**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): | | | | | |
|  | | | | | | |
| **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): | | | | | |
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| **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. | | | | |
| 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 | | | | |  | |