agreed schedule |  |
| **SCORE** |  |
| **RATING** |  |
| **OVERALL RATING** |  |

REMARKS/COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TESDA-OP-AS-05-F04

Rev. No. 01 – 10/17/23

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERFORMANCE EVALUATION**

**(JANITORIAL SERVICES)**

**INSTRUCTIONS:**

This is a survey on the performance of our present janitorial agency. It aimed to improve and strengthen the overall performance of the janitorial supervisors and personnel assigned to TESDA. Your sincere and honest answers will be highly appreciated and treated with utmost confidentiality.

Please rate according to each criterion/attributes provided on the indicator which best describe your opinion. Kindly forward the accomplished form to General Services Division/Financial and Administrative Services Division/Admin Focal.

Thank you very much.

|  |  |  |  |
| --- | --- | --- | --- |
| **Score Description** | | **Overall Rating** | |
| **5** | Meets the specified requirement | 4.1 – 5 | Outstanding |
| **4** | Performance is routinely above job requirement | 3.1 – 4 | Exceeds Expectations |
| **3** | Performance is regularly competent and dependable | 2.1 – 3 | Meets Expectations |
| **2** | Performance fails to meet job requirements on a frequent basis | 1.1 – 2 | Below Expectations |
| **1** | Completely fails to meet the standards/specification | 0 – 1 | Unsatisfactory |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and signature of Respondent :** | | |  | | |
| **Office:** |  | | | **Date Accomplished:** |  |
| **Name of Agency :** | |  | | | |
| **Name of Person being Rated :** | |  | |  | |

|  |  |
| --- | --- |
| CRITERION / ATTRIBUTES | Score |
| 1. Knowledge of Work |  |
| * Possesses the skills required in his/her assigned job |  |
| * Understands all phases of work |  |
| * Ability to improve skills in carrying work |  |
| 1. Communication |  |
| * Ability to listen to others |  |
| * Ability to express ideas both orally and in writing |  |
| * Ability to provide relevant and timely information to his/her supervisors, co-workers, subordinates or to management |  |
| 1. Teamwork |  |
| * Ability to get along with co-workers and employees of TESDA |  |
| * Ability to respect the rights of other workers and employees of TESDA |  |
| * Ability to show cooperative spirit in performing task |  |
| 1. Decision Making/Problem Solving |  |
| * Ability to understand the problem and make timely and practical decisions to resolve the problem |  |
| * Have initiatives to act on the task assigned |  |
| 1. Customer Responsiveness |  |
| * Courteous in dealing with internal employees of TESDA |  |
| * Courteous in dealing with external clients of TESDA |  |
| 1. Personal Appearance |  |
| * Neat and observes personal hygiene |  |
| * Report with complete uniform |  |
| 1. Safety |  |
| * Always keeps the workplace safe and tidy |  |
| * Takes care the property of the TESDA |  |
| * Contributes to accident prevention and safety awareness |  |
| SUB TOTAL |  |
| OVERALL RATING |

REMARKS/COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TESDA-OP-AS-05-F05

Rev. No. 01 – 10/17/23

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERFORMANCE EVALUATION**

**(SECURITY SERVICES)**

**INSTRUCTIONS:**

This is a survey on the performance of our present security agency. It aimed to improve and strengthen the over-all performance of the security officers and guards assigned to TESDA. Your sincere and honest answers will be highly appreciated and treated with utmost confidentiality.

Please rate according to each criterion/attributes provided on the indicator which best describe your opinion. Kindly forward the accomplished form to General Services Division/Financial and Administrative Services Division/Admin Focal.

Thank you very much.

|  |  |  |  |
| --- | --- | --- | --- |
| **Score Description** | | **Overall Rating** | |
| **5** | Meets the specified requirement | 4.1 – 5 | Outstanding |
| **4** | Performance is routinely above job requirement | 3.1 – 4 | Exceeds Expectations |
| **3** | Performance is regularly competent and dependable | 2.1 – 3 | Meets Expectations |
| **2** | Performance fails to meet job requirements on a frequent basis | 1.1 – 2 | Below Expectations |
| **1** | Completely fails to meet the standards/specification | 0 – 1 | Unsatisfactory |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and signature of Respondent :** | | | |  | | | | | |
| **Office:** | |  | | | **Date Accomplished:** |  | | | |
| **Name of Agency :** | | |  | | | | | | |
|  | | |  | |  |  |  | |  |
|  | **CRITERION / ATTRIBUTES** | | | | | | | **RATING** | |
|  | |
|  | 1. Knowledge of Work | | | | | | |  | |
|  | * Possesses the skills required in his/her own job | | | | | | |  | |
|  | * Understands all phases of work | | | | | | |  | |
|  | * Ability to improve skills in carrying work | | | | | | |  | |
|  | 1. Communication | | | | | | |  | |
|  | * Ability to listen to others | | | | | | |  | |
|  | * Ability to express ideas both orally and in writing | | | | | | |  | |
|  | * Ability to provide relevant and timely information to his/her officers, co-workers, subordinates or to management | | | | | | |  | |
|  | 1. Teamwork | | | | | | |  | |
|  | * Ability to get along with co-workers and employees of TESDA | | | | | | |  | |
|  | * Ability to respect the rights of other workers and employees of TESDA | | | | | | |  | |
|  | * Ability to show cooperative spirit in performing task | | | | | | |  | |
|  | 1. Decision Making/Problem Solving | | | | | | |  | |
|  | * Ability to understand the problem and make timely and practical decisions to resolve the problem | | | | | | |  | |
|  | 1. Customer Responsiveness | | | | | | |  | |
|  | * Courteous in dealing with internal employees of TESDA | | | | | | |  | |
|  | * Courteousness in dealing with external clients of TESDA | | | | | | |  | |
|  | 1. Personal Appearance | | | | | | |  | |
|  | * Neat and observes personal hygiene | | | | | | |  | |
|  | 1. Dependability | | | | | | |  | |
|  | * + Complies with instructions and performs under unusual circumstances | | | | | | |  | |
|  | * + Always present and punctual | | | | | | |  | |

|  |  |  |
| --- | --- | --- |
|  | 1. Safety |  |
|  | * Takes care the property of the agency |  |
|  | * Contributes to accident prevention and safety awareness |  |
|  | 1. Crisis/Emergency Management |  |
|  | * Knows how to manage and handle emergencies |  |
|  | * Knows the policies, procedures, and strategies to promote effective security operation |  |
|  | **SUB TOTAL** |  |
|  | **OVERALL RATING** |

REMARKS/COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TESDA-OP-AS-05-F06

Rev. No. 01 – 10/17/23

**Control No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and signature of Respondent : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
|  | | |  | | | | |
| **Office:** |  | | | **Date Accomplished:** |  | | |
|  |  | | |  |  | | |
| **Name of Consultant :** | |  | | | | | |
| **Project Name :** | |  | |  |  |  |  |
| **Contract Period :** | |  | |  |  |  |  |

**PERFORMANCE EVALUATION**

**(EXPERT/CONSULTANCY SERVICES)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Score Description** | | **Overall Rating** | |
| **5** | Meets the specified requirement | 4.1 – 5 | Outstanding |
| **4** | Performance is routinely above job requirement | 3.1 – 4 | Exceeds Expectations |
| **3** | Performance is regularly competent and dependable | 2.1 – 3 | Meets Expectations |
| **2** | Performance fails to meet job requirements on a frequent basis | 1.1 – 2 | Below Expectations |
| **1** | Completely fails to meet the standards/specification | 0 – 1 | Unsatisfactory |

|  |  |
| --- | --- |
| **CRITERION / ATTRIBUTES** | **RATING** |
|  |
| 1. Practical knowledge of and experience in the field concerned |  |
| * Demonstrates practical knowledge and experience in the claimed areas of expertise |  |
| * Demonstrates a professional appreciation of the problems that arose |  |
| 2. Ability to adapt knowledge and experience to assigned tasks |  |
| * Thoroughly investigates, understands, analyzes, and reports on all the aspects of the assignment |  |
| * The staffs involved are confident that the consultant would competently complete the assignment |  |
| 3. Initiative |  |
| * Proposes sound innovations |  |
| * The consultant’s method of searching for data are practical |  |
| * The consultant needs less assistance than usual with the work arrangements |  |
| 4. Productivity |  |
| * Completes all the tasks in the terms of reference |  |
| * The consultant’s written outputs are complete |  |
| 5. Ability to work with others |  |
| * Maintains cordial relations with the staff and counterpart officials |  |
| * Works cooperatively with the group |  |
| 6. Adherence to agency’s working regulations |  |
| * Works within the agency’s normal procedures and regulations |  |
| 7. Quality of work completed |  |
| * The consultant’s inputs and outputs are complete, covering all the requirements in the terms of reference |  |
| * The consultant’s report is well organized, clearly and simply written, without jargon |  |
| * The consultant presents his or her conclusions logically and convincingly, with adequate references |  |
| * The consultant’s report covers all the issues raised |  |
| TOTAL |  |

REMARKS/COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_