PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY
"Procurement That Delivers"

CONTRACT MANAGEMENT PROCESS

PPDA/05

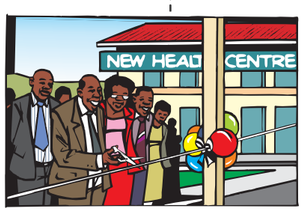
01 APPOINTMENT OF CONTRACT MANAGER

- RECEIPT OF COPY OF CONTRACT FROM PROCUREMENT AND DISPOSAL UNIT.
- NOMINATION OF CONTRACTS MANAGER BY USER DEPARTMENT
- APPOINTMENT OF A CONTRACT MANAGER BY ACCOUNTING OFFICER. (CONTRACT MANAGEMENT TEAM FOR HIGH VALUE PROJECTS).
- PREPARATION OF A CONTRACT IMPLEMENTATION PLAN.

02 MONITORING CONTRACT IMPLEMENTATION

- MONITORING OF DELIVERABLES
- QUALITY ASSURANCE (TIME, COST, QUALITY CONTROL)
- PROGRESS REPORTS SUBMISSION
- SUPPLIES WORKS/ SERVICES DELIVERED
- CERTIFICATION OF WORK DONE.
- INTERIM PAYMENTS
- CONTRACT SITE MEETINGS
- MAINTAIN CONTRACT RECORDS.
- RECOMMENDING TERMINATION OF CONTRACT.

03 CONTRACT COMPLETION.



- FINAL DELIVERABLES/ REPORT
- FINAL ACCEPTANCE/ HANDOVER
- PAYMENT RECONCILIATIONS AGAINST DELIVERABLES.
- FINAL PAYMENT
- EXPIRY OF WARRANTY PERIOD/ DEFECTS LIABILITY PERIOD
- ARCHIVE CONTRACT RECORDS.
- COMMISSION THE PROJECT

(Section 36 (i) PPDA Act, Cap. 205)

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