Form N

*(reg. 99(2)(k))*

End of Activity Report

**All Procuring Entities shall submit to the Authority, in respect of each bid, an end of**

**activity report not later than the date of final payment to the contractor.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Bidding Data** | | |  | |  | |
| **Tender number:** | | | **Tender title:** | | **Method of procurement:**  **(open, restricted, direct etc.)** | |
| **Date of publication:** | | | **Tender closing date:** | | **Closing date extensions (if any) and reason(s):** | |
| **2. Contract Details** | | | | | | |
| **Procuring entity** | | **User Department** | | | **Contract number** | |
|  | |  | | |  | |
| **Contract title/name:**  **Contract type: (lump sum, unit rate or Time-based etc.)** | | **Procurement category** *(works/services/supplies/PPP)* | | | **Project performance**  **Scope[[1]](#footnote-1): No change/change**  **Cost: within/outside**  **Time:****within/outside** | |
| **Contractor name:**  **Sub-contractor/s name/s[[2]](#footnote-2):** | | **Contract award date**  **Conditions for contract effectiveness (if any):**  **e.g. site hand-over, submission of performance security, advance payment etc.** | | | **Contract date**  **Contract effective date** | |
| **Contract original description (brief description of works/services/supplies/PPP)** | | | | | | |
|  | | | | | | |
| **Contract final description ( brief description of works/services/supplies/PPP at completion or termination of the contract)** | | | | | | |
|  | | | | | | |
| **3. Cost Details** |  | | |  | |  |
| **Estimated contract cost (as per the procurement plan)** | **Original contract award amount** | | | **Variations if any** | | **Causes of variations** |
|  |  | | |  | |  |
| **Final contract amount at completion** | **Additional payments on contract price (*if any*)** | | | **Planned contract completion date** | | **Actual contract end date** |
|  |  | | |  | |  |

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| --- | --- | --- | --- |
| **4. Performance Details** | | | |
| **Performance indicators for contractor**   1. Adherence to Technical Spec’s/Drawings/TOR 2. Delivery as per contract terms 3. Changes in contract costs 4. Changes in contract Scope (contract addenda) 5. Adequate reporting and contractual relationships and qualified contractor’s personnel 6. any other | **Performance achievement**  Extent of Contractor’s achievement against Performance Indicators  a. Quality Levels as per Tech’l Specs /Drawings/ Terms of reference): select one of:  Poor/Satisfactory/Excellent  b. Delivery as per contract deadlines: select one of:  On-time/excusable delay/non-excusable delay  c. Cost Over-runs: select one of:  inflation-related, design problems, supervision problems, force majeure  d. Changes in contract scope: select one or more of:  design problems, additional requirements, need to upgrade spec’s of materials or equipment  d. Quality of Progress Reports/Monthly statements and other Contractual dealings and Communications: select one of:  Poor/Satisfactory/Excellent | | **Sources of performance variation** (Give further Explanations for deviations, if any, from stipulated contract performance indicators. Indicate if such variations were caused by the Contractor, the PE or any other reason) |
|  |  | |  |
| **Overall performance score of the contractor with justifications:** *(excellent /good/satisfactory /poor*) | **Corrective measures taken** (*Action taken by a procuring entity and attach copies of correspondences) (Indicate claims if any)* | | **Further action recommendation *(****Recommendation by a procuring entity)* |
|  |  | |  |
| **Other comments** *(e.g. Unethical behaviour: excessive claims, unauthorised changes in key personnel by a contractor etc.*) | | | |
| **Prepared by: contract manager** | | | |
| **Name** | **Signature** | | **Date** |
|  |  | |  |
| **Approved by: Accounting Officer** | | | |
| **Name** | **Signature** | | **Date** |
|  | | | |
| **5. PPRA OFFICIAL USE ONLY** | | | |
| **Authority’s report analysis** | | **Further action** | |
|  | |  | |
| **Authority’s decision** | | | |
|  | | | |

**NOTE:**

1. *Accounting Officers to ensure that project officers being transferred complete this form as interim activity report.*
2. *All procuring entities shall also use this form for reporting interim activity reports on all projects.*

1. *Indicate whether the contract was completed as awarded, whether there was additional or reduced work (change of scope).*

   *If there were changes in scope or additional orders then list the respective contract addenda and complete a separate form for each addendum* [↑](#footnote-ref-1)
2. Where sub-contractors are involved then list them here and complete a separate form for each sub-contractor. [↑](#footnote-ref-2)