**Checklist and Recommendation of Contracts for Signature**

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| **Certification and Recommendation by APEC Secretariat Program Director** |
| APEC Procurement Principles have been adhered to in this procurement process, and I recommend that this contract be signed. |
| (Additional comments, if any) |
| Signature of Program Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:  |

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| **CONTRACT VALUE [INSERT CONTRACT VALUE HERE]** |
| Minor contract between **USD 5,001 to USD 20,000?** *Complete Sections A, D and E* |[ ]
| Major contract between **USD 20,001 to USD 50,000?** *Complete Sections B, D and E* |[ ]
| Major contract from **USD 50,001 and above?** *Complete Sections C, D and E* |[ ]
|  |
| **Section A** **(for contract value between USD 5,001 to USD 20,000)** |
| a. | PO has submitted written justification for the choice of contractor  | Yes [ ]  | No [ ]  |
| b.  | PO has submitted CV of recommended contractor outlining the relevant skills and experience | Yes [ ]  | No [ ]  |
| c. | PO has provided written justification that there is no prior or current relationship with the contractor which constitutes a real or perceived conflict of interest | Yes [ ]  | No [ ]  |
| d. | PO has confirmed that the recommended contractor agrees to the standard contract terms and conditions | Yes [ ]  | No [ ]  |
| e. | PD has approved the Terms of Reference (if *Yes*, on: / / ) | Yes [ ]  | No [ ]  |
| f. | PO has provided a Notice of Declaration from the contractor (Guidebook 11-14) | Yes [ ]  | No [ ]  |
| g. | Is the recommended contractor from an APEC economy? | Yes [ ]  | No [ ]  |
|  | If no, please state reasons why, and attach supporting documents (Guidebook 11-39): |
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| **SECTION B (for contract value between USD 20,001 to USD 50,000)** |
| **RFP** |
| a. | PO has worked with PD to prepare an RFP, based on the approved project proposal and funding available | Yes [ ]  | No [ ]  |
| b. | RFP approved by PD (if *Yes*, on: / / ) | Yes [ ]  | No [ ]  |
| c. | Selective tender process completed, in accordance with the Guidebook on APEC Projects (11-17 to 11-28) | Yes [ ]  | No [ ]  |
| d. | Was the lowest bid selected? | Yes [ ]  | No [ ]  |
|  | If no, please state justification: |
| e. | Secretariat/ BMC has approved a waiver to the selective tender process, in accordance with the Guidebook on APEC projects, following a written request from the PO  | Yes [ ]  | No [ ]  |
| f. | PO has submitted written justification for the choice of contractor  | Yes [ ]  | No [ ]  |
| g. | PO has submitted CV of recommended contractor outlining the relevant skills and experience | Yes [ ]  | No [ ]  |
| h. | PO has provided written justification that there is no prior or current relationship with the contractor which constitutes a real or perceived conflict of interest | Yes [ ]  | No [ ]  |
| i. | PO has confirmed that the recommended contractor agrees to the standard contract terms and conditions | Yes [ ]  | No [ ]  |
| j. | PO has provided a Notice of Declaration from the contractor (Guidebook 11-20) | Yes [ ]  | No [ ]  |
| k. | Is the recommended contractor from an APEC economy? | Yes [ ]  | No [ ]  |
|  | If no, please state reasons why, and attach supporting documents (Guidebook 11-39): |
| **SECTION C (for contracts value from USD 50,001 and above)** |
| **RFP** |
| a. | RFP has been prepared based on the approved project proposal and budget and approved by the Secretariat | Yes [ ]  | No [ ]  |
| b. | RFP approved by PD (if *Yes*, on: / / ) | Yes [ ]  | No [ ]  |
| c. | Open tender process completed, in accordance with the Guidebook on APEC Projects (11-29 to 11-36) | Yes [ ]  | No [ ]  |
| d. | Was the lowest bid selected? | Yes [ ]  | No [ ]  |
|  | If no, please state justification: |
| e. | Secretariat/ BMC has approved a waiver to the selective tender process, in accordance with the Guidebook on APEC projects, following a written request from the PO | Yes [ ]  | No [ ]  |
| f. | PO has submitted written justification for the choice of contractor | Yes [ ]  | No [ ]  |
| g. | PO has submitted CV of recommended contractor outlining the relevant skills and experience | Yes [ ]  | No [ ]  |
| h. | PO has provided written justification that there is no prior or current relationship with the contractor which constitutes a real or perceived conflict of interest | Yes [ ]  | No [ ]  |
| i. | PO has confirmed that the recommended contractor agrees to the standard contract terms and conditions | Yes [ ]  | No [ ]  |
| j. | PO has provided a Notice of Declaration from the contractor (Guidebook 11-33) | Yes [ ]  | No [ ]  |
| k. | Is the recommended contractor from an APEC economy? | Yes [ ]  | No [ ]  |
|  | If no, please state reasons why, and attach supporting documents (Guidebook 11-39): |
|  |
| **Section D - Contract** |
| a. | **Name of Contractor** | **:** |
| b. | **Amount awarded** | **:** |
|  | ***Amount breakdown*** |
|  | *Contractor Fee* | : |
|  | *Short-term Clerical Fee* | : |
|  | *Translator Fee* | : |
|  | *Airfare for Contractor* | : |
|  | *Per Diem for Contractor* | : |
|  | ***TOTAL\**** | **:** |
|  | *\*Please check that the amount of each item listed above does not exceed the approved amount allocated in the project budget (see below).* |
| c. | Is the $US amount in the contract the same as the $US amount allocated for Contractor fees in the approved Project Proposal budget? If ‘No’ then please provide evidence (e.g. approved Project Design or Budget Amendment form). | Yes [ ]  | No [ ]  |
| d. | If contract included reimbursable travel expenses (airfare and per diem) for the contractor, has budget been allocated and approved for these expense items? | Yes [ ]  | No [ ]  |
| e. | (i) Has the terms of reference been specified as obligation and/or requirements under the “Special Conditions” section in the contract? | Yes [ ]  | No [ ]  |
|  | (ii) Have the following information been clearly delineated in the “Special Conditions” section in the contract? | Yes [ ]  | No [ ]  |
|  | [ ]  *Scope of the task or assignment* |
|  | [ ]  *Special Requirements* |
|  | [ ]  *Timeline (duration, phasing etc.)* |
| f. | Has the contract payment been appropriately scheduled according to the milestone deliverables? | Yes [ ]  | No [ ]  |
| g. | Any contract issues / deviations to the standard APEC contract terms and conditions? | Yes [ ]  | No [ ]  |
|  | (i) If yes, please elaborate |
|  | 1. Has advice been sought from PMU?
 | Yes [ ]  | No [ ]  |
|  | 1. Please briefly explain the actions taken to resolve the issues / manage the deviations. Please include relevant supporting documents.
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| h. | If contract is in Russian, has the translation been verified? | Yes [ ]  | No [ ]  |
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| **Section E - Supporting Documents** |
| **RFP** as approved by PD *(for contract value from USD 20,001 and above)* |[ ]
| **Approval of Terms of Reference or RFP by PD** |[ ]
| **Bid Evaluation Criteria** approved by PD *(for contract value from USD 20,001 and above)* |[ ]
| **Proposal Compliance Checklist** checked and signed by PD *(for contract value from USD 20,001 and above)* |[ ]
| **Evaluation of Proposals template** *(for contract value from USD 50,001 and above)* |[ ]
| **Procurement Process Summary and Endorsement** supported and signed by PD *(for contract value from USD 20,001 and above)* |[ ]
| **CV and proposal** from recommended contractor |[ ]
| **Declaration of No Conflict of Interest** from all parties involved in the contract, verified by PD |[ ]
| **Contract (2 copies)** checked by PD for accuracy and completeness of information |[ ]