

ANNEX 6

REGISTER OF CONTRACTS

INSTRUCTIONS FOR COMPLETING FORMS C-10 AND C-11

FORM C-10 - REGISTER OF CONTRACTS

A. INSTRUCTIONS FOR COMPLETING THE REGISTER OF CONTRACTS

1. Two conformed copies of each and all awarded contracts to be financed – in part or in full – from the proceeds of the financing must be submitted to IFAD on their signature or before disbursement of financing proceeds with respect to such contract can be made (whether for reimbursement, direct payment, special commitment or replenishment to the designated account). In order to verify that conformed copies of each awarded contract have been received by IFAD, the monthly reporting procedure indicated below will be applicable.
2. A record of contracts awarded by the lead project agency during a calendar month that are expected to be financed – in part or in full – by proceeds of the IFAD financing must be submitted to the Fund in the format Register of Contracts. A copy of this format is provided as Form C-10, indicating the information required for due completion.
3. When a contract is amended, the amendment will be recorded in the Register of Contracts for the reporting calendar month in which the amendment occurred, by indicating ‘AM-1’ after the contract serial number (in column 1) if it is the first amendment, or ‘AM-2’ if it is the second amendment, and so forth. The information required in columns 2 through 11 of the Register of Contracts pertinent to the amendment will also be recorded as may be applicable (i.e. revised contract amount in column 9, date of amendment in column 4, etc.).
4. If a contract is cancelled or declared ineligible for financing by IFAD, this information should be given in the Register of Contracts and reported in the calendar month in which the cancellation or financing ineligibility was declared; once again by indicating the contract serial number in column 1, the date of cancellation or financing ineligibility in column 4, and ‘cancelled’ or ‘ineligible for financing’, as the case may be, in the ‘remarks’ column.
5. If during a calendar month no contract award has taken place, the Register of Contracts for that calendar month will be submitted to IFAD indicating ‘NIL’ in column 1.

FORM C-11 - CONTRACT PAYMENT MONITORING FORM

B. INSTRUCTIONS FOR COMPLETING THE CONTRACT PAYMENT MONITORING FORM

1. As and when payment of approved contracts begins, each contract needs to be monitored using sample Form C-11. The information required is self-explanatory and needs to be updated as and when events/payments affecting the contract occur. Each time a contract requires an instalment (or other portion) to be paid, a copy of Form C-11, accompanied by a copy of the ‘no objection’ for that specific contract, will also be required, as supporting documentation to the WA.
2. Updated versions of Form C-11 will continue to be submitted for the life of the contract through final payment.

FORM C-10 - REGISTER OF CONTRACTS

Date: _____

IFAD Financing No.:

Project Title:

Monthly Reporting Period: _____
(Month/Year)

Page No. _____ of _____

1	2	3	4	5	6	7	8	9	10	11
Contract Serial No.	Percentage of Financing	Type of Procurement	Date of Contract	Name and Address of Contractor/ Supplier	Description of Works, Goods, Consulting/Other Services	Country of Origin	Performance, Contract Duration and Delivery Period	Contract Amount (in the currency of the contract)	Category No. per Schedule 2 of IFAD Financing Agreement	Remarks and Date of IFAD 'No Objection'

Certified by: _____
(Project Accountant)

Submitted by: _____
(Project Director)

FORM C-11 - CONTRACT PAYMENT MONITORING FORM

(ENTER PROJECT NAME AND ACRONYM)

(Contract Number: as per contract register)

Description of

Contract: _____

Procurement

File No.: _____

Comp.: _____

Contract

Officer: _____

Date(s) of 'No

Objection': _____

Name and Address of

Supplier: _____

Bank Details: _____

e-mail: _____

telephone: _____

Contract Summary (ENTER CURRENCY)

Document	Contract Reference	No.	Amount	Dates (start/end)
Original Contract				
Amendment (AM-1)				
Amendment (AM-2)				
Amendment (AM-3)				
Total Amount			0	

Bank Securities or Bonds (-- currency)

Document	Name of Financial Institution	Date	Amount	Expiry Date	Extension
Advance Payment					
Performance Bond					
Other					

Monitoring of Payments (ENTER CURRENCY)

Payment Schedule		Progress Certificate		Payments Issued				Balance Due on Contract
Milestone	Expected Amount	No.	Date	Invoice No.	Payment Date	Amount Paid	Cheque or WA No.	
Total Amount	0					0		
Notes:								