



End of Activity Report[∞]

1. CONTRACT DETAILS			
Ministry	Department	Contract Title	
Contract Tender Number	Activity Type¹	Contract Type²	
Contractor³	Contract Award Date	Additional or supplementary Awards⁴	
Contract Original Description⁵			
Contract Final Description⁶			
Purchase or Work Order Number⁷	Purchase or Work Order Date⁸	Estimated Contract Cost or Revenue	Original Contract Award Amount⁹

[∞] This form may be reproduced electronically in order to capture as much information as possible while retaining the format. Attach evidence of poor performance separately and cross reference appropriately.

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- ¹ Indicate whether the submission is for original or additional work;
 - ² Works/Supplies/Services;
 - ³ Where several contractors are involved such as Supplies contracts complete separate forms for each contractor;
 - ⁴ Indicate whether there are any additional awards and complete a separate forms for each;
 - ⁵ Description of works/supplies/services with milestones or performance measures;
 - ⁶ Description of works/supplies/services with milestones or performance measures;
 - ⁷ Note that where separate orders were issued separate forms should be completed;
 - ⁸ Note that where separate orders were issued separate forms should be completed;
 - ⁹ Amount could be cost in the case of procurement or revenue in the case of disposal;
 - ¹⁰ Specifications/Terms of reference/Performance evaluation criteria;
 - ¹¹ Extent of achievement against Performance Indicators;
 - ¹² Explanation for deviations from contract performance indicators;
 - ¹³ Excellent/Satisfactory/Needs attention/Poor (Please substantiate);
 - ¹⁴ Action taken by department and attach copies of correspondences;
 - ¹⁵ Recommendation by Department may include action as per PPAD (Amended) Reg 141.