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|  | **PG 8 A: Administer contract and confirm compliance with all contractual requirements**  (Version 1: October 2020) |
| **Project no:**       **Project description:**  **Contract No:**       **Title:**  **Name of Contractor:**  **Framework contract:**  **yes**  **no** *(check appropriate box(es))*  If yes, **Order no:**       **Title:**  **Estimated final total of the prices for the contract including VAT and price adjustment for inflation:**  **Time** (no of weeks from start of contract to completion/ delivery / end of service):  **Contract type and option:**  *(check appropriate box) and insert main Option e.g. F)*   |  |  |  | | --- | --- | --- | | CIDB | Standard professional service contract  General conditions of service | Contract for the supply and delivery of goods  General conditions of purchase | | FIDIC | Green Book  Red Book  Yellow Book | Silver Book  Gold Book | | JBCC | Principal Building Agreement | Minor works agreement | | NEC3 | NEC3 ECC main Option:  NEC3 ECSC  NEC3 TSC main Option:  NEC3 TSSC | NEC3 SC  NEC3 SSC  NEC3 PSC main Option:  NEC3 PSSC | | SAICE | GCC |  |   NOTE: See clause(s) 2.1 to 2.10 of the Standard for Uniformity in Construction Procurement August 2019  **Brief description of work associated with the contract:** | |
| **Procurement Gate 8 (PG8)**  Paragraph 6.3.8 of the National Treasury Framework for Infrastructure delivery and Procurement Management states the following:  a) Administer and monitor the contract.  b) Minimum Requirements for PG 8:  1) Finance department to:  (i) Capture contract award data.  (ii) Manage cash flow projection.  (iii) Administer contract in accordance with the terms and provisions of the contract.  2) Delivery department to:  (i) Ensure compliance with contractual requirements.  c) PG 8 is complete when a delegated person captures the contract completion/termination data (close out reports and relevant documents), including payment certificates due. | |
| **Contract data checked by:**  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_*insert position or structure checking **Signature: Date:** | |
| **Contract completion/termination:**  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_*  insert position or structure confirming  **Signature: Date:** | |

**\*This should be completed after contract completion or termination**