

CONTRACT MANAGEMENT PROCESS

PPDA/06

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

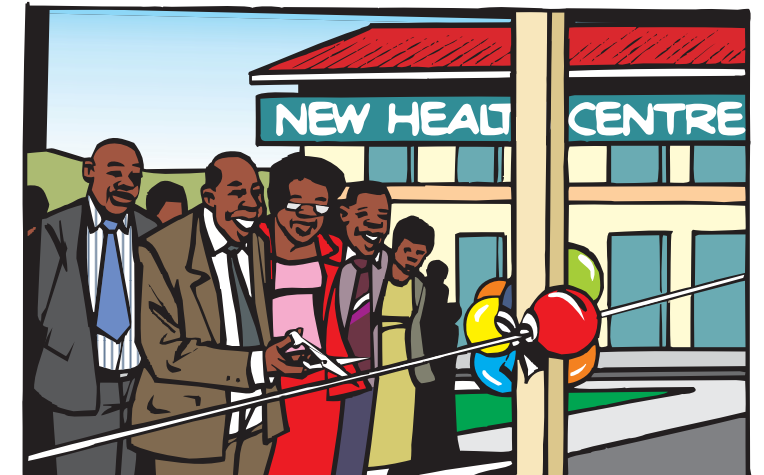
Monitoring contract implementation



- 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 Implementation



- 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

Reg 50 PPDA (contracts) regulations 2023