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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)*

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| --- | --- | --- |
| 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**