

PROJECTS PAYMENT PROCEDURES MANUAL

Engineering Services Department (ESD)	Projects Payment Procedures Manual	Type: Manual	Number: 15.0
		<i>Operation & Project Management Processes</i>	

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1.0	Final version.	Mahmoud El Zaher	Feb 2013
2.0	The checklists have been simplified. Some supporting documents were removed from the checklists because are not required by Finance & Administrative Department.	Mahmoud El Zaher	12 Sept 2013
2.1	The Finance & Administrative Department checklists have been included.	Mahmoud El Zaher	23 Sept 2013
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6.0	Amended: <ul style="list-style-type: none"> The Department name in the reference number for all Checklists. Payment certificates. Penalty calculation form in accordance with the circular 21/2020. Guidelines for valuation of works. Added <ul style="list-style-type: none"> New items to the checklists. New penalty calculations form for Key stages / Milestones. Calculation for weekends 	Mahmoud El Zaher	1 Sept 2020
7.0	The Manual has been updated to be in accordance with latest circulars related to the percentage of reliance on the local market for non-Qatari companies.	Mahmoud El Zaher	3 Jan 2021

8.0	<p>Amendments were made to the forms and the specimens.</p> <p>Delete:</p> <ul style="list-style-type: none"> Appendix B11 Summary of Work done against 15 on hold Circular 109 dated 16-12-2014. <p>New:</p> <ul style="list-style-type: none"> Appendix B11 Summary of Subcontractors, Sub-consultants, Consultants, Suppliers and Labours Salaries Payment. <p>Amendments:</p> <ul style="list-style-type: none"> Appendix B5 amended to include the details of Variations, SI and Claims for Prolongation/Missing Items. Appendix B7 amended to include the recovery amounts and amortization percentage of the advance payment. Appendix B8 amended to include the materials offsite Appendices A9, B1, B2, B3, B4, B6, B9, B10 and B12 minor amendments. <p>Amendments to Checklists: ESD-PAY-F006, ESD-PAY-F007, ESD-PAY-F009, ESD-PAY-F010, ESD-PAY-F011, and ESD-PAY-F012. To clarify the valid commercial license and Engineering license certificate for consultant companies.</p> <p>Amendment to the process map for all types of payments.</p>	Mahmoud El Zaher	1 Mar 2021
9.0	<p>Amendments as follow:</p> <ul style="list-style-type: none"> Checklists: ESD-PAY-F03, ESD-PAY-F09, ESD-PAY-F12, ESD-PAY-F019, latest updates related to the DCU requirements “as per ESD letter 2021/0009685/7 dated 14/04/2021”, Subcontractor’s payment discharge form and discharge certificate. Guidelines; Item 5: Payment for Consultant deducted from the contractor. Guidelines; Item 1.7: Table for re-measurement Contract 	Mahmoud El Zaher	1 Sept 2021
10.0	<p>Amendments as follow:</p> <ul style="list-style-type: none"> Process Maps: <ol style="list-style-type: none"> for Consultant (Design and Supervision) payment for Consultant (PMC and Secondment) payment Latest updates related to the new requirements in the contracts “ cashflow curve and declaration of dependence on domestic market and national products for Checklists: ESD-PAY-F001, ESD-PAY-F002, ESD-PAY-F003, ESD-PAY-F004, ESD-PAY-F005, ESD-PAY-F006, ESD-PAY-F007, ESD-PAY-F009, ESD-PAY-F010, ESD-PAY-F011, ESD-PAY-F012, ESD-PAY-F017, ESD-PAY-F018, ESD-PAY-F019, and ESD-PAY-F022. 	Mahmoud El Zaher	22 Jan 2023

	<ul style="list-style-type: none"> latest updates related to the DCU requirements for checklist ESD-PAY-F19 “as per ESD letter 2022/0004963/7 dated 6/3/2022” 		
11.0	<ul style="list-style-type: none"> Amendments were made to the checklists: <ul style="list-style-type: none"> Deleted the Reliance on the local market for non-Qatari companies report, Appendix (B13), “refer to email dated 16/5/2023”: ESD-PAY-F001, ESD-PAY-F002, ESD-PAY-F003, ESD-PAY-F005, ESD-PAY-F017, ESD-PAY-F018, and ESD-PAY-F019. Added: <ul style="list-style-type: none"> Appendix A (14), breakdown of Services Completed for Consultant “PMC/MC and Secondment”. The automated daily attendance staff sheet to be attached to Appendix A (8). ESD-PAY-F006, ESD-PAY-F007, ESD-PAY-F009, ESD-PAY-F010, ESD-PAY-F011, and ESD-PAY-F012. Deleted Item 2.1.1, 2.1.2 and 2.1.3 from section 3, the deleted items are replaced by Appendix A (14). Deleted the process for direct payment for Qatar National Transport Office (QNTO); and replaced with the process for direct payment for Nominated Subcontractor or Nominated Supplier or Subcontractor or Supplier. Amended the percentage of payment for variation works item (b) (iii) – SAB comment dated May 2023. 	Mahmoud EL Zaher	16 July 2023
12.0	<ul style="list-style-type: none"> Amendments were made to the checklists, to clarify the item related to the confirmation letter from the bank and to add a new item (approved settlement for final BOQ for remeasure contracts): ESD-PAY-F001, ESD-PAY-F003, ESD-PAY-F004, ESD-PAY-F005, ESD-PAY-F006, ESD-PAY-F009, ESD-PAY-F010, ESD-PAY-F012, ESD-PAY-F017, ESD-PAY-F019 and ESD-PAY-F020. Amendments were made to the Payment Certificates to add the deduction field for supervision consultancy services: ESD-PAY-F015, ESD-PAY-F016 Added: <ul style="list-style-type: none"> addenda procedures for additional Supervision Consultancy Services during the delay of the Contractors addenda procedures for Refunding the Supervision Consultancy Services paid under “5.1.4 – Scenario 4 only. 	Mahmoud EL Zaher	29 Oct 2023

	<ul style="list-style-type: none"> • Deleted: <ul style="list-style-type: none"> ▪ Payment for Consultant deducted from the Contractor. ▪ Payment for Contractor deducted from the Consultant. 		
13.0	<ul style="list-style-type: none"> • Amendments were made to the Payment Certificates to add the deduction field for Miscellaneous: ESD-PAY-F015, ESD-PAY-F016 • Added: <ul style="list-style-type: none"> ▪ addenda and payments procedures for additional Supervision Consultancy Services during the delay of the Contractors, in accordance with administrative circular number (1) 2024. ▪ addenda and payments procedures for refunding the Supervision Consultancy Services fees paid prior to issuing the administrative circular no (1) 2024. • Deleted: <ul style="list-style-type: none"> ▪ addenda procedures for additional Supervision Consultancy Services during the delay of the Contractors. ▪ addenda procedures for Refunding the Supervision Consultancy Services paid under “5.1.4 – Scenario 4 only. 	Mahmoud EL Zaher	2 Apr 2024
14.0	<ul style="list-style-type: none"> • Amendments were made to the reference number of the direct payment for subcontractor payment control checklist: ESD-PAY-F022. • Amendments were made to item (4) of the direct payment for nominated subcontractor payment control checklist, to add the new terms for NTO direct payment: ESD-PAY-F004 • (Administration Circular 1/2024 is cancelled, please refer to Administration circular 2/2024): Deleted: <ul style="list-style-type: none"> ▪ addenda and payments procedures for additional Supervision Consultancy Services during the delay of the Contractors, in accordance with administrative circular number (1) 2024. ▪ addenda and payments procedures for refunding the Supervision Consultancy Services fees paid prior to issuing the administrative circular no (1) 2024. 	Mahmoud EL Zaher	13 May 2024

	<p>Added:</p> <ul style="list-style-type: none"> ▪ addenda and payments procedure for additional Supervision Consultancy Services during the delay of the Contractors, in accordance with administrative circular number (26) 2018. ▪ addenda and payments procedure for refunding the Supervision Consultancy Services Fees paid previously by the Contractor, in accordance with Circular No. (26) 2018. • Deleted the process for direct payment for Nominated Subcontractor or Nominated Supplier or Subcontractor or Supplier. • Added the process for direct payment for National Transport Office (NTO), in accordance with PMO letter (1080), (OPM-PWA/0025094/2024). 		
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15.0	<ul style="list-style-type: none"> • Amendments were made to the checklists: <ol style="list-style-type: none"> 1. clarified penalty of delays, 2. deleted the items related to 20% of VO, 3. added copy of valid establishment Card: ESD-PAY-F001, ESD-PAY-F002, ESD-PAY-F003, ESD-PAY-F005, ESD-PAY-F006, ESD-PAY-F007, ESD-PAY-F009, ESD-PAY-F010, ESD-PAY-F011, ESD-PAY-F012, ESD-PAY-F017, ESD-PAY-F018 and ESD-PAY-F019. • Deleted the checklist: ESD-PAY-F020. • Amendments were made to guidelines, valuation of works – payment for variation works. • Deleted: Penalty calculation as per administration circular 21/2020 and sample of penalty calculation for key stage/milestone. • Added Appendix B13 sample of penalty calculation for key stage/milestone and Appendix B14 sample of penalty calculation as per administration circular 21/2020. 	Mahmoud EL Zaher	1 July 2024
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Document Circulation	
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PWA Affairs / Departments	President’s Office
Consultants (Design, Supervision, Secondment, & PMC/MC)	
Contractors / Suppliers	

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DEFINITIONS

For the purpose of this document, the following definitions shall be used:

“Authority” shall mean the Public Works Authority (Ashghal) of the state of Qatar.

“The Engineer” shall have the same meaning as provided in the Agreement General Conditions of Engagement. The Engineer will vary as delegated for each Department.

“Project Manager” shall mean the delegated Project Manager by the Public Works Authority (PWA).

“The Supervision Consultant or Secondment” hereafter called “the Consultant”. The Consultant will vary for each Projects.

“The Programme Management Consultant” hereafter called “the PMC or MC”.

“Engineering Services Department” shall mean that department within the Authority so titled.

“Department of General Financial Affairs of the Ministry of Economy and Finance” shall have the same definition as provided in the Agreement General Conditions of Engagement.

“Electronic System” shall mean the software which will be used for each programme, as agreed with the Authority, to manage and track the Payment Applications.

“Period End Date” shall mean the last working day of the calendar month for which the Contractor is applying to.

SECTION 1

PAYMENT PROCEDURE FOR CONTRACTOR

DESCRIPTION OF CONTRACTOR PAYMENT PROCESS

1. SUBJECT, PURPOSE, AND SCOPE

1.1 Subject:

The subject matter of this procedure is the methodology in accordance with which the Contractor's applications for payment shall be administered by the parties.

1.2 Purpose:

To provide a specific, detailed, and transparent process to facilitate timely certification and authorisation of the Contractor's applications for payment.

1.3 Scope:

This procedure shall be applicable to all Contractors' applications for payment.

2. PROCEDURE

Payments shall be administered by 11 steps process as illustrated in the [Process Map for Contractor Payment](#)

2.1 Application for Payment

The Contractor shall submit the application for payment in compliance with the Contract. The Contractor shall issue application for draft payment by the end of the third week of each month. The cut-off date of each Payment Application shall be the last working day of the third week of each calendar month. This "Pencil Copy" review will be prior to the preparation and submission of the formal Payment Application by the Contractor. The Consultant and the Contractor shall review the current project status and Payment Application and agree on the proper amounts due for payment to the Contractor in accordance with the Contract document requirements. The Contractor shall submit a hardcopy as well as a softcopy through the Electronic System. A copy of the Contractor's submission shall be uploaded into the Electronic System.

The Contractor shall submit the Formal Payment Application to the Consultant within the first week of each calendar month.

The date of receipt by the Engineer is the date from which the payment due date is calculated.

2.2 Consultant Review Process

After the Period End Date and within the first week thereafter, the Contractor shall submit their formal payment application to the Consultant. The Contractor shall submit their payment application through the Electronic System as well as hardcopy including the PWA standards checklist as appropriate for each type of payment.

Upon receipt of the Contractor's application, the Consultant shall within **three (3) working days** review the Contractor's application against the agreed "pencil copy" uploaded into the Electronic System. The Consultant shall raise and sign the Payment Certificate as appropriate for each type of Payment Application (i.e., First, Advance, Interim, penultimate, or Final).

The Consultant shall forward to the Engineer the Payment Document through the Electronic System and hardcopy including the following as a minimum and any further requirements as noted in the PWA Payment Control Check list.

- Copy of Contractors Commercial Registration;
- Copy of Contractors Municipality Commercial Permit;
- Copy of Ministry of Interiors Authorized Personnel Signature and Stamp ID Card;
- Original Letters of Bank Account Information;
- Copy of Workmen, Plant & Equipment Insurance Policy;
- Copy of Contractors All Risk Insurance Policy;
- Original Advance Payment Bond;

- Original Retention Bond;
- Copy of Performance Bond;
- Copy of Award Letter; and
- Copy of Contract Agreement with Bill of Quantities Summary Sheet

The above documents to be checked by the Consultant for validity, expiry dates and are to be supplied in a clear copy, stamped, and signed as true copies. All documents with an expiry date must have at least two months validity. Updated documents to be promptly submitted to the Engineer when issued by the Contractor. Documents which have expired or are about to expire will delay payment.

Note: Consultant to check and advise the Contractor/Engineer that the payment details were correct if entered by the Contractor into the Electronic System;

- For each of the contractual documents, payments should be fully checked by the Consultant to ensure that the exact drafting is used as per the Contract. Any deviation will not be accepted by the Authority and the Engineer and any other required checking.

Note: The Advance Payment shall be repaid through percentage deductions in Payment Certificates:

- Deductions shall commence in the first Payment Certificate (excluding the advance payment);
- Deduction shall be made as defined within the Contract Documents;

2.3 PWA Project Manager Review Process

Upon receipt of the Consultant recommendation, the Project Manager shall **within Two (2) working days** review the Consultant recommendation, approve, sign, and forward the Contractor's payment certificate to the ESD. The Project Manager shall forward to the ESD the Payment Document through the Electronic System and **(2) two hardcopies** including the following as a minimum:

1. Original Contractor's Payment Documents stamped by both Consultant and the Project Manager;
2. Signed and stamped Payment Certificate by both Consultant and the Project Manager;
3. Check and validate PWA Standard Checklist submitted by the Contractor and verified by the Consultant as appropriate for each type of payment; and

2.4 Engineering Services Department (ESD) Review Process

Upon receipt of the Contractor's payment from the Project Manager, ESD shall within **three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to The Engineer.

2.5 The Engineer approve/certify Process

Upon receipt of the Contractor's payment from the ESD, The Engineer shall within **three (3) working days** sign and forward the Payment documents to the PWA Finance Department for authorisation.

2.6 PWA Finance Department Review Process

Within **three (3) working days** from the receipt of signed payment document, the PWA Finance Department shall authorise and issue the payment to the Ministry of Finance.

3. Countersignatures and Counter Initialling of Documents

Countersignature of the Payment Certificate by the Consultant, the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

Counter initialling of any document by the Consultant, the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

No alteration or change to the template of the Payment Certificate shall be permitted without express approval of the Authority with reasons given for any proposed alteration or change.

4. Tracking of Payment

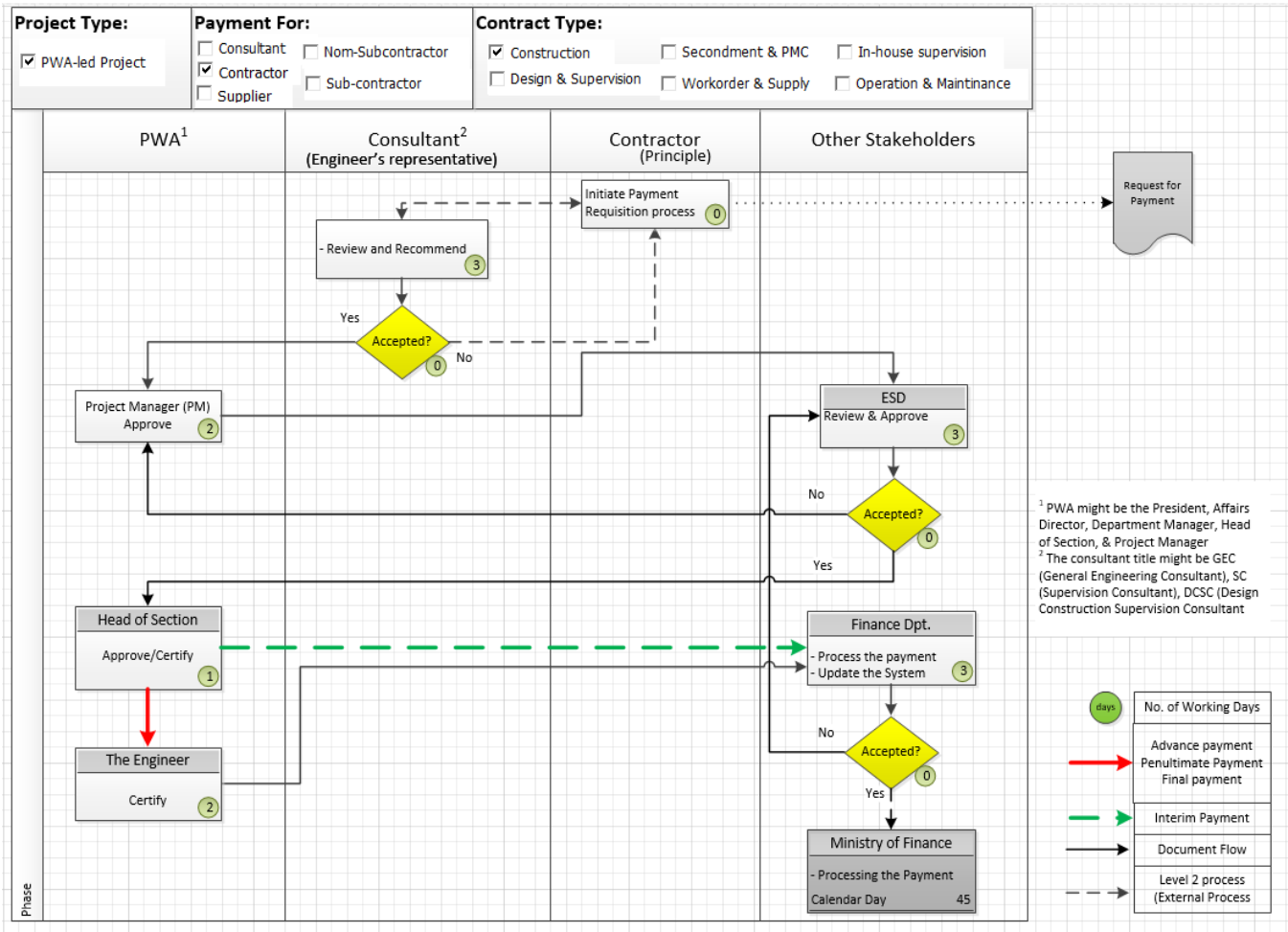
Upon the payment collection, The Contractor shall update the appropriate fields in the Electronic System and notify the Consultant. By turn the Consultant shall notify the PWA Department and submit an updated payment tracker, which include all the assigned projects.

The Consultant will advise the PWA Department when Contractor has received payment and upon which date actual payment was received.

5. Error Corrections and Reverse Process

In case of any error found during the above review processes, the party who found the error shall return the payment documents to the concerned party for correction along with the check list. Once corrected, the Payment Documents shall be processed in the same order of the above steps. *The errors and corrective actions shall be clearly recorded in the payment tracking sheet in order to be prevented in the future.* The date the Engineer received the corrected application is the date from which the payment due date is calculated.

6. Process Map for Contractor Payment



**ADVANCE/FIRST RP FOR CONTRACTOR
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F001

Revision: 10.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice with application from the Contractor	
2. Original Payment Certificate (signed & stamped by the Supervision Consultant and the PMC #*)	
3. Original Supervision Consultant Recommendation Letter*	
4. Original PMC Recommendation Letter#	
5. Original Summary Sheets (signed and stamped by the Contractor, Supervision Consultant and PMC #*) <i>"Refer to Appendices B1 to B8 & B11"</i>	
6. If there is a penalty, detailed breakdown signed by the Engineer must be attached. For delay penalties, Appendices B13 and B14 signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. Appendices B9 and B10 , signed by the Engineer, must be attached for this confirmation.	
7. Copy of Award Letter and Notice of Agreement or Notice to Proceed	
8. Copy of Performance Bond or any Extension	
9. Original Advance Bond (only applicable for Advance payment)	
10. Original Retention Bond or any Extension	
11. Copy of Valid Commercial Registration and Establishment Card	
12. Copy of Valid income Tax Card.	
13. I. D. Copy of the authorized signatory.	
14. Bank Account Information Letter <i>"Refer to Appendix A6"</i>	
15. Confirmation letter from Bank including the details of the Contractor Bank Account and IBAN.	
16. Copy of Insurance Certificates.	
17. In case required in Contract; Official document proof that labour's / worker's wages had been paid, i.e., Certificate from Administrative Department of Labours and Social Affairs. "	
18. In case required in Contract, Progress Photographs and Video with dates in CD. "Not applicable for advance payment"	
19. In case required in Contract; A forecast for the Subsequent period and an update of the cash flow curve	
20. In case required in Contract; Declaration of dependence on domestic market and national products	

**ADVANCE/FIRST RP FOR CONTRACTOR
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F001

Revision: 10.0

Effective Date: 12.06.2024

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| 21. Others (in case any other documents not listed above required in the contract) | | |
| a. | | |
| b. | | |
| c. | | |

COMMENTS

1. **Payment To Be Returned for Corrections, etc., as detailed below:**

** required for the projects had supervision Consultant*

required for the projects Managed by PMC

Checked by:

Date:

THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

INTERIM RP FOR CONTRACTOR PAYMENT CONTROL CHECKLIST

Reference No.: ESD-PAY-F002

Revision: 11.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice with application from the Contractor	
2. Original Payment Certificate (signed & stamped by the Supervision Consultant and the PMC #*)	
3. Original Supervision Consultant Recommendation Letter*	
4. Original PMC Recommendation Letter#	
5. Original Summary Sheets (signed and Stamped by the Contractor, Supervision Consultant and PMC #*) <i>“Refer to Appendices B1 to B8 & B11”</i>	
6. Site Instruction & Claims Tracking Report <i>“Refer to Appendix B12”</i>	
7. Copy of delivery notes & Invoices for materials delivered to the site	
8. Vesting Certificate “for materials not yet delivered to site”	
9. Summary of Measurement Sheets “in the case of re-measurement contracts” (signed and Stamped by the Contractor, Supervision Consultant and PMC #*)	
10. Copy of Valid Commercial Registration. Exceptional approval for one time only in case of Expired Commercial registration, however undertaking letter should be sent by the Contractor to provide the renewed one before the next payment submission.	
11. If there is a penalty, detailed breakdown signed by the Engineer must be attached. For delay penalties, Appendices B13 and B14 signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. Appendices B9 and B10 , signed by the Engineer, must be attached for this confirmation.	
12. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
13. In case of Fluctuations to be added or deducted to payment certificate, calculation to be attached (signed and Stamped by the Contractor, Supervision Consultant and PMC #*)	
14. All Bank Guarantees and IP should be valid at least 60 days. Guarantees/IP validity of less than 60 days to be accepted, only in the case of a prior request for renewal was sent from Concerned Department to Finance Department.	
15. In case required in Contract; Official document proof that labour’s / worker’s wages had been paid, i.e. Certificate from Administrative Department of Labours and Social Affairs.	
16. In case required in Contract; Progress Photographs and Video with dates in CD.	
17. In case required in Contract; A forecast for the Subsequent period and an update of the cash flow curve	
18. In case required in Contract; Declaration of dependence on domestic market and national products	
19. Others (in case any other documents not listed above required in the contract)	
a.	
b.	
c.	

INTERIM RP FOR CONTRACTOR PAYMENT CONTROL CHECKLIST

Reference No.: ESD-PAY-F002

Revision: 11.0

Effective Date: 12.06.2024

1. *If the amount of the invoice submitted by the contractor is more than the actual amount to be paid; and the contractor has refused to amend his invoice; the consultant may proceed with a recommendation for payment to the Contractor based on the actual value of works completed on site and/or materials "revised BOQ & Summary" to be paid as specified in Contract.*
2. *If the contractor fails to submit a monthly statement, the consultant must proceed with a recommendation for payment to the contractor based on the actual value of works completed on site and/or materials to be paid as specified in the Contract.*
3. *Exceptional approval for one time only in case of minor missing supporting document(s), however it should be confirmed by the Engineer that all missing supporting documents will be provided with the next payment submission.*

COMMENTS

1. Payment To Be Returned for Corrections, etc., as detailed below:

(* required for the projects had supervision Consultant) – (# required for the projects Managed by PMC)

Checked by:

Date:

THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

**PENULTIMATE RP FOR CONTRACTOR
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F005

Revision: 12.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice with application from the Contractor	
2. Original Payment Certificate "signed & stamped by the Supervision Consultant and the PMC #*"	
3. Original Supervision Consultant Recommendation Letter*	
4. Original PMC Recommendation Letter#	
5. Original Summary Sheets (signed & stamped by the Contractor, Supervision Consultant and PMC #*) "Refer to Appendices B1 to B8 & B11"	
6. Site Instruction & Claims Tracking Report "Refer to Appendix B12"	
7. Copy of Valid Commercial Registration	
8. Copy of Valid Income Tax Card	
9. If there is a penalty, detailed breakdown signed by the Engineer must be attached. For delay penalties, Appendices B13 and B14 signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. Appendices B9 and B10, signed by the Engineer, must be attached for this confirmation.	
10. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
11. Schedule of Provisional sums "how they have been expended under the Contract" as VO.	
12. Measurement Summaries Sheets "in case of re-measurement contracts"	
13. Original Completion Certificate	
14. Letter of Undertaking - Taking Over Certificate	
15. Original Municipality Clearance "Roads & Drainage Contracts Only"	
16. Transmittal sheets related to O & M Manuals inc. warranties & guaranties	
17. In case of Fluctuations to be added or deducted to payment certificate, calculation to be attached	
18. All Bank Guarantees and IP should be valid at least 60 days except the Retention Bond	
19. Release of first half of the Retention Money or the Bond with Penultimate Payment	
20. In case required in Contract; Official document proof that labour's / worker's wages had been paid, i.e. Certificate from Administrative Department of Labours and Social Affairs.	
21. In case required in Contract; Progress Photographs and Video with dates in CD.	
22. In case required in Contract; A forecast for the Subsequent period and an update of the cash flow curve	
23. In case required in Contract; Declaration of dependence on domestic market and national products	

**FINAL RP FOR CONTRACTOR PAYMENT
CONTROL CHECKLIST**

Reference No.: ESD-PAY-F003

Revision: 15.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice with application from the Contractor	
2. Original Payment Certificate (signed & stamped by the Supervision Consultant and the PMC #*)	
3. Original Supervision Consultant Recommendation Letter*	
4. Original PMC Recommendation Letter#	
5. Original Summary Sheets (signed & stamped by the Contractor, Supervision Consultant and PMC #*) <i>“Refer to Appendices B1 to B11”</i>	
6. Schedule of Provisional sums “how they have been expended under the Contract” as VO. (signed & stamped by the Supervision Consultant and the PMC #*).	
7. If there is a penalty, detailed breakdown signed by the Engineer must be attached. For delay penalties, appendices B13 and B14 signed by the Engineer shall be attached.	
8. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
9. In case the Bank account changed, the Contractor must submit the following: <ul style="list-style-type: none"> a. Bank Account Information Letter <i>“Refer to Appendix A10”</i> b. Confirmation letter from Bank including the details of the Contractor Bank Account and IBAN. c. No Objection Letter from previous bank 	
10. Original Maintenance Certificate	
11. Original Final Account Statement	
12. Copy of approved Final Settlement for Re-measurable Contracts.	
13. Copy of Valid Income Tax Card	
14. Copy of Valid Commercial Registration and Establishment Card	
15. I. D. Copy of the authorized signatory	
16. Copy of DCU Clearance	
17. Copy of completion certificate – confirmation all outstanding works, identified defects have been closed out and all O & M Manuals Provided	
18. In case of Fluctuations to be added or deducted to payment certificate, calculation to be attached (signed and Stamped by the Contractor, Supervision Consultant and PMC #*)	
19. In case required in Contract; Official document proof that labour’s / worker’s wages had been paid, i.e. Certificate from Administrative Department of Labours and Social Affairs.	
20. In case required in Contract, Progress Photographs and Video with dates in CD.	
21. In case required in Contract, original Subcontractor’s Payment Discharge Form	
22. In case required in Contract, original Discharge Certificate	
23. In case required in Contract, Declaration of dependence on domestic market and national products.	
24. Others (in case any other documents not listed above required in the contract) <ul style="list-style-type: none"> a. b. c. 	
COMMENTS	



قطر تستحق الأفضل
Qatar Deserves The Best

**FINAL RP FOR CONTRACTOR PAYMENT
CONTROL CHECKLIST**

Reference No.: ESD-PAY-F003

Revision: 15.0

Effective Date: 12.06.2024

1. Payment To Be Returned For Corrections, etc., as detailed below:

(required for the projects had supervision Consultant) – (# required for the projects Managed by PMC)*

Checked by:

Date:

THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

SECTION 2

PAYMENT PROCEDURE FOR CONSULTANT

(DESIGN & SUPERVISION)

DESCRIPTION OF CONSULTANT (DESIGN & SUPERVISION) PAYMENT PROCESS

1. SUBJECT, PURPOSE, SCOPE, AND PARTIES

1.1. Subject:

The subject matter of this procedure is the methodology in accordance with which the Consultant's applications for payment shall be administered by the parties.

1.2. Purpose:

To provide a specific, detailed and transparent process to facilitate timely certification and authorisation of the Consultant's applications for payment.

1.3. Scope:

This procedure shall be applicable to all Consultants applications for payment.

This document represents the Consultant Payment Procedures based on the Authority General Conditions of Engagement. These procedures should be adapted, after discussion with PWA Representative as appropriate for each programme, to reflect the different conditions of contract.

1.4. Parties:

The parties required to administer this procedure are:

- a) The Consultant: Delegated representative;
- b) The Engineer: Delegated representative;
- c) Relevant Departments within the Public Works Authority (PWA):
 - i. PWA Project Manager to endorse the Consultant Payment Application;
 - ii. Engineering Services Department (ESD) representative;
 - iii. PWA Finance & Administrative Department Review Process.

The Parties shall have, and hold, full delegated powers from their respective departments to review and endorse the Consultant Payment Applications.

The Authority (Project Manager, Department Manager, Affairs Director, Finance and Engineering Services Department) shall accept in full without recourse to further and / or additional review the endorsements of the Payment Application carried out on their behalf by their delegated representatives.

2. PROCEDURE

Payments shall be administered by a Nine (10) steps process as illustrated in the [Process Map for Consultant \(Design and Supervision\) Payment](#).

2.1. Application for Payment

The Consultant shall submit the application for payment in compliance with the Agreement.

For the sake of clarification:

- 'Application for payment' refers to the process of payment application, invoicing and reimbursement'
- 'Payment Application' refers to the document, proforma contained in the Check lists, issued by the Consultant to the Engineer for review and endorsement.

The Consultant shall submit to The Engineer the Payment Document through the Electronic System and hardcopy within the first week of each calendar month. The Cut-off date of each Payment Application is the last working day of each calendar month. The Engineer shall use the forms in the check list & Templates. The date of receipt by the Engineer is the date from which the payment due date is calculated.

2.2 Payment Application Review

The Consultant shall submit the Payment Application to the attention of PWA Project Manager for approval.

2.3 PWA Project Manager Review Process

The Project Manager shall, **within Two (2) working days** review the payment, approve, sign and forward the Consultant's payment documents to ESD.

2.4 Engineering Services Department (ESD) Review Process

Upon receipt of the Consultant's payment from the PWA Project Manager, ESD shall **within three (3) working days** review, sign and forward the Payment Document to The Engineer.

2.5 The Engineer Approve/Certify Process

Upon receipt of the Consultant's payment from ESD, The Engineer shall within **three (3) working days** sign and forward the Payment documents to the PWA Finance Department for authorisation.

2.6 PWA Finance and Administrative Department Review Process

Within three (3) working days from the receipt of signed document, the PWA Finance Department shall authorize and issue the payment to the Ministry of Finance & Economic.

3. Countersignatures and Counter Initialling of Documents

Countersignature of the Payment Certificate by the Consultant, and PWA Department is acceptable for holiday cover or leave of absence subject to the required delegated authority.

Counter initialling of any document by the Consultant, and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

No alteration or change to the template of the Payment Certificate shall be permitted without express approval of the Authority with reasons given for any proposed alteration or change.

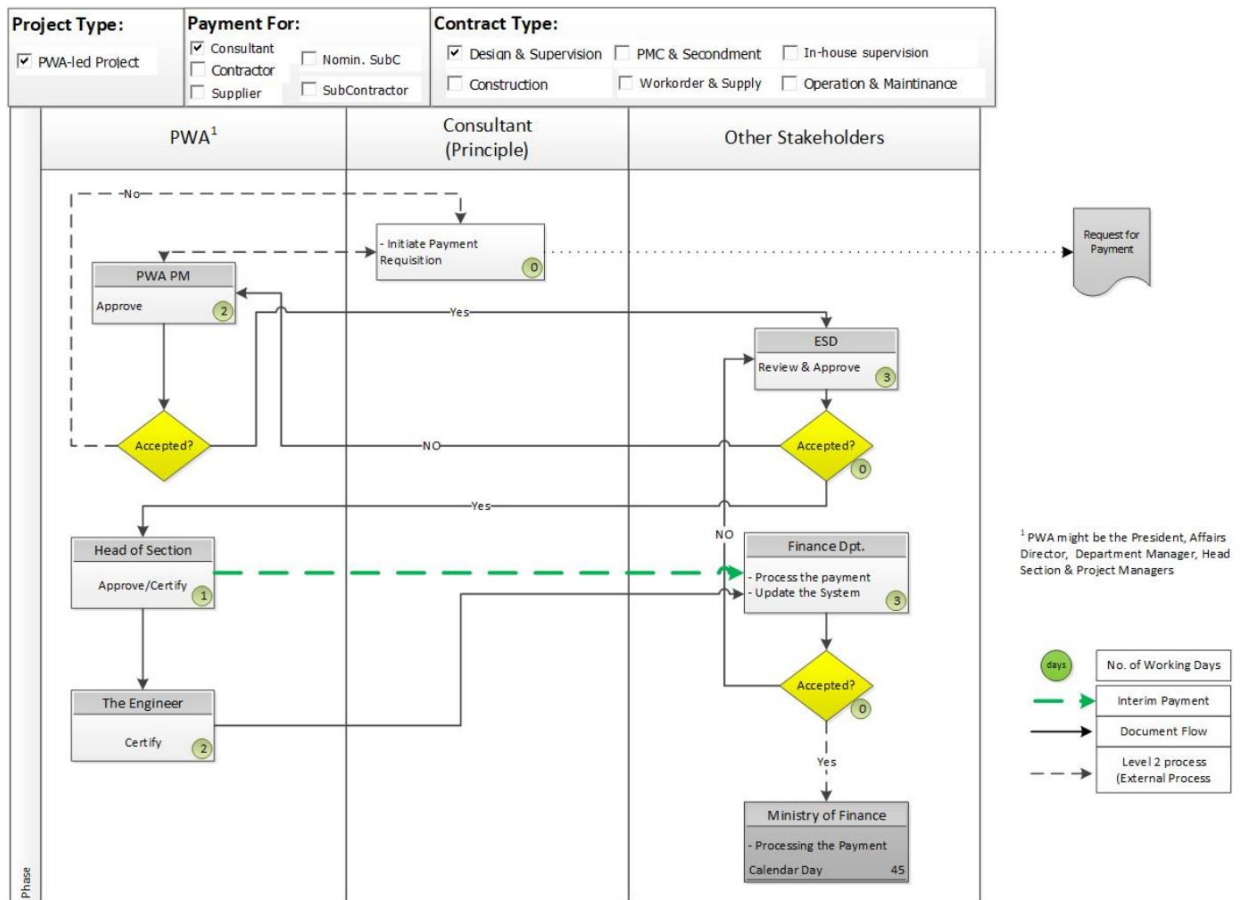
4. Tracking of Payment

Upon the payment collection, The Consultant shall update the appropriate fields in the Electronic System, notify the PWA Department, and submit an updated payment tracker, which include all the assigned projects. The Consultant will advise the PWA Department when the payment had received and upon which date actual payment was received.

5. Error Corrections and Reverse Process

In case of any error found during the above review processes, the party who found the error shall return the payment documents to the concerned party for correction along with the check list. Once corrected, the Payment Documents shall be processed in the same order of the above steps. *The errors and corrective actions shall be clearly recorded in the payment tracking sheet in order to be prevented in the future.* The date PWA Department received the corrected application is the date from which the payment due date is calculated.

6. Process Map for Consultant (Design and Supervision) Payment



**ADVANCE/FIRST RP FOR CONSULTANT
(DESIGN AND SUPERVISION) PAYMENT
CONTROL CHECKLIST**

Reference No.: ESD-PAY-F006

Revision: 11.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original Payment Certificate signed & stamped by The Engineer and PMC#	
3. Original approval Letter from PMC for the services completed # <i>“Design Contracts”</i>	
4. Original approval letter from PWA for the services completed <i>“Design Contracts”</i>	
5. Original Breakdown for the services completed “signed and stamped by the Engineer and the PMC #” <i>“Refer to Appendix A13”</i>	
6. Daily attendance sheets for the staff signed by the Engineer/Project Manager on CD (Scanned copy) * <i>“Refer to Appendix A8”</i>	
7. Original Monthly attendance records and calculation sheet signed by the Engineer/Project Manager <i>“Refer to Appendix A9”</i>	
8. Copy of Authorisation To Mobilise the Staff (ATM) “signed and stamped by the Engineer and the PMC #”	
9. Copy of Award Letter and Notice of Agreement or Notice to Proceed.	
10. Copy of Performance Bond and Original Advance Bond in case of Advance payment	
11. Copy of Insurance certificates	
12. Copy of Valid Commercial License, Engineering License Certificate and Establishment Card	
13. Copy of Valid income Tax Card	
14. I. D. Copy of the authorized signatory	
15. Materials receipt from Oracle system <i>for the contracts under 12 or 13 Budget Only</i>	
16. Bank Account Information Letter <i>“Refer to Appendix A6”</i>	
17. Confirmation letter from Bank including the details of the Consultant Bank Account and IBAN.	
18. If there is a penalty, detailed breakdown signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. <i>Appendices B9 and B10</i> , signed by the Engineer, must be attached for this confirmation.	
19. Others (in case any other documents not listed above required in the contract)	
a.	
b.	
c.	

**ADVANCE/FIRST RP FOR CONSULTANT
(DESIGN AND SUPERVISION) PAYMENT
CONTROL CHECKLIST**

Reference No.: ESD-PAY-F006

Revision: 11.0

Effective Date: 12.06.2024

Note: For the Contracts under Condition of Engagement 1984 Edition.

- Salary per day = Monthly salary *12 months/365 days; Calculation of Absence = (monthly salary) – (salary per day*no of days absent)

COMMENTS

1. **Payment To Be Returned for Corrections, etc., as detailed below:**

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In case the project is managed by PMC.

* In case the staff is working in PWA Buildings or Site offices supported by PWA Staff Attendance system, the automated attendance daily sheet for each staff to be attached to this form.

Checked by:

Date:

THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

INTERIM RP FOR CONSULTANT (DESIGN AND SUPERVISION) PAYMENT CONTROL CHECKLIST

Reference No.: ESD-PAY-F007

Revision: 11.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original Payment Certificate signed & stamped by The Engineer and PMC#	
3. Original approval Letter from PMC for the services completed # <i>"Design Contracts"</i>	
4. Original approval letter from PWA for the services completed <i>"Design Contracts"</i>	
5. Original Breakdown for the services completed "signed and stamped by the Engineer and the PMC #" <i>"Refer to Appendix A13"</i>	
6. Daily attendance sheets for the staff signed by the Engineer/Project Manager on CD (Scanned copy) * <i>"Refer to Appendix A8"</i>	
7. Original Monthly attendance records and calculation sheet signed by the Engineer/Project Manager <i>"Refer to Appendix A9"</i>	
8. Copy of Authorisation To Mobilise the Staff (ATM) "signed and stamped by the Engineer and the PMC #" <i>in case new staff mobilized</i>	
9. If there is a penalty, detailed breakdown signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. <i>Appendices B9 and B10</i> , signed by the Engineer, must be attached for this confirmation.	
10. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
11. Copy of Valid Commercial License and Engineering License Certificate. Exceptional approval for one time only in case of Expired Commercial License and Engineering License Certificate, however undertaking letter should be send by the Consultant to provide the renewed one before the next payment submission.	
12. Materials receipt from Oracle system <i>for the contracts under 12 or 13 Budget Only</i>	
13. Original KPI Calculation sheet "signed and stamped by the Engineer and the PMC #"	
14. All Bank Guarantees and IP should be valid at least 60 days. Guarantees/IP validity of less than 60 days to be accepted, only in the case of a prior request for renewal was sent from Concerned Department to Finance Department.	
15. In case of fluctuations to be added or deducted to payments certificate, calculations to be attached "signed and stamped by the Engineer and the PMC #"	
16. Others (in case any other documents not listed above required in the contract)	
a.	
b.	
c.	
<p>Note: For the Contracts under Condition of Engagement 1984 Edition.</p> <ul style="list-style-type: none"> Salary per day = Monthly salary *12 months/365 days; Calculation of Absence = (monthly salary) – (salary per day*no of days absent) 	

COMMENTS

FINAL RP FOR CONSULTANT (DESIGN AND SUPERVISION) PAYMENT CONTROL CHECKLIST

Reference No.: ESD-PAY-F009

Revision: 14.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original Payment Certificate signed & stamped by The Engineer and PMC#	
3. Original approval Letter from PMC for the services completed # <i>"Design Contracts"</i>	
4. Original approval letter from PWA for the services completed <i>"Design Contracts"</i>	
5. Original Breakdown for the services completed "signed and stamped by the Engineer and the PMC #" <i>"Refer to Appendix A13"</i>	
6. Daily attendance sheets for the staff signed by the Engineer/Project Manager on CD (Scanned copy) * <i>"Refer to Appendix A8"</i>	
7. Original Monthly attendance records and calculation sheet signed by the Engineer/Project Manager <i>"Refer to Appendix A9"</i>	
8. Copy of Authorisation To Mobilise the Staff (ATM) "signed and stamped by the Engineer and the PMC #" <i>in case new staff mobilized</i>	
9. Copy of Valid Commercial License, Engineering License Certificate and Establishment Card	
10. I. D. Copy of the authorized signatory	
11. If there is a penalty, detailed breakdown, and <i>Appendices B9 & B10</i> signed by the Engineer must be attached.	
12. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
13. Original Completion Certificate	
14. Copy of Maintenance Certificate "for supervision contracts, in case Construction Contract not yet closed".	
15. Original Final Account Statement	
16. Copy of valid Income Tax Card	
17. Copy of DCU Clearance	
18. In case the Bank account changed, the Consultant must submit the following: <ul style="list-style-type: none"> d. Bank Account Information Letter <i>"Refer to Appendix A10"</i> e. Confirmation letter from Bank including the details of the Consultant Bank Account and IBAN. f. No Objection Letter from previous bank 	
19. a. Materials receipt from Oracle system <i>for the contracts under 12 or 13 Budget Only</i>	
20. Original KPI Calculation sheet "signed and stamped by the Engineer and the PMC #"	
21. In case of fluctuations to be added or deducted to payments certificate, calculations to be attached	
22. In case required in Contract; Original Discharge Certificate	

SECTION 3

PAYMENT PROCEDURE FOR CONSULTANT

(PMC/MC & SECONDMENT)

DESCRIPTION OF CONSULTANT (PMC/MC & SECONDMENT) PAYMENT PROCES

1. SUBJECT, PURPOSE, SCOPE, AND PARTIES

1.1 Subject:

The subject matter of this procedure is the methodology in accordance with which the Programme Management Consultant's (PMC/MC) and Secondment applications for payment shall be administered by the parties.

1.2 Purpose:

To provide a specific, detailed, and transparent process to facilitate timely certification and authorization of the PMC/MC's and Secondment applications for payment.

This document represents the Consultant Payment Procedures based on the Authority General Conditions of Engagement. These procedures should be adapted, after discussion with PWA Project Manager as appropriate for each Programme, to reflect the different conditions of contract.

1.3 Scope:

This procedure shall be applicable to all PMC/MC's and Secondment applications for payment.

1.4 Parties:

The parties required to administer this procedure are:

- a) Relevant Departments within the Public Works Authority (PWA):
 - i. The Engineer: Delegated representative;
 - ii. PWA Project Manager to endorse the Payment Application;
 - iii. Engineering Services Department (ESD) representative;
 - iv. PWA Finance & Administrative Department Review Process.

The Parties shall have, and hold, full delegated powers from their respective departments to review and endorse the Payment Applications.

The Authority (Project Manager, Department Manager, Affairs Director, Finance and Engineering Services Department) shall accept in full without recourse to further and / or additional review the endorsements of the Payment Application carried out on their behalf by their delegated representatives.

2. PROCEDURE

Payments shall be administered by 10 steps process as illustrated in the [Process Map for Consultant \(PMC/MC and Secondment\) Payment](#).

2.1. Application for Payment

The PMC/MC and Secondment Consultant shall submit the application for payment in compliance with the Agreement.

For the sake of clarification:

- 'Application for payment' refers to the process of payment application, invoicing and reimbursement'.
- 'Payment Application' refers to the document, proforma contained in Check lists and Templates, issued by the Project Manager for review and endorsement.

The PMC/MC and Secondment consultant shall submit to The Engineer the Payment Document through the Electronic System and hardcopy within the first week of each calendar month. The Cut-off date of each Payment Application is the last working day of each calendar month. The PMC/MC and Secondment consultant shall use the forms in the check list & Templates. The date of receipt by the Engineer is the date from which the payment due date is calculated.

2.2. Payment Application Review

The PMC/MC and Secondment shall submit the Payment Application to the attention of PWA Project Manager for approval.

2.3. PWA Project Manager Review Process

Within two (2) working days from receipt of the PMC/MC's and Secondment Payment Application, PWA Project Manager shall sign the Payment Certificate, initial the PWA memorandum and forward the Payment Application to ESD.

2.4. Engineering Services Department (ESD) Review Process

Upon receipt of the PMC/MC's and Secondment Payment Application from PWA Project Manager, the ESD shall **within Three (3) working days** review, approve and forward the Payment Application to The Engineer.

2.5. The Engineer Approve/Certify Process

Upon receipt of the PMC/MC Secondment's payment from ESD, The Engineer shall within **three (3) working days** sign and forward the Payment documents to the PWA Finance Department for authorisation.

2.6. PWA Finance and Administrative Department Review Process

Within three (3) working days from the receipt of signed document, the PWA Finance Department shall authorize and issue the payment to the Ministry of Finance & Economic.

3. Countersignatures and Counter Initialling of Documents

Countersignature of the Payment Certificate by the Consultant, and PWA Department is acceptable for holiday cover or leave of absence subject to the required delegated authority.

Counter initialling of any document by the Consultant, and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

No alteration or change to the template of the Payment Certificate shall be permitted without express approval of the Authority with reasons given for any proposed alteration or change.

4. Tracking of Payment

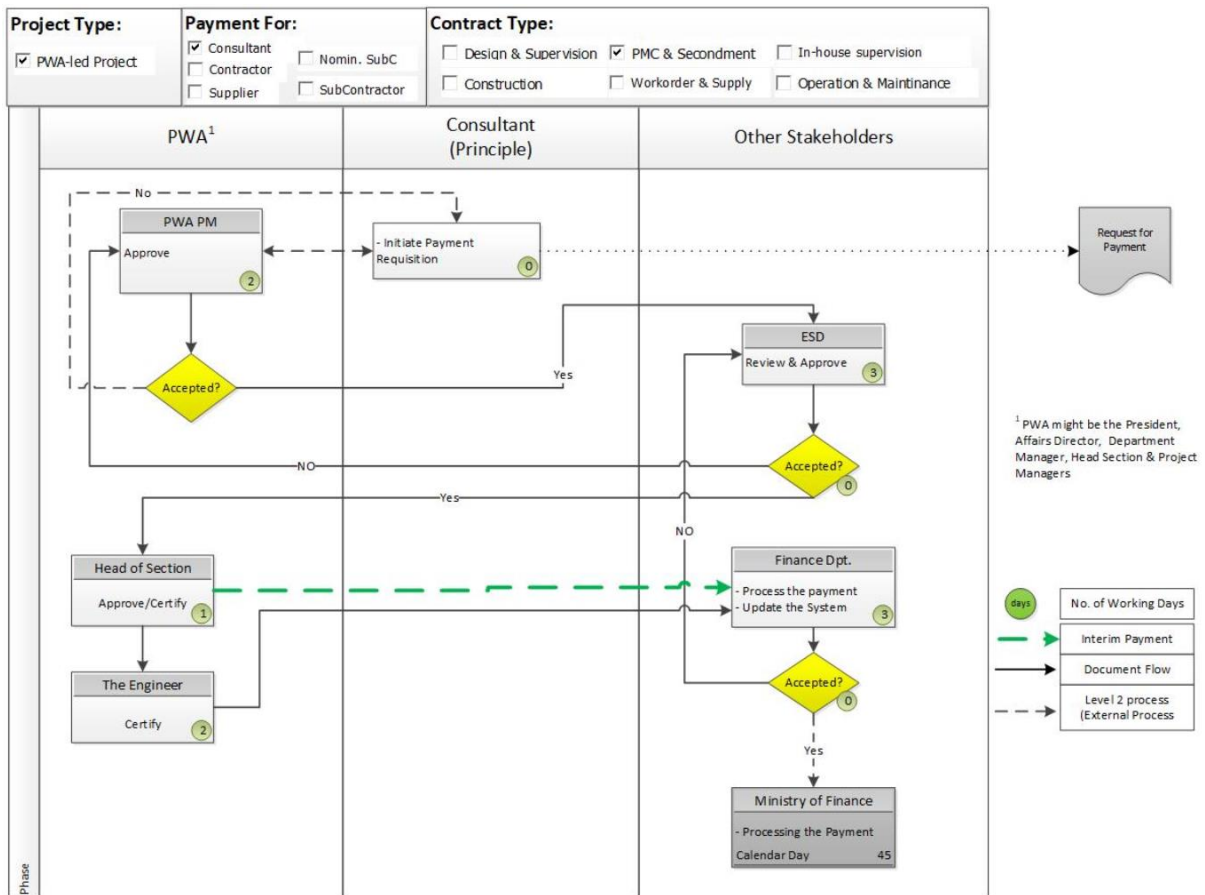
Upon payment collection, The Consultant shall update the appropriate fields in the Electronic System, notify the PWA Department, and submit an updated payment tracker, which include all the assigned projects.

The Consultant will advise the PWA Department when the payment has been received and upon which date the actual payment was received.

5. Error Corrections and Reverse Process

In case of any error found during the above review processes, the party who found the error shall return the payment documents to the concerned party for correction along with the check list. Once corrected, the Payment Documents shall be processed in the same order of the above steps. *The errors and corrective actions shall be clearly recorded in the payment tracking sheet to be prevented in the future.* The date the Engineer received the corrected application is the date from which the payment due date is calculated.

6. Process Map for Consultant (PMC & Secondment) Payment



ADVANCE/FIRST RP FOR (PMC/MC & SECONDMENT) PAYMENT CONTROL CHECKLIST

Reference No.: ESD-PAY-F010

Revision: 12.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
PMC/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original Payment Certificate signed & stamped by The Engineer and PMC#	
3. Original Breakdown for the services completed "signed and stamped by the Engineer and the PMC #" <i>"Refer to Appendix A14"</i>	
4. Daily attendance sheets for the staff signed by the Engineer/Project Manager on CD (Scanned copy) * <i>"Refer to Appendix A8"</i>	
5. Original Monthly attendance records and calculation sheet signed by the Engineer/Project Manager <i>"Refer to Appendix A9"</i>	
6. Copy of Authorisation To Mobilise the Staff (ATM) "signed and stamped by the Engineer and the PMC #"	
7. Copy of Award Letter and Notice of Agreement or Notice to Proceed.	
8. Copy of Performance Bond and Original Advance Bond in case of advance payment	
9. Copy of Insurance certificates	
10. Copy of Valid Commercial License, Engineering License Certificate and Establishment Card	
11. Copy of Valid income Tax Card	
12. I. D. Copy of the authorized signatory	
13. Bank Account Information Letter <i>"Refer to Appendix A6"</i>	
14. Confirmation letter from Bank including the details of the Consultant Bank Account and IBAN.	
15. If there is a penalty, detailed breakdown signed by the Engineer must be attached. Additionally, the Engineer shall confirm whether the penalty is permanent or under adjustment. Appendices B9 and B10 , signed by the Engineer, must be attached for this confirmation.	
16. Others (in case any other documents not listed above required in the contract) a. b. c.	
<p>Note: For the Contracts under Condition of Engagement 1984 Edition.</p> <ul style="list-style-type: none"> Salary per day = Monthly salary *12 months/365 days; Calculation of Absence=(monthly salary) – (salary per day*no of days absent) 	
<p>COMMENTS</p> <p>1. Payment To Be Returned for Corrections, etc., as detailed below:</p>	

**ADVANCE/FIRST RP FOR (PMC/MC &
SECONDMENT) PAYMENT CONTROL
CHECKLIST**

Reference No.: ESD-PAY-F010

Revision: 12.0

Effective Date: 12.06.2024

In case the project managed by PMC. * In case the staff is working in PWA Buildings or Site offices supported by PWA Staff Attendance system, the automated attendance daily sheet for each staff to be attached to this form.

Checked by:	Date:
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THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

INTERIM RP FOR (PMC/MC & SECONDMENT) PAYMENT CONTROL CHECKLIST

Reference No.: ESD-PAY-F011

Revision: 12.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
PMC/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original Payment Certificate signed & stamped by The Engineer and PMC#	
3. Original Breakdown for the services completed "signed and stamped by the Engineer and the PMC #" <i>"Refer to Appendix A14"</i>	
4. Daily attendance sheets for the staff signed by the Engineer/Project Manager on CD (Scanned copy) * <i>"Refer to Appendix A8"</i>	
5. Original Monthly attendance records and calculation sheet signed by the Engineer/Project Manager <i>"Refer to Appendix A9"</i>	
6. Copy of Authorisation To Mobilise the Staff (ATM) "signed and stamped by the Engineer and the PMC #" <i>in case new staff mobilized</i>	
7. If there is a penalty, detailed breakdown signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. <i>Appendices B9 and B10</i> , signed by the Engineer, must be attached for this confirmation.	
8. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
9. Copy of Valid Commercial License and Engineering License Certificate. Exceptional approval for one time only in case of Expired Commercial License and Engineering License Certificate, however undertaking letter should be send by the Consultant to provide the renewed one before the next payment submission.	
10. Original KPI Calculation sheet "signed and stamped by the Engineer and the PMC #"	
11. All Bank Guarantees and IP should be valid at least 60 days. Guarantees/IP validity of less than 60 days to be accepted, only in the case of a prior request for renewal was sent from Concerned Department to Finance Department.	
12. In case of fluctuations to be added or deducted to payments certificate, calculations to be attached "signed and stamped by the Engineer and the PMC #"	
13. Others (in case any other documents not listed above required in the contract) a. b. c.	

Note: For the contracts under Condition of Engagement 1984 Edition.

- $\text{Salary per day} = \text{Monthly salary} * 12 \text{ months} / 365 \text{ days}$; $\text{Calculation of Absence} = (\text{monthly salary}) - (\text{salary per day} * \text{no of days absent})$

COMMENTS

- Payment To Be Returned for Corrections, etc., as detailed below:**



قطر تستحق الأفضل
Qatar Deserves The Best

**INTERIM RP FOR (PMC/MC &
SECONDMENT) PAYMENT CONTROL
CHECKLIST**

Reference No.: ESD-PAY-F011

Revision: 12.0

Effective Date: 12.06.2024

In case the project managed by PMC. * In case the staff is working in PWA Buildings or Site offices supported by PWA Staff Attendance system, the automated attendance daily sheet for each staff to be attached to this form.

Checked by:	Date:
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THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

Commitment No.	<input type="text"/>	Department	<input type="text"/>
PMC/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original Payment Certificate signed & stamped by The Engineer and PMC#	
3. Original Breakdown for the services completed "signed and stamped by the Engineer and the PMC #" <i>"Refer to Appendix A14"</i>	
4. Daily attendance sheets for the staff signed by the Engineer/Project Manager on CD (Scanned copy) * <i>"Refer to Appendix A8"</i>	
5. Original Monthly attendance records and calculation sheet signed by the Engineer/Project Manager <i>"Refer to Appendix A9"</i>	
6. Copy of Authorisation To Mobilise the Staff (ATM) "signed and stamped by the Engineer and the PMC #" <i>in case new staff mobilized</i>	
7. I. D. Copy of the authorized signatory	
8. If there is any penalty, detailed breakdown and Appendices B9 & B10 signed by the Engineer must be attached.	
9. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
10. Original Completion Certificate	
11. Original Final Account Statement	
12. Copy of Valid Income Tax Card	
13. In case the Bank account changed, the Consultant must submit the following: <ul style="list-style-type: none"> g. Bank Account Information Letter <i>"Refer to Appendix A10"</i> h. Confirmation letter from Bank including the details of the Consultant Bank Account and IBAN. i. No Objection Letter from previous bank 	
14. Original KPI Calculation sheet "signed and stamped by the Engineer and the PMC #"	
15. In case of fluctuations to be added or deducted to payments certificate, calculations to be attached "signed and stamped by the Engineer and the PMC #"	
16. Copy of DCU Clearance for PMC/MMC Contracts. DCU clearance is not required for secondment contracts, "ESD letter 2021/0009685/7 dated 14/04/2021"	
17. Copy of Valid Commercial License, Engineering License Certificate and Establishment Card	
18. In case required in Contract; Original Discharge Certificate	
19. Others (in case any other documents not listed above required in the contract) <ul style="list-style-type: none"> a. b. c. 	
<p>Note: For the contracts under Condition of Engagement 1984 Edition.</p> <ul style="list-style-type: none"> • Salary per day = Monthly salary *12 months/365 days; Calculation of Absence=(monthly salary) – (salary per day*no of days absent) 	
COMMENTS	
1. Payment To Be Returned for Corrections, etc., as detailed below:	



قطر تستحق الأفضل
Qatar Deserves The Best

**FINAL RP FOR (PMC/MC & SECONDMENT)
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F012

Revision: 16.0

Effective Date: 12.06.2024

In case the project managed by PMC.

* In case the staff is working in PWA Buildings or Site offices supported by PWA Staff Attendance system, the automated attendance daily sheet for each staff to be attached to this form.

Checked by:

Date:

THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

SECTION 4

**PAYMENT PROCEDURE FOR WORK ORDERS AND
SUPPLY CONTRACTS**

1. SUBJECT, PURPOSE, AND SCOPE

1.1 Subject:

The subject matter of this procedure is the methodology in accordance with which the Work orders and Supplier's applications for payment shall be administered by the parties.

1.2 Purpose:

To provide a specific, detailed, and transparent process to facilitate timely certification and authorisation of the Work orders and Supplier's applications for payment.

1.3 Scope:

This procedure shall be applicable to all Work orders and Suppliers applications for payment.

2. PROCEDURE

Payments shall be administered by 10 steps process as illustrated in [Process Map for Work Orders and Supply Contract's Payment](#)

2.1 Application for Payment

The Supplier shall submit the application for payment in compliance with the Contract. The supplier shall issue application for payment by the end of the job or as per the conditions of the contract. The Supplier shall submit a hardcopy as well as a softcopy through the Electronic System. A copy of the Supplier's submission shall be uploaded into the Electronic System.

The date of receipt by the PWA Project Manager is the date from which the payment due date is calculated.

2.2 PWA Project Manager Review Process

Upon receipt of the supplier payment, the PWA Project Manager shall, **within Five (5) working days review** the payment, approve, sign, and forward the supplier's payment certificate to the ESD for final approval. The PWA Project Manager shall forward to the ESD the Payment Document through the Electronic System and **(1) one hardcopy** including the following as a minimum:

- a) Original Supplier's Payment Documents;
- b) Signed and stamped Payment Certificate by the PWA Project Manager;
- c) Check and validate PWA Standard Checklist submitted by the Supplier and verified by the PWA Project Manager as appropriate for each type of payment; and

Within the review process, The PWA Project Manager shall check and make sure that the Electronic System entries are correct and up to date.

2.3 Engineering Services Department (ESD) Review Process

Upon receipt of the Supplier's payment from the PWA Project Manager, ESD shall within **three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to The Engineer.

2.4 The Engineer Approve/Certify Process

Upon receipt of the Supplier's payment from ESD, The Engineer shall within **three (3) working days** sign and forward the Payment documents to the PWA Finance Department for authorisation.

2.5 PWA Finance and Administrative Department Review Process

Within **three (3) working days** from the receipt of signed document, the PWA Finance Department shall authorise and issue the payment to the Ministry of Finance.

3. Countersignatures and Counter Initialling of Documents

Countersignature of the Payment Certificate by the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

Counter initialing of any document by the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

No alteration or change to the template of the Payment Certificate shall be permitted without express approval of the Authority with reasons given for any proposed alteration or change.

4. Tracking of Payment

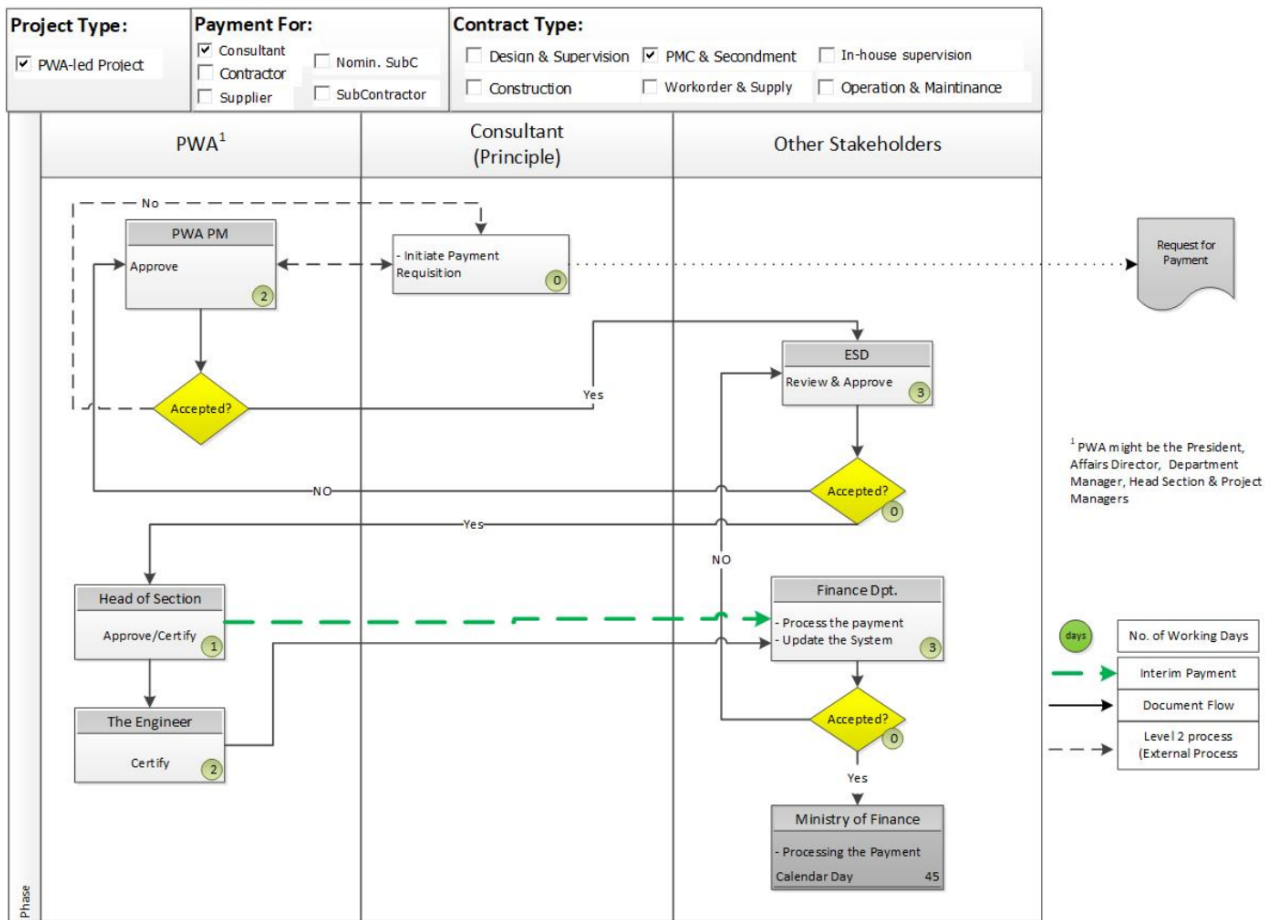
Upon payment collection, the supplier shall inform the consultant, the consultant shall update the appropriate fields in the Electronic System and notify the PWA Department.

The Consultant will advise the PWA Department when Supplier has received payment and upon which date payment was received.

5. Error Corrections and Reverse Process

In case of any error found during the above review processes, the party who found the error shall return the payment documents to the concerned party for correction along with the check list. Once corrected, the Payment Documents shall be processed in the same order as the above steps. *The errors and corrective actions shall be clearly recorded in the payment tracking sheet to be prevented in the future.* The date the Engineer received the corrected application is the date from which the payment due date is calculated.

6. Process Map for Work Orders and Supply Contracts Payment



**FIRST RP FOR WORK ORDERS & SUPPLY CONTRACTS
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F017

Revision: 11.0

Effective Date: 12.06.2024

Commitment No.

Department

Vendor

Project Manager

Payment Certificate No.

TERMS OF REFERENCE FOR CHECK		CHECKED
1.	Original Invoice from the Vendor	
2.	Original Payment Certificate signed & stamped by The Engineer and PMC#	
3.	Copies of Delivery Notes	
4.	Original Breakdown for the services completed "signed and stamped by The Engineer and PMC # <i>Refer to Appendix A13</i> "	
5.	If there is a penalty, detailed breakdown signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. <i>Appendices B9 and B10</i> , signed by the Engineer, must be attached for this confirmation.	
6.	Copy of Award Letter and Notice of Agreement or Notice to Proceed	
7.	Copy of Valid Commercial Registration and Establishment Card	
8.	Copy of Valid Income Tax Card	
9.	I. D. Copy of the authorized signatory	
10.	Bank Account Information Letter <i>Refer to Appendix A6</i>	
11.	Confirmation letter from Bank including the details of the Vendor Bank Account and IBAN.	
12.	Copy of the Bank Guarantees and IP; all BG and IP should be valid at least 60 days	
13.	Materials receipt from Oracle system <i>for the contracts under 12 or 13 Budget Only</i>	
14.	In case required in Contract; Official document proof that labour's / worker's wages had been paid, i.e. Certificate from Administrative Department of Labours and Social Affairs.	
15.	In case required in Contract; Progress Photographs and Video with dates in CD.	
16.	In case required in Contract; A forecast for the Subsequent period and an update of the cash flow curve	
17.	In case required in Contract; Declaration of dependence on domestic market and national products	
18.	Others (in case any other documents not listed above required in the contract)	
	a.	
	b.	
	c.	
COMMENTS		
1.	Payment To Be Returned for Corrections, etc., as detailed below:	

**INTERIM RP FOR WORK ORDERS & SUPPLY CONTRACTS
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F018

Revision: 9.0

Effective Date: 12.06.2024

Commitment No.

Department

Vendor

Project Manager

Payment Certificate No.

TERMS OF REFERENCE FOR CHECK		CHECKED
1.	Original Invoice from the Vendor	
2.	Original Payment Certificate signed & stamped by The Engineer and PMC#	
3.	Copies of Delivery Notes	
4.	Original Breakdown for the services completed "signed and stamped by The Engineer and PMC # <i>"Refer to Appendix A13"</i>	
5.	If there is a penalty, detailed breakdown signed by the Engineer must be attached. Additionally, the Engineer must confirm whether the penalty is permanent or under adjustment. <i>Appendices B9 and B10</i> , signed by the Engineer, must be attached for this confirmation.	
6.	If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
7.	Copy of Valid Commercial Registration. Exceptional approval for one time only in case of Expired Commercial registration, however undertaking letter should be sent by the Contractor/Consultant to provide the renewed one before the next payment submission.	
8.	All Bank Guarantees and IP should be valid at least 60 days. Guarantees/IP validity of less than 60 days to be accepted, only in the case of a prior request for renewal was sent from Concerned Department to Finance Department.	
9.	Materials receipt from Oracle system <i>"for the contracts under 12 or 13 Budget Only"</i>	
10.	In case required in Contract; Official document proof that labour's / worker's wages had been paid, i.e. Certificate from Administrative Department of Labours and Social Affairs.	
11.	In case required in Contract; Progress Photographs and Video with dates in CD.	
12.	In case required in Contract; A forecast for the Subsequent period and an update of the cash flow curve	
13.	In case required in Contract; Declaration of dependence on domestic market and national products	
14.	Others (in case any other documents not listed above required in the contract) a. b. c.	
COMMENTS		
1. Payment to be returned for corrections, etc., as detailed below:		

**INTERIM RP FOR WORK ORDERS & SUPPLY CONTRACTS
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F018

Revision: 9.0

Effective Date: 12.06.2024

In case the project managed by PMC

Checked by:	Date:
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THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

**FINAL RP FOR WORK ORDERS & SUPPLY CONTRACTS
PAYMENT CONTROL CHECKLIST**

Reference No.: ESD-PAY-F019

Revision: 14.0

Effective Date: 12.06.2024

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Vendor	<input type="text"/>	Project Manager	<input type="text"/>
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Vendor	
2. Original Payment Certificate signed & stamped by The Engineer and PMC#	
3. Copies of Delivery Notes	
4. Original Breakdown for the services completed "signed and stamped by The Engineer and PMC # <i>"Refer to Appendix A13"</i>	
5. If there is a penalty, detailed breakdown, and Appendices B9 & B10 signed by the Engineer must be attached.	
6. If any penalty under adjustment which was applied previously is released, justification from the Engineer shall be attached. Release of a delay penalty requires relevant tender committee approval for EOT.	
7. Original Performance Certificate	
8. Original Taking over certificate. <i>not applicable for House connection work orders</i>	
9. Original Final Account Statement. <i>not applicable for House connection work orders less than</i>	
10. Copy of approved Final Settlement for Re-measurable Contracts.	
11. Copies of Warrantee certificates	
12. Copy of Valid Commercial Registration and Establishment Card	
13. Work Order Completion Certificate	
14. I. D. Copy of the authorized signatory	
15. Copy of Valid Income Tax Card	
16. Copy of DCU Clearance. DCU Clearance is not required for Purchase Order contracts, Supply	
17. In case the Bank account changed, the Vendor must submit the following: <ul style="list-style-type: none"> j. Bank Account Information Letter <i>"Refer to Appendix A10"</i> k. Confirmation letter from Bank including the details of the Vendor Bank Account and IBAN. l. No Objection Letter from previous bank 	
18. Materials receipt from Oracle system <i>"for the contracts under 12 or 13 Budget Only"</i>	
19. In case required in Contract; Official document proof that labour's / worker's wages had	
20. In case required in Contract; Progress Photographs and Video with dates in CD.	
21. In case required in Contract; original Subcontractor's Payment Discharge Form	
22. In case required in Contract; original Discharge Certificate	
23. In case required in Contract; Declaration of dependence on domestic market and national products	
24. Others (in case any other documents not listed above required in the contract) <ul style="list-style-type: none"> a. b. c. 	

COMMENTS:

1. Payment to be returned for corrections, etc., as detailed below:

SECTION 5

**PAYMENT PROCEDURE FOR NOMINATED SUB-
CONTRACTOR**

1. SUBJECT, PURPOSE, AND SCOPE

1.1 Subject:

The subject matter of this procedure is the methodology in accordance with which the Nominated Sub-Contractor's applications for payment shall be administered by the parties.

1.2 Purpose:

To provide a specific, detailed and transparent process to facilitate timely certification and authorisation of the Nominated Sub Contractor's applications for payment.

1.3 Scope:

This procedure shall be applicable to all Nominated Sub-Contractor's applications for payment.

2. PROCEDURE

Payments shall be administered by 11 steps process as illustrated in [Process Map for Nominated Sub Contractor's Payment](#)

2.1 Application for Payment

The Nominated Subcontractor shall submit their formal payment application to the Consultant. The Consultant shall upload the payment application through the Electronic System as well as hardcopy including the PWA standards checklist as appropriate for each type of payment.

2.2 Consultant Review

Upon receipt of the Nominated Subcontractor's application, the Consultant shall within **three (3) working days** review the Nominated Subcontractor's application.

The Consultant shall forward to the Project Manager the Payment Document through the Electronic System and hardcopy including the following as a minimum and any further requirements as noted in the PWA Payment Control Check list.

The date of receipt by the Consultant is the date from which the payment due date is calculated.

Method of Payment:

The following are the detailed step-by-step procedures for the Consultant and PWA Departments:

Invoice and Supporting Documents:

- The nominated subcontractor must submit their invoice to the consultant.
- They must also attach the supporting documents as listed in the related checklist (e.g., Letter for Bank Account Information of Nominated Subcontractor, copy of Nominated Subcontractor Agreement, etc.).

Payment Certificate

- A separate Payment Certificate shall be prepared for the nominated subcontractor.
- This certificate's number should be the next sequential number after the most recent payment certificate issued to the main contractor. For example, if the previous payment certificate for the main contractor was Payment Certificate No. 6, the nominated subcontractor's certificate would be Payment Certificate No. 7.

Payment Certificate Details

- The "Work Value to Date" and "Material on Site" values should be carried forward from the previous payment certificate.
- The retention amount from the previous certificate should also be carried forward.
- Payment amount to nominated subcontractor should be included in the field "**Payment for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Subcontractors.**"
- The net amount should match the nominated subcontractor's invoice.
- A note at the bottom of the payment certificate should be included stating: "This payment is made to the nominated subcontractor, bank account number....."

2.3 PWA Project Manager Review Process

Upon receipt of the Nominated Sub Contractor payment, the Project Manager shall **within Two (2) working days** review the payment, approve, sign and forward the Nominated Sub Contractor's payment certificate to the ESD. The Project Manager shall forward to ESD the Payment Document through the Electronic System and **(1) One hardcopy** including the following as a minimum:

- a. Original Nominated Sub Contractor's Payment Documents;
- b. Signed and stamped Payment Certificate by the Consultant and The Engineer;
- c. Check and validate PWA Standard Checklist submitted by the Nominated Sub Contractor and verified by the Project Manager as appropriate for each type of payment; and
- d. Main Contractor's authorize verification

Within the review process, the Project Manager shall check and make sure that the Electronic System entries are correct and up to date.

2.4 Engineering Services Department (ESD) Review Process

Upon receipt of the Nominated Sub Contractor's payment from the Project Manager, ESD shall within **three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to PWA Head Section.

2.5 The Engineer Approval/Certification Process

PWA Head Section shall sign and forward the Payment Certificate and Payment Document to the Secretary of The Engineer. The Payment Document and Payment Certificate signed by The Engineer will be forwarded to the PWA Finance Department for authorization. The duration of this process shall not be more than **Three (3) working days**.

2.6 PWA Finance Review Process

Within **three (3) working days** from the receipt of signed document, the PWA Finance Department shall authorise and issue the payment to the Ministry of Finance.

3. Countersignatures and Counter Initialling of Documents

Countersignature of the Payment Certificate by the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

Counter initialling of any document by the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

No alteration or change to the template of the Payment Certificate shall be permitted without express approval of the Authority with reasons given for any proposed alteration or change.

4. Tracking of Payment

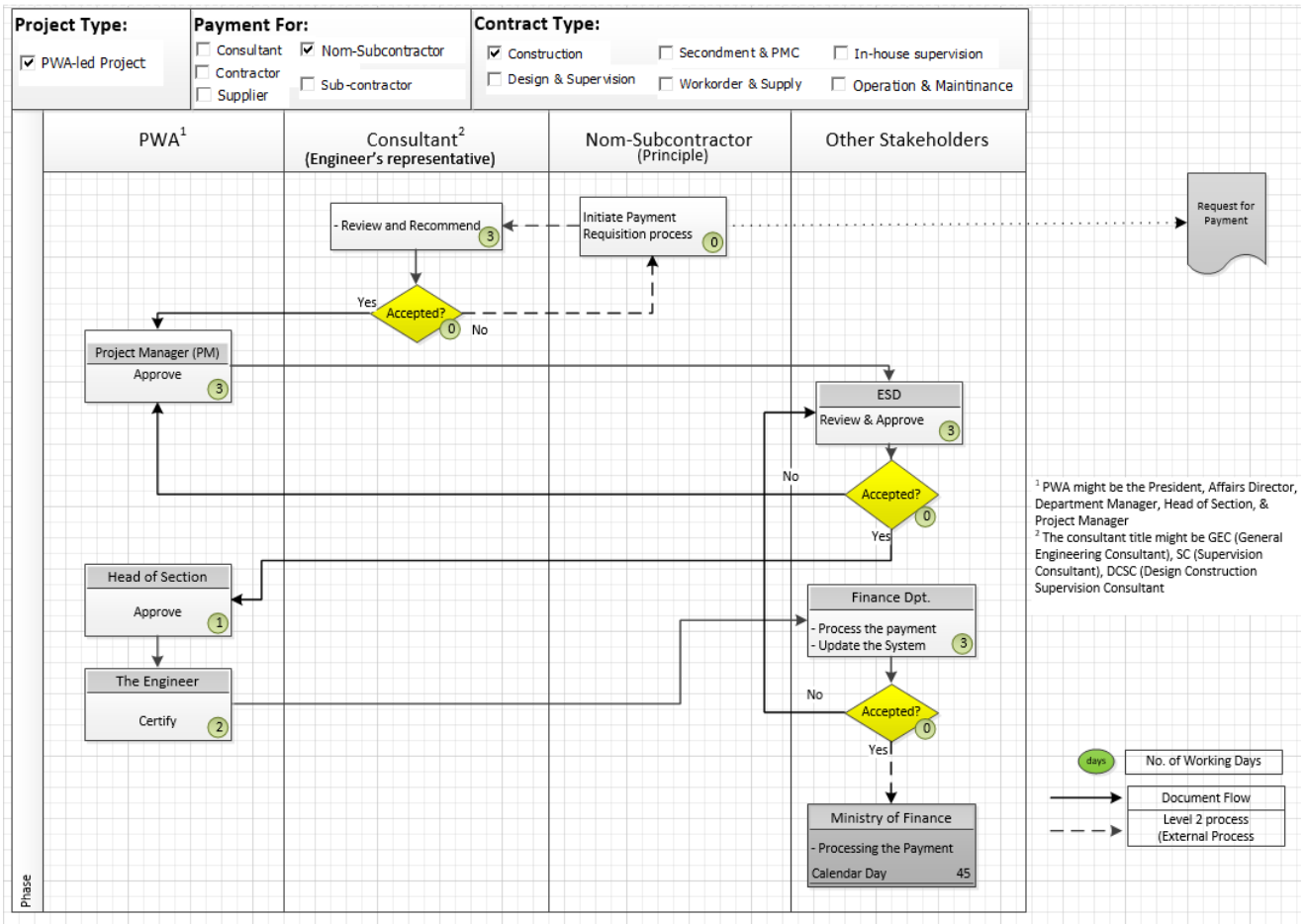
Upon payment collection, the supplier shall inform the Consultant; the consultant shall update the appropriate fields in the Electronic System and notify the PWA Department.

The Consultant will advise the PWA Department when Supplier has received payment and upon which date payment was received.

5. Error Corrections and Reverse Process

In case of any error found during the above review processes, the party who found the error shall return the payment documents to the concerned party for correction along with the check list. Once corrected, the Payment Documents shall be processed in the same order as the above steps. *The errors and corrective actions shall be clearly recorded on the payment tracking sheet to be prevented in the future.* The date the Engineer received the corrected application is the date from which the payment due date is calculated.

6. Process Map for Nominated Sub-contractor Payment.



Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Nominated Sub-Contractor	<input type="text"/>		
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice (s) from the nominated subcontractor	
2. Original Payment Certificate (signed & stamped by the Supervision Consultant and the PMC #*)	
3. Original Summary Sheets [/] (signed and stamped by the Contractor, Supervision Consultant and PMC #*) <i>"Refer to Appendices B1 to B11"</i>	
4. Confirmation letter from the Main Contractor. This is not applicable for NTO direct payment in case the contract stated the payment to be made directly by PWA.	
5. Copy of Scope, related BOQ, Annex, and Agreement of the sub-contract	
6. Copy of Valid Commercial Registration of Sub-contractor	
7. I. D. Copy of the authorized signatory of sub-contractor	
8. Bank Account Information Letter <i>"Refer to Appendix A6"</i>	
9. Confirmation letter from Bank including the details of the Nominated Subcontractor Bank Account and IBAN.	
10. In case required in Contract; Official document proof that labour's / worker's wages had been paid, i.e. Certificate from Administrative Department of Labours and Social Affairs.	
11. Others (in case any other documents not listed above required in the contract) a. b. c.	

COMMENTS

1. **Payment To Be Returned for Corrections, etc., as detailed below:**

* required for the projects had supervision Consultant

required for the projects Managed by PMC

[/]if involve multiple item.

[/]if involve multiple item.

Checked by:

Date:

THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

SECTION 6

PAYMENT PROCEDURE FOR SUBCONTRACTOR

1. SUBJECT, PURPOSE, AND SCOPE

1.1 Subject:

The subject matter of this procedure is the methodology in accordance with which the Sub-Contractor's applications for payment shall be administered by the parties.

1.2 Purpose:

To provide a specific, detailed and transparent process to facilitate timely certification and authorisation of the Sub Contractor's applications for payment.

1.3 Scope:

This procedure shall be applicable to all Sub Contractor's applications for payment.

2. PROCEDURE

Payments shall be administered by 11 steps process as illustrated in [Process Map for Sub Contractor's Payment](#)

2.1 Application for Payment

The Sub Contractor shall submit the application for payment to PWA Department Manager through the system for review.

The date of receipt by PWA Department Manager is the date from which the payment due date is calculated.

The PWA Department Manager **within Two (2) working days** will discuss the payment with the Contractor.

In case the Contractor failed to pay to the subcontractor, the PWA Department Manager will forward the payment application to the Supervision Consultant for review and recommendation.

In case there is no Supervision Consultant on the project the PWA Project Manager will complete the role of Supervision Consultant

Method of Payment:

The following are the detailed step-by-step procedures for the Consultant and PWA Departments:

Invoice and Supporting Documents:

- The subcontractor must submit their invoice and supporting documents as listed in the related checklist (e.g., Letter for Bank Account Information of Subcontractor, copy of Subcontractor Agreement, etc.).

Payment Certificate

- A separate Payment Certificate shall be prepared for the subcontractor.
- This certificate's number should be the next sequential number after the most recent payment certificate issued to the main contractor. For example, if the previous payment certificate for the main contractor was Payment Certificate No. 6, the subcontractor's certificate would be Payment Certificate No. 7.

Payment Certificate Details

- The "Work Value to Date" and "Material on Site" values should be carried forward from the previous payment certificate.
- The retention amount from the previous certificate should also be carried forward.
- Payment amount to the subcontractor should be included in the field **"Payment for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Subcontractors."**
- The net amount should match the subcontractor's invoice.
- A note at the bottom of the payment certificate should be included stating: "This payment is made to the subcontractor, bank account number....."

2.2 The Consultant Review Process

Upon receipt of the Sub Contractor payment, the Consultant shall **within Five (5) working days review** the payment, approve, sign and forward the Sub Contractor's payment certificate to the PWA Project Manager for approval. The Consultant shall forward to the PWA Project Manager **(1) One original + (2) two hardcopies** including the following as a minimum:

- a. Original Sub Contractor's invoice
- b. Signed and stamped Payment Certificate by the Consultant;
- c. Check and validate PWA Standard Checklist and verified by the Consultant as appropriate; and
- d. The Consultant recommendation.

2.3 The PWA Project Manager Process

Upon receipt of the Sub Contractor payment, the Project Manager shall **within Five (3) working days review** the payment, recommend, approve, sign and forward the Sub Contractor's payment certificate to Head of Section for approval.

2.4 The Head of Section Process

Upon receipt of the Sub Contractor payment from the Project Manager, the Head of Section shall **within One (1) working day review** the payment, recommend, approve, sign and forward the Sub Contractor's payment certificate to ESD.

2.5 Engineering Services Department (ESD) Review Process

Upon receipt of the Sub Contractor's payment from the Head of Section, ESD shall within **three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to The Engineer.

2.6 The Engineer Approval/Certification Process

Upon receipt of the Sub Contractor's payment from the ESD, The Engineer shall **within Two (2) working day**, sign and forward the payment document to the PWA Finance Department for authorization.

2.7 PWA Finance Review Process

Within **three (3) working days** from the receipt of signed document, the PWA Finance Department shall authorise and issue the payment to the Ministry of Finance.

3. Error Corrections and Reverse Process

In case of any error found during the above review processes, the party who found the error shall return the payment documents to the concerned party for correction along with the check list. Once corrected, the Payment Documents shall be processed in the same order of the above steps. *The errors and corrective actions shall be clearly recorded in the payment tracking sheet in order to be prevented in the future.*

4. Tracking of Payment

Upon the payment collection, the supplier shall inform the Consultant; the consultant shall update the appropriate fields in the Electronic System and notify the PWA Department.

The Consultant will advise the PWA Department when Supplier has received payment and upon which date payment was received.

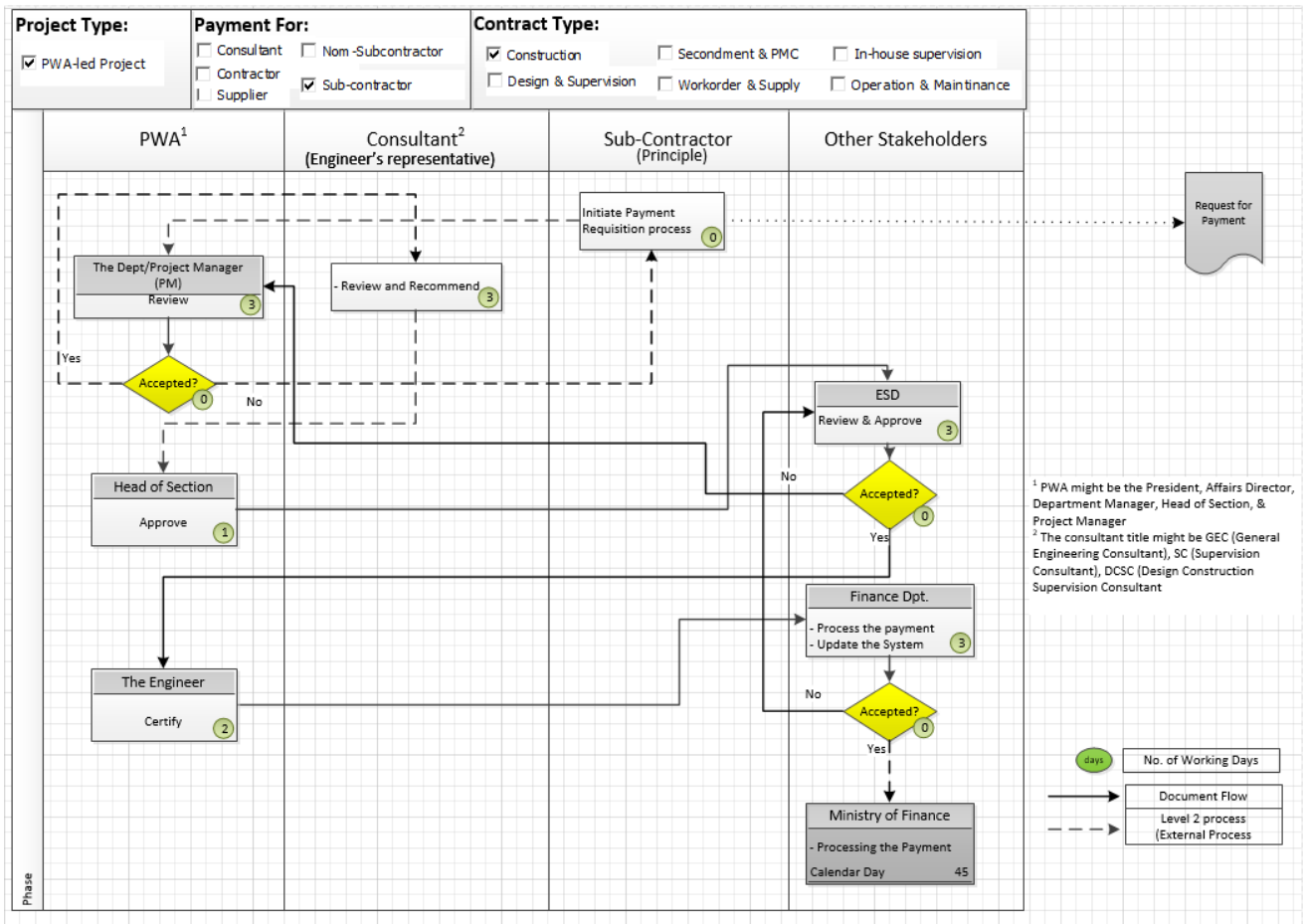
5. Countersignatures and Counter Initialling of Documents

Countersignature of the Payment Certificate by the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

Counter initialling of any document by the Engineer and the Authority is acceptable for holiday cover or leave of absence subject to the required delegated authority.

No alteration or change to the template of the Payment Certificate shall be permitted without express approval of the Authority with reasons given for any proposed alteration or change.

6. Process Map for Sub-contractor Payment.



DIRECT PAYMENT FOR SUBCONTRACTOR PAYMENT CONTROL CHECKLIST

Reference No.: ESD-PAY-F022

Revision: 8.0

Effective Date: 22.01.2023

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
Nominated Sub-Contractor	<input type="text"/>		
Payment Certificate No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Approval of PWA President "for each payment"	
2. Contractor request for Ashghal Direct payment method "Refer to Appendix C1"	
3. Confirmation letter from the Contractor, in case this is not available contract procedures to be followed "Refer to Appendix C2"	
4. Acceptances letter for the payment method from the Subcontractor "Refer to Appendix C3"	
5. Confirmation from the Engineer that the works are completed	
6. Original Invoice (s) from the Subcontractor	
7. Original Payment Certificate (to be prepare, signed & stamped by the Supervision Consultant and the PMC #*)	
8. Original Supervision Consultant Recommendation Letter*	
9. Original PMC Recommendation Letter#	
10. Original Summary Sheets for works completed (signed and stamped by the Contractor, Supervision Consultant and PMC #*)	
11. Copy of Valid Commercial Registration & MME License for the subcontractor	
12. I. D. Copy of the authorized signatory for subcontractor	
13. Copy of Sub-contractor Agreement	
14. Copy of valid Income Tax Card for subcontractor	
15. Subcontractor Bank Account Information Letter "Refer to Appendix C4"	
16. Confirmation letter from the Bank "Refer to Appendix C5"	
17. In case required in Contract; Official document proof that labour's / worker's wages had been paid, i.e. Certificate from Administrative Department of Labours and Social Affairs.	
18. Others (in case any other documents not listed above required in the contract)	
a.	
b.	
c.	

COMMENTS

1. Payment To Be Returned for Corrections, etc., as detailed below:

* required for the projects had supervision Consultant

required for the projects Managed by PMC

Checked by:

Date:

THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION

SECTION 7
OTHER PAYMENT CHECKLISTS

GUIDELINES

1 VALUATION OF WORKS

1.1 Measurement of works

- (i) The actual work completed, inspected and approved is to be measured progressively once in every month or within certain period as stated in the Contract or up to the period ending date agreed with the Contractor for the purpose of payment application.
- (ii) The quantities are to be measured from the approved Construction Drawings / Shop drawings or any approved supporting documents and these drawings / documents used are not required to be attached to the payment submission to PWA. All documents are to be provided to PWA upon request for random checks.
- (iii) Only the measurement sheet summaries need to be submitted for the current application.
- (iv) The quantity shown in the measurement sheet shall be ascertained and certified by The Engineer Representative and Project Management Consultant (PMC) or The Engineer or any other party stated in the Contract.

1.2 Measurement sheet format

Each of the items claimed shall be presented in the format as shown in Appendix 1 or in any other format appropriate to the item being measured, accepted by the Engineer Representative and Project Management Consultant (PMC) or The Engineer. The previous certified quantities should be inserted to avoid duplication in quantity measured while the current certified quantity shows the net amount of works completed for that particular month or between the period ending date.

MEASUREMENT SHEETS

COMPANY'S
LOGO

- COMPANY'S NAME -

Quantity Summary

Commitment No. : Project Title :

BOQ Item Ref. : 9.10
Item Description : Bituminous spray prime coat
Unit : m²

	Previous Certified Quantity	Current Certified Quantity	Cumulative Certified Quantity
Road A Area 1 from CH. 1.000 to 2.275	xxxx		
.....			
Road B Area 1 from CH. 1.000 to 2.275	xxxx		
.....			
Road A Area 1 from CH. 2.275 to 3.275		xxxx	
.....			
Road B Area 1 from CH. 2.275 to 3.275		xxxx	
	xxxx	xxxx	xxxx

SUBMITTED BY:

Contractor
Name:

Date:

APPROVED BY:

Consultant
Name:

Date:

1.3 Provisional Sum and Prime Cost Sum

Provisional sum and prime cost sum works shall not be certified without Engineer's instruction to expend provisional sum/ prime cost sum.

Provisional sum and prime cost sum shall be valued in accordance with the procedure stipulated in the Contract and the quantities shall be measured from the approved Construction Drawings / Shop drawings or any approved supporting documents in accordance with applicable method of measurement.

1.4 BOQ items for Nominated Sub-Contractors (NSC)

The following to be considered before issuing the Payment Certificate which include BOQ items related to NSC.

- (a) Contractor has paid the sum to the NSC before applying for the said sum/BOQ Items from the PWA

The Contractor must submit proof that all payments in respect of the works or goods of such NSC have been paid by the Contractor and all related supporting documents shall be attached in the payment application.

- (b) Contractor unable to pay to the NSC with reasonable cause.

Please refer to Section 5 Nominated Sub-Contractor payment of this Manual.

1.5 Payment for Variation Works

Payment for Variation Works which have been completed on site shall be certified as follows: -

- (a) Approved Variation Order

To be paid 100% of the value of the Variation Order once the oracle system is updated.

- (b) Site Instruction has been Issued and Claims "Prolongation Cost and Missing Items" recommended by ESD, but Variation Order is in Process with the PWA

(i) 80% of the value of the Variation Works shall be certified where the SI/VO has works that have only unit rate and items contained in Original Contract B.O.Q or previously approved Variation Order.

(ii) 60% of the value of the Variation Works shall be certified where the SI/VO has works that have only new unit rates and new items of works that were not contained in the Original Contract B.O.Q or previously approved Variation Order.

(iii) 60% of the value of the Variation Works shall be certified where the SI/VO has mixture of works that have unit rate and items in Original Contract B.O.Q and previously approved Variation Order plus new unit rates and new items of works that were not contained in the Original Contract B.O.Q and previously approved Variation Order.

The reference new unit rates and new items that were not contained in the Original Contract B.O.Q noted in item (b) (ii) & (iii) are based on ESD recommendation.

The amount certified for Variation Works shall be substantiated with relevant documents i.e. approval of relevant Tender Committee, ESD Recommendation, copy of the Site Instruction, copy of the Variation Order Form, Bill of Quantities, measurement sheets, purchase orders, delivery notes etc.

For clarity, no payment shall be certified for work completed based on site instructions, claims, or missing items without prior approval from the relevant tender committee.

1.6 Materials on /off Site

a. **Materials on site**

The materials delivered to the site shall be paid at 70% of the original invoice amount or any other percentage stated in the Contract. The amount certified to be supported by relevant supporting documents i.e original invoice or certified true copies of the invoice, delivery notes and Material test certificates. Refer to attached Appendix B8.

Notwithstanding the percentage of materials to be paid based on the invoice amount, the quantity of the said materials shall be adjusted in the subsequent payments where the materials are used or fixed and incorporated into the permanent works. The used or installed materials shall be evaluated under the progress of work on site. Materials for the temporary works like formwork shall not be paid for as materials on site.

b. **Materials off Site**

If the Contract allowed the Contractor/Supplier to claim for materials off site, then the claim for this item shall be supported by the documents as required under the Contract which the submission shall not limited to the following:-

(i) Vesting Certificate

(ii) Insurance Policy which covers the materials during the transportation whether through land, sea, or freight shipment, at the port during the custom clearance and any transmission to locate the materials before deliver to the site.

(iii) If the materials required for inspection and need a factory visit, then the claim shall be submitted with Report on the materials assessed and recommended for payment including the insurance coverage as mentioned in Item (2) above.

(iv) A material guarantee.

(v) Where there is no provision in the contract to materials off site, the contractor may submit a request to PWA through the Engineer for material off site to be paid under contract. If granted, items 1 to 4 should be required from the Contractor.

The materials off site can only be considered for payment if the materials are completely ready for shipment and installation.

1.7 Table for Re-measurable Contract

Ref	Scenario	Description	Rate included in BoQ?	Written instruction required?	Action required?	Payment
1	New / additional / varied item (not part of original scope)	This item not shown in the contract documents, or omission of items shown on contract documents	No	Yes	To prepare Site Instruction	Payment will be made after approval of Site Instruction based on actual work completed on site, joint-measured by the Consultant and the Contractor.
			Yes		To get approval of new rate and prepare Variation Order.	
2	Original contract item - quantity less than BoQ	Works shown on the contract documents, i.e. the drawings / specifications & BoQ	Yes	No	No Variation Order Required	Payment will be made based on actual work completed on site, joint-measured by the Consultant and the Contractor.
3	Original contract item - quantity more than BoQ	Works shown on the contract documents, i.e. the drawings / specifications. Quantities exceed due to actual site condition / operation and not because of engineer's instruction.	Yes	No	To prepare PVO with estimated quantities.	Payment will be made based on actual work completed on site joint-measured by the Consultant and the Contractor.
4	Original contract item - no quantity inserted in the BoQ	Works shown on the contract documents, i.e. the drawings / specifications & but no quantity in BoQ (Rate only item in the BoQ)	Yes	No		
5	Original item - no item in the BoQ	Works shown on the contract documents, i.e. the drawings / specifications but not in BoQ	No	No	To get approval of new rate Items and to prepare PVO with estimated quantities.	

PVO: Provisional Variation order contains a schedule of items with anticipated completion quantities and agreed / BoQ rates.

Quantities within the PVO will be re-measured at the completion and Final Variation Order will be prepared.

2 PAYMENT & MEASUREMENT FOR DRAINAGE CONTRACTS

2.1 Introduction

The Consultant shall ascertain the works completed on site up to the period ending date in the payment certificate. Accuracy of the total amount certified by the Engineer up to a certain period ending date depends on the certified quantities by the Engineer. The quantities are measured from the Contractor's issue drawings and are deemed as estimated quantities. Where the Contractor has produced the shop/as-built drawings there shall be used for re-measurement and the actual quantities determined. These actual quantities shall replace the estimated quantities. Construction issue drawings can be used for valuation of the works as described below. Once the approved shop/As-built drawings are produced by the Contractor then these shall be used to re-measure the actual quantities.

To determine the quantity to be certified for a particular item on a particular date, it is important to prepare proper re-measurement sheets and backup calculation sheets. The items re-measured under BOQ/variation item should be considered. (E.g., Items such as excavation, disposal of excavated material, backfilling, pipes, etc. are measured under pipes according to CESMM3. (The percentage breakdown of the unit rates into the various operations as mentioned above shall be mutually agreed between the contractor and the Engineer for the B.O.Q / variations of the works prior to the first application for payment)

2.2 Purpose

The purpose of this Guidance is to explain how the measurement sheets and backup calculation sheets are prepared for some selected items to enhance the accuracy of the certified amount by the Consultant in a drainage work contract.

2.3 Guidance Measurement/Calculation Sheets

(a) Pipes (Appendix-1 and 2)

As the works such as excavation, pipes, backfilling, etc. are measured under Pipes, as a composite item, the percentage of each of these items should be shown in the measurement sheet. The percentages shown in the Appendix-1 are to be agreed by the Contractor and the Consultant prior to measuring the work of Pipes.

To calculate the work of a pipe run between two locations, the work operation percentage of each item shown under Pipes should be assessed and shown in the re-measurement sheet.

E.g. Length of completed pipework between MH1 and MH2 = Length between MH1 and MH2 x ((percentage completion of excavation and disposal of excavated materials x 40%) +

(percentage completion of laying and jointing of pipes x 20%) + (percentage completion of backfilling x 35%) + (percentage completion of compliance testing of pipelines x 5%)

After assessing the progress of work of all the pipe runs, the cumulative work done to date is calculated.

In addition to Appendix-1, Appendix-2 is prepared to monitor the total quantity of pipes between two locations or in a particular area. As the depth of the pipe is not constant between two locations, the pipe between two locations may not be measured under one BOQ/variation item. If the certified pipe quantities are shown in Appendix-2, the total claimed quantity in a particular area can be controlled. The length of pipes claimed cannot exceed the total length between two manholes.

(b) Manholes (Appendix-3)

Items such as excavation, blinding, base slab, GRP walls, etc. in a manhole and the percentage of each of these operations should be shown in the re-measurement sheet. The percentages shown in the Appendix-3 are to be agreed by the Contractor and the Engineer prior to measure the work progress of manholes and prior to the first application for payment.

To calculate the work of a manhole, the work percentage of each item shown under manholes should be assessed and shown in the measurement sheet. After assessing the progress of work of all the manholes, the cumulative work done to date is calculated.

(c) Calculation Sheet (Appendix-4)

Calculation sheets should be provided to show how the pipe length, pipe depth, manhole depth, etc. are calculated.

COMPANY'S
LOGO

- COMPANY'S NAME -

PIPES

Measurement Sheet

Commitment No. :

Project Title :

Payment Certificate :
No
Period Ending Date :
BOQ Item Ref. : I123
Item Description : Clay pipes to BS 65 with spigot and socket flexible joints nominal bore 225mm in trenches. Depth: 1.5 - 2 m.
Unit : m

Location	Length	Excavation and disposal of excavated materials		Laying and jointing of pipes		Backfilling		Compliance testing of pipelines		Total Length
		40%		20%		35%		5%		
		%	Length	%	Length	%	Length	%	Length	
Between manholes MH1 and MH2	-	-								
Between manholes MH2 and MH3	-									
Between manholes MH3 and MH4	-									

Cumulative Work Done to Date (m)

SUBMITTED BY:

Contractor

Name:

Date:

APPROVED BY:

Consultant

Name:

Date:

COMPANY'S
LOGO

- COMPANY'S NAME -

PIPES SUMMARY

Pipes Length Summary Sheet

Commitment No. :

Project Title
:

Payment Certificate No :

Period Ending Date :

Unit :

Item Description	BOQ Item Ref.	Between manholes MH1 and MH2	Between manholes MH2 and MH3	Between manholes MH3 and MH4		Total Length
Clay pipes, nominal bore 225mm in trenches. Depth: 1.5 - 2 m.	I123					
Clay pipes, nominal bore 225mm in trenches. Depth: 2 - 2.5 m.	I124					
Clay pipes, nominal bore 225mm in trenches. Depth: 2.5 - 3 m.	I125					
Clay pipes, nominal bore 225mm in trenches. Depth: 3 - 3.5 m.	I126					
Total length claimed to date						
Total length between manholes						

SUBMITTED BY:

Contractor

Name:

Date:

APPROVED BY:

Consultant

Name:

Date:

COMPANY'S
LOGO

- COMPANY'S NAME -

Manholes

Measurement Sheet

Commitment No. :

Project Title :

Payment Certificate No :

Period Ending Date :

BOQ Item Ref. :

Item Description :

Unit : nr

MH No.	Excav.	Blinding	Base Slab	GRP-Walls	GRP Benching	Wall Concrete	Tanking	Cover Slab	Backfill	DI Frame	Total
	15%	5%	10%	30%	2%	10%	5%	10%	10%	3%	100%
- MH.1 MH.2 MH.3 MH.4											
Cumulative Work Done to Date (nr)											

SUBMITTED BY:

Contractor

Name:

Date:

APPROVED BY:

Consultant

Name:

Date:

COMPANY'S
LOGO

- COMPANY'S NAME -

Calculation sheet

Dimension Calculation Sheet

Commitment No. :

Project Title :

Payment Certificate No :

Period Ending Date :

Unit :

Manhole No.	Ground Level	Cover Level	Down Stream Grad	Down Stream Invert	Up Stream Invert	Down Stream Length	Chain	Pipe Size	Manhole Int. Dia	Pipe Length	Bed Length	Pipe Depth	Manhole Depth
MH1													
MH2													
MH3													
MH4													
MH5													

SUBMITTED BY:

Contractor

Name: _____ Date: _____

APPROVED BY:

Consultant

Name: _____ Date: _____

3 MEASUREMENT AND PAYMENT GUIDE FOR ROAD WORKS

Notes:

1. This guide summarizes some important elements in re-measurement and payment of road works, which are to be considered by the PWA, the Consultant and the Contractors.
2. Details given here shall not limit or supersede the respective details mentioned in the Contract and are intended to be used as a general guide only. The Consultant and the PWA shall ensure that work is re-measured and paid exactly in accordance with the Contract, irrespective of this guide.
3. This guide shall apply to the BOQs prepared based on CESMM3 and with amendments to the same to suite the Qatar Construction Industry.
4. Any discrepancy between this guide and Preamble to Contract BOQ, CESMM3 and any other Contract Document, then the said Preamble, CESMM3 and other Contract Documents shall prevail.

ITEM DESCRIPTION	General Site Clearance	Removal of items	Excavation	Filling	Subbase	Asphalt	Prime Coat & Tack Coat	Kerbs	Paving blocks
UNIT	ha	nr/sum	m ³	m ³	m ²	m ²	m ²	m	m ²
Work Operations	Clearing and Grubbing	Excavation	Start sides of excavations	Supply of Materials	Supply of Materials	Supply of Materials	Supply of Materials	Excavation	Preparation of surfaces
	Disposal of excavation materials	Disposal of excavation materials	Working space	Place, Spread & Level	Place, Spread & Level	Lay	Spray	Disposal of excavation materials	Granular sub base
		Backfilling		Watering	Watering	Compaction		Preparation of surfaces	Sand bedding
				Compaction	Compaction	Joints		Concrete	Joints & cutting
								Formwork	Supply & installation
								Reinforcement	
								Mortar beds	
								Supply & installation	
								Joints & cutting	

4 PAYMENTS FOR LUMP SUM CONTRACT ITEMS IN BUILDING PROJECTS

4.1 Purpose of the Report

To maintain uniformity among all the building contracts payment procedures for Contractors.

4.2 Procedure for Payment Recommendations

(a) determination of progress of construction items

- (i) Progress percentage (%) shall be determined by the Consultant based on the following formula, where the actual work done (actual quantity completed) at site against the total contract quantity taken from the contract drawings (total contracted quantity), but not from the total quantity stated in the BOQ.

$$\text{Progress \%} = \frac{\text{Actual Quantity completed on site (A)}}{\text{Total Contracted Quantity (B)}} \times 100$$

Where,

shall be either the 'work-done quantity' measured from the contract/shop drawings or joint site measurement.

The purpose of this formula is to determine actual progress of construction items where quantity errors evident in the BOQ.

(b) BOQ items

- (i) Preliminaries

The preliminary items shall be broken down to fixed charges and time related charges. Fixed charges may be further broken down to mobilization & demobilization.

Accordingly, any preliminary item shall include one or more of the following components within its amount.

- a. Time related charges [cost per month x contract duration (months)]
- b. Fixed Charges – Mobilization or site setup or site establishment
- c. Fixed Charges - Demobilization

Consultant may request Contractor to submit the relevant breakdown of preliminary item (s).

- Time related charges shall be certified against the time incurred/spent
 - Fixed charges shall be certified either,
 - against the actual cost incurred

If the actual cost incurred is less than the relevant fixed charges in the above breakdown, the Consultant may certify the actual cost incurred + (balance between actual cost and allowed cost in the item x % progress of the permanent works).

Or

- against the amount in the breakdown if it is difficult to determine the actual cost.

(ii) Work items (with unit quantity – provisional quantity)

- a. Any item with Provisional Quantity shall be re-measured and paid.
- b. The Consultant may certify a quantity more than the BOQ quantity as a result of re-measurement.
- c. Measurement sheet shall always be attached to the interim payment for the work-done during the particular month.

(iii) Contractor's design portions

- a. Procedure set out in the BOQ items – Lump sum items [Section 2.0.(b) (ii)] shall be followed.
- b. Design approval by the PWA, as decided by the PWA representative, shall be attached as backup and submitted to PWA.

Notes:

- I. If any of the component of the item is not required or separately measured, progress for that component shall be considered as fully completed within the item.

Eg: Main item – Excavation

Sub item - dewatering

If dewatering measured separately or dewatering is not required, Qty % should be taken as 100%

- II. $Y = A \text{ or } B \text{ or } C \text{ or } D \dots\dots$

$Y1 = \text{Actual quantity done at site} / \text{Total quantity in contract drawings}$

$Y2 = Y1 \times Y$

- III. Consultant shall prepare a breakdown for new items not covered by this document, to show how progress is

A1. Excavation

BOQ Ref	Description	Excavation (A=55%)		Dewatering (B=25%)		Earth Work Supports (C=10%)		Trimming & Compaction (D=10%)		Total Progress for Excavation (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
A.1	Excavation									

A2. Disposal

BOQ Ref	Description	Disposal (A=100%)								Total Progress for Disposal (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
A.2	Disposal									

A3. Filling

BOQ Ref	Description	Filling (A=100%)								Total Progress for Filling (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
A.3	Filling									

A4. Dewatering (if measured separately)

BOQ Ref	Description	Dewatering (A=100%)								Total Progress for Dewatering (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
A.4	Dewatering									

B1. Concrete

BOQ Ref	Description	Pouring (A=70%)		Curing (B=20%)		Testing (C=10%)				Total Progress for Concrete (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
B.1	Concrete									

B2. Form Work

BOQ Ref	Description	Fixing (A=70%)		Removing (B=30%)						Total Progress for Form Work (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
B.2	Form Work									

B3. Reinforcement

BOQ Ref	Description	Bar Bending (A=75%)		Fixing (B = 20%)		Protective coatings for continuing r/f (5%)				Total Progress for Reinforcement (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
B.3	Reinforcement									

When barbending is considered, material on site for reinforcement should not be considered for the same portion.

B4. Lintels (if measured separately)

BOQ Ref	Description	Form work Fixing (A=18%)		R/f fixing (B = 25%)		Concrete Pouring (40%)		Curing (10%)		Form Work Removal (7%)		Total Progress for Lintels (A1+B1+C1+D1+E1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	Qty (%) = E1	Progress (%) = E2	
B.4	Lintels											

B5. Damp-proofing (if measured as one item)

BOQ Ref	Description	Bituminous painting (A=30%)		Protection Boards (20%)		Dampproof membrane (50%)				Total Progress for Damp-proofing (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
B.5	Damp proofing									

If these components are measured separately, those should be considered separately.

C1. Block/ Brick Works

BOQ Ref	Description	Brick/ Block Work (A=100%)								Total Progress for Block/Brick (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
C.1	Brick/Block									

C2. Waterproofing to wet areas

BOQ Ref	Description	Levelling Screed (A=20%)		Waterproofing (A=60%)		Protective Screed (A=20%)				Total Progress for Waterproofing (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
C.2	Waterproofing									

D1. Flat roofing

BOQ Ref	Description	Leveling screed (A=10%)		Waterproofing (B=70%)		Top Finishing (20%)						Total Progress for Flat Roofing (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	Qty (%) = D1	Progress (%) = D2	
D.1	Flat Roofing											

D2. Pitched Roofing (steel)

BOQ Ref	Description	Fabrication of Roof frame (A= 40%)		Erection of roof frame (B=10%)		Roof Covering (35%)		Fixing Ridge/ Hip cap (10%)		Fixing Facia (5%)		Total Progress for Pitched Roof (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	Qty (%) = D1	Progress (%) = D2	
D.2	Form Work											

E1. Structural Steel Elements

BOQ Ref	Description	Fabricating including protective coatings (A=60%)		Erecting (B=30%)		Fire casings (C=10%)				Total Progress for Structural steel (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
E.1	Structural Steel									

F1. Doors & Windows

BOQ Ref	Description	Fixing frame (A=30%)		Fixing door/window leaves (B=60%)		Fixing other door/ window accessories (C=10%)				Total Progress for Doors & Windows (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
F.1	Doors & Windows									

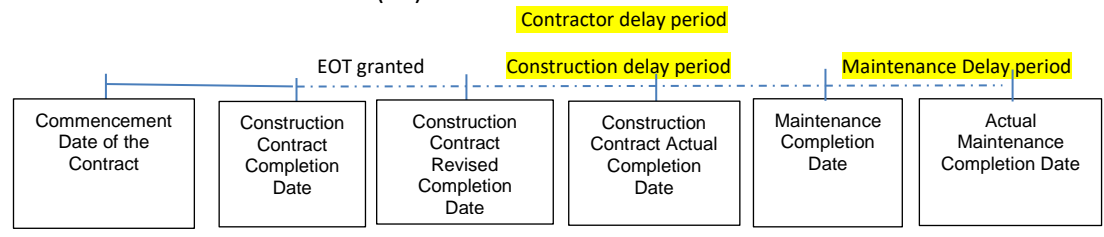
G6. Suspended ceilings

BOQ Ref	Description	Fixing runners (A=20%)		Fixing panels (80%)						Total Progress for suspended ceiling (A1+B1+C1+D1)
		Qty (%)= A1	Progress (%) = A2	Qty (%) = B1	Progress (%) = B2	Qty (%) = C1	Progress (%) = C2	Qty (%) = D1	Progress (%) = D2	
G.6	Suspended ceiling									

5 ADDENDA AND PAYMENTS PROCEDURE FOR ADDITIONAL SUPERVISION CONSULTANCY SERVICES DURING THE DELAY OF THE CONTRACTORS, IN ACCORDANCE WITH ADMINISTRATIVE CIRCULAR NUMBER (26) 2018.

5.1 Subject:

The purpose of this procedure is to set up addenda and payments process for additional Supervision Consultancy Services fees during the Contractors’ delay, in accordance with the Administrative Circular Number (26) 2018.



A change addendum should be prepared for the consultant to add the total amount to be deducted from the Contractor for supervision services fees to be provided during the Contractor delay period.

i.e.

Addenda	Amount to paid by		
	Total	PWA	Contractor

5.2 Method:

Once the addendum is approved and the system updated a Payment Certificate can be prepared under the Contractor contract.

The amount shall be included in the field “Payment for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Subcontractors” at the Contractor’s Payment Certificate

A note shall be included at the bottom of the Contractor’s Payment Certificate stating that this payment is to be made for the consultant, bank account no...,

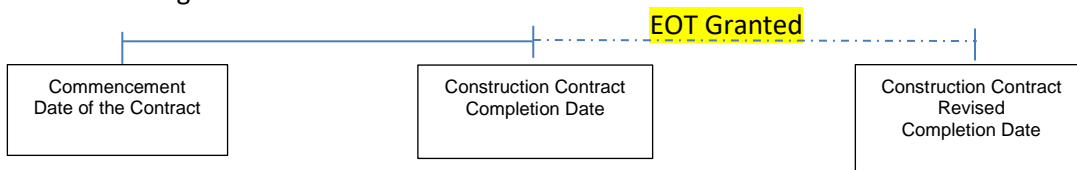
All the supporting documents must be attached to the Payment Certificate as stated in the checklist for the interim payment for consultant.

6 ADDENDA AND PAYMENTS PROCEDURE FOR REFUNDING THE SUPERVISION CONSULTANCY SERVICES FEES PAID PREVIOUSLY BY THE CONTRACTOR IN ACCORDANCE WITH THE ADMINISTRATIVE CIRCULAR NUMBER (26) 2018.

6.1 Subject:

The purpose of this procedure is to outline the process for refunding the Supervision Consultancy Services Fees paid previously from the Contractor contract in accordance with the Administrative Circular Number (26) 2018.

This may occur where subsequent extension of time for revised Construction Completion Date has been granted under the Construction contract.



Once an Extension of Time has been approved or the Completion Certificate has been issued under the construction contract, a change addendum should be prepared for the consultant to add the total amount deducted from the contractor for supervision services fees.

Addenda	Amount to paid		
	Total	PWA	Contractor

6.2 Method of Payment:

Once the addendum is approved and the system is updated, a Payment Certificate can be prepared under the Consultant contract. The amount to be refunded shall be included in the field “Payment for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Sub Contractors” at the Consultant’s Payment Certificate. The re-calculated amount for the Consultant can be paid and any amount to be returned to the Contractor as determined.

A note shall be included at the bottom of the Consultant’s Payment Certificate stating that this sum is to be paid to the Contractor, bank account no...

All the supporting documents must be attached to the Payment Certificate as stated in the checklist for the interim payment for contractor.

7 DESCRIPTION OF RECOVERY OF THE ADVANCE PAYMENT

7.1 Amount of Advance Payment:

The advance payment amount shall be as stated in the contract document.

An advance payment certificate will be issued upon signing of the contract, submission of Invoice, Bonds, Bank Guarantee for the advance payment.

7.2 Recovery of the Advance Payment:

The percentage for recovery of the advance payment shall be stated in the contract. Recovery of the advance payment shall be through each interim payment certificate until all the advance payment is recovered and shall be recovered within the time for completion of the contract.

Where the contract is terminated full recovery of any balance of advance payment will be required at the date of termination.

8 INCOME TAX REQUIREMENTS

8.1 Subject:

The income tax requirements as per the Circular 02/2011, letter of Finance & Administration Affairs Department dated 03/11/2011:

- Companies has a commercial registration in Qatar:

Valid Income Tax Card is required for all companies (Qatari or non-Qatari) to process their payments.

- Companies or persons not registered in Qatar:

They must submit a valid Income Tax Card

Or

PWA through the final payment will make a deduction of (5%) of the total agreement price.

9 DIRECT PAYMENT FOR NATIONAL TRANSPORT OFFICE (NTO), IN CASE REQUIRED IN THE CONTRACT.

11.1 Method of Payment:

Invoice and Supporting Documents:

- The NTO shall submit the original invoice along with all supporting documents as listed in the checklist reference number (PAY-ESD-F004).

Payment Certificate

- A separate Payment Certificate shall be prepared for NTO.
- This certificate's number should be the next sequential number after the most recent payment certificate issued to the main contractor. For example, if the previous payment certificate for the main contractor was Payment Certificate No. 6, the NTO's payment certificate would be Payment Certificate No. 7.

Payment Certificate Details

- The "Work Value to Date" and "Material on Site" values should be carried forward from the previous payment certificate.
- The retention amount from the previous certificate should also be carried forward.
- Payment amount to NTO should be included in the field "**Payment for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Subcontractors.**"
- The net amount should match the NTO's invoice.
- A note at the bottom of the payment certificate should be included stating: "This payment is made to NTO, bank account number....., IBAN no"

1		Work Value To Date QAR	2,500,000.00
2		Materials on Site QAR	100,000.00
3		Subcontractor payments QAR	0.00
		Total QAR	2,600,000.00
Key Performance Indicator (KPI)			
4 KPI Addition: (* to be added)			
	Determined KPI amount in the Agreement Price	QAR	0.00
	Forecasted KPI Amount for Year One	QAR	0.00
	Adjusted KPI Amount after Year One	QAR	0.00
	Less KPI Amount from Year one	QAR	0.00
	* Total KPI Amount Certified at the End of Year One	QAR	0.00
		Total Additions QAR	0.00
5 KPI Deduction: (* to be subtracted)			
	* Held KPI amount (from Work Value to Date)	QAR	0.00
	KPI amount held from Previous certificates	QAR	0.00
	New KPI amount	QAR	0.00
	* Core Team engaged in Schedule A1	QAR	0.00
	Core Team amount held from previous certificates	QAR	0.00
	New Core Team engaged in Schedule A1	QAR	0.00
Deduction: (* to be subtracted)			
6 Retention			
	* Retention % (From Work Value To Date) QR	QAR	130,000.00
	Retention from Previous certificates	QAR	0.00
	New Retention	QAR	130,000.00
	Retention to be released	QAR	0.00
7 Penalties			
	* Penalties to date	QAR	0.00
	Penalties for this period	QAR	0.00
	* Penalties Under Adjustments to date	QAR	0.00
	Penalties Under Adjustments for this period	QAR	0.00
8 Other Deductions			
	* Income Tax	QAR	0.00
	* Supervision Consultancy Services	QAR	0.00
	* Miscellaneous	QAR	0.00
		Total Deductions QAR	130,000.00
9 Payments for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Sub Contractors			
(* To be subtracted from the payment of Contractor)			
	Total Amount to date QAR	30,000.00	
	Total Amount paid previously QAR	0.00	
	Total Amount for this period QAR	30,000.00	
		Total QAR	30,000.00
10 Advance Payments: (* to be added)			
	Advance Payments (....% from the contractual amount) QAR	500,000.00	
	Total Recovery of Advance Payments (.....% from Work Value To Date) QAR	250,000.00	
	Previously Recovered from Advance Payments QAR	0.00	
	Recovered by this Certificate from Advance Payments QAR	250,000.00	
	Unrecovered from Advance Payments QAR	250,000.00	
		Total QAR	250,000.00
		Net sum certified by this certificate QAR	2,750,000.00
		Total sum certified by previous certificates QAR	2,720,000.00
		Net Sum Certified by this Certificate QAR	30,000.00
Recommended by Supervision Consultant (If Applicable)		Verified PMC / MC (If Applicable)	
Name :		Name :	
Signature:		Signature:	
Date : / /		Date : / /	
Checked by PWA - ESD (Projects Payment Team)	Approved by PWA Project Coordinator	Certified by The Engineer - PWA Head of Section	
Name :	Name :	Name :	
Signature:	Signature:	Signature:	
Date : / /	Date : / /	Date : / /	
Note: Payment to be made to NTO, Bank Account number (...), IBAN (...)			

c. Work Value to Date and Material on site as previous payment.

d. Put additional amount.

e. Net amount as invoice.

f. Put the note.

- 11.1.1 Prepare subsequent Payment Certificate for Main-Contractor (e.g., as Payment certificate No 8)
- Update the Work Value to date and material on site as current work done, the retention amount and recovery advance payment should apply accordingly.
 - Transfer amount for NTO to paid previously.
 - Total sum certified by previous certificate must include NTO's amount paid before.
 - Take out the note.

1		Work Value to Date QAR	3,500,000.00	
2		Materials on Site QAR	125,000.00	
3		Advance Payments QAR	0.00	
		Total QAR	3,625,000.00	
Key Performance Indicator (KPI)				
4 KPI Addition: (* to be added)				
	Determined KPI amount in the Agreement Price	QAR	0.00	
	Forecasted KPI Amount for Year One	QAR	0.00	
	Adjusted KPI Amount after Year One	QAR	0.00	
	Less KPI Amount from Year one	QAR	0.00	
	* Total KPI Amount Certified at the End of Year One	QAR	0.00	Total Additions QAR 0.00
5 KPI Deduction : (* to be subtracted)				
	* Held KPI amount (from Work Value to Date)	QAR	0.00	
	KPI amount held from Previous certificates	QAR	0.00	
	New KPI amount	QAR	0.00	
	* Core Team engaged in Schedule A1	QAR	0.00	
	Core Team amount held from previous certificates	QAR	0.00	
	New Core Team engaged in Schedule A1	QAR	0.00	
Deduction : (* to be subtracted)				
6 Retention				
	* Retention % (From Work Value To Date) QR	QAR	181,250.00	
	Retention from Previous certificates	QAR	130,000.00	
	New Retention	QAR	51,250.00	
	Retention to be released	QAR	0.00	
7 Penalties				
	* Penalties to date	QAR	0.00	
	Penalties for this period	QAR	0.00	
	* Penalties Under Adjustments to date	QAR	0.00	
	Penalties Under Adjustments for this period	QAR	0.00	
8 Other Deductions				
	* Income Tax	QAR	0.00	
	* Contribution to Development Projects or Sports Activities	QAR	0.00	
	Total Deductions QAR		181,250.00	
9 Deduction of Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Sub Contractors				
(* To be paid to Subcontractor and subtracted from the payment of Contractor)				
	Total Subcontractor to date QAR	30,000.00		
	Total Subcontractor paid previously QAR	30,000.00		
	* Total Subcontractor for this period QAR	0.00		Total QAR 0.00
10 Advance Payments : (* to be added)				
	Advance Payments (.....% from the contractual amount) QAR	500,000.00		
	Total Recovery of Advance Payments (.....% from Work Value To Date) QAR	362,500.00		
	Previously Recovered from Advance Payments QAR	240,000.00		
	Recovered by this Certificate from Advance Payments QAR	122,500.00		
	Unrecovered			Total QAR 137,500.00
	Certificate QAR		3,581,250.00	
	Advance Payments QAR		2,760,000.00	
	Net Sum Certified by this Certificate QAR		821,250.00	
Recommended by Supervision Consultant (if Applicable)		Verified PMC / MC (if Applicable)		
Name :		Name :		
Signature:		Signature:		
Date : / /		Date : / /		
Checked by PWA - ESD (Projects Payment Team)	Approved by PWA Project Coordinator	Certified by The Engineer - PWA Head of Section		
Name :	Name :	Name :		
Signature:	Signature:	Signature:		
Date : / /	Date : / /	Date : / /		
Note:	d. Take out the note			

11.1.2 Submit both RP (e.g., as no 7 & 8) together to Finance Department for their approval.

APPENDICES A



TRANSMITTAL FORM FOR PAYMENT PAYMENT CERTIFICATE TRACKING SHEET

Contract/Payment Details			
Project Title:			
Contractor:		PC No.:	
Commitment No:		Work done as of:	
Contract Type:		Application Date:	
Payment Type:		Appln. Received by Engineer:	
Payment Due Date:		Payment Period:	
Budget Ref.:		Document No.:	

Document Progress Record					
Details	Name	Designation	Date In	Date Out	Signature
Pencil Copy		Contractor			
Reviewed / Checked by:		Supervising Consultant			
Prepared by:		Contractor			
Recommended by:		Supervising Consultant			
Registered by		Concern Department			
For PSA and Contractor Payments has no Supervision Consultant the Payment recommend by:		Project Manager			
Reviewed by:		Ashghal ESD			
Checked/Certified by:		Section Head/Project Manager			
Certified by:		Departments Manager			
Certified by:		Affairs Director			
Processed by:		Ashghal Finance			

Details of Digital Register				
Program	Staff Name	Designation	Date	Signature
Tracking System				
PCM/Ebook				

	Reference No. : ESD-PAY-F015 Revision : 6.0 Effective Date : 18.03.2024	PAYMENT CERTIFICATE	STATE OF QATAR Public Works Authority PWA																								
Payment Certificate No.: Budget Ref.: Date : 	Period Ending 																										
Payment Type : <input checked="" type="checkbox"/> Advance/First <input type="checkbox"/> Interim <input checked="" type="checkbox"/> Penultimate (PCC) <input checked="" type="checkbox"/> Final Payment for : <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> PMCMC <input type="checkbox"/> GEC <input type="checkbox"/> Secondment <input type="checkbox"/> Supplier																											
Project Title : Project ID : Commitment No. : Contractors : Consultant : 	<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Original Contract Sum QAR</td><td style="width:20%; text-align: right;">0.00</td></tr> <tr><td>Total Value of Addenda/Variation to date QAR</td><td style="text-align: right;">0.00</td></tr> <tr><td>Adjusted Contract Sum QAR</td><td style="text-align: right;">0.00</td></tr> <tr><td>Reserve Amount (0%) of the Adjusted Contract Sum QAR</td><td style="text-align: right;">0.00</td></tr> <tr><td>Valuation Total Limit (0%) of the Adjusted Contract Sum QAR</td><td style="text-align: right;">0.00</td></tr> <tr><td>Last Addendum / Variation No.</td><td style="text-align: right;">0</td></tr> </table>			Original Contract Sum QAR	0.00	Total Value of Addenda/Variation to date QAR	0.00	Adjusted Contract Sum QAR	0.00	Reserve Amount (0%) of the Adjusted Contract Sum QAR	0.00	Valuation Total Limit (0%) of the Adjusted Contract Sum QAR	0.00	Last Addendum / Variation No.	0												
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Approved by PWA Project Coordinator Name : Signature: Date : / /	Verified by PWA - Head of Section Name : Signature: Date : / /	Certified by The Engineer - PWA Department Manager/Affairs Director Name : Signature: Date : / /																									
Note:																											

INTERIM PAYMENT CERTIFICATE



Reference No. : ESD-PAY-F015
 Revision : 6.0
 Effective Date : 18.03.2024

STATE OF QATAR
 Public Works Authority
 PWA

PAYMENT CERTIFICATE

Payment Certificate No.: [] Period Ending []
 Budget Ref.: []
 Date : [] Payment Type : Advance/First Interim Penultimate (PCC) Final
 Payment for : Contractor Consultant PMC/MC GEC Secondment Supplier

Project Title	:	[]	Original Contract Sum QAR	0.00
Project ID	:	[]	Total Value of Addenda/Variation to date QAR	0.00
Commitment No.	:	[]	Adjusted Contract Sum QAR	0.00
Contractors	:	[]	Reserve Amount (0%) of the Adjusted Contract Value QAR	0.00
			Valuation Total Limit (0%) of the Adjusted Contract Value QAR	0.00
Consultant	:	[]	Last Addendum / Variation No.	0

1	→	Work Value To Date QAR	0.00	
2	→	Materials on Site QAR	0.00	
3	→	Labours Salary/Consultant Fees/Subcontractor payments QAR	0.00	
			Total QAR	0.00

4 KPI Addition: (* to be added)

Determined KPI amount in the Agreement Price	QAR	0.00	
Forecasted KPI Amount for Year One	QAR	0.00	
Adjusted KPI Amount after Year One	QAR	0.00	
Less KPI Amount from Year one	QAR	0.00	
* Total KPI Amount Certified at the End of Year One	QAR	0.00	Total Additions QAR

5 KPI Deduction : (* to be subtracted)

* Held KPI amount (from Work Value to Date)	QAR	0.00	
KPI amount held from Previous certificates	QAR	0.00	
New KPI amount	QAR	0.00	
* Core Team engaged in Schedule A1	QAR	0.00	
Core Team amount held from previous certificates	QAR	0.00	
New Core Team engaged in Schedule A1	QAR	0.00	

6 Retention

* Retention % (From Work Value To Date) QR	QAR	0.00	
Retention from Previous certificates	QAR	0.00	
New Retention	QAR	0.00	
Retention to be released	QAR	0.00	

7 Penalties

* Penalties to date	QAR	0.00	
Penalties for this period	QAR	0.00	
* Penalties Under Adjustments to date	QAR	0.00	
Penalties Under Adjustments for this period	QAR	0.00	

8 Other Deductions

* Income Tax	QAR	0.00	
* Supervision Consultancy Services	QAR	0.00	
* Miscellaneous	QAR	0.00	
			Total Deductions QAR

9 Payments for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Sub Contractors
 (* To be subtracted from the payment of Contractor)

Total Amount to date QAR	0.00
Total Amount paid previously QAR	0.00
Total Amount for this period QAR	0.00
Total QAR	

10 Advance Payments : (* to be added)

Advance Payments (...% from the contractual amount) QAR	0.00
Total Recovery of Advance Payments (.....% from Work Value To Date) QAR	0.00
Previously Recovered from Advance Payments QAR	0.00
Recovered by this Certificate from Advance Payments QAR	0.00
Unrecovered from Advance Payments QAR	0.00
Total QAR	

Total sum certified by this certificate QAR	0.00
Total sum certified by previous certificates QAR	0.00
Net Sum Certified by this Certificate QAR	0.00

Recommended by Supervision Consultant (If Applicable)	Verified PMC / MC (If Applicable)
Name :	Name :
Signature:	Signature:
Date : / /	Date : / /

Checked by PWA - ESD (Projects Payment Team)	Approved by PWA Project Coordinator	Certified by The Engineer - PWA Head of Section
Name :	Name :	Name :
Signature:	Signature:	Signature:
Date : / /	Date : / /	Date : / /

Note:

Appendix A4

PAYMENT CERTIFICATE (ASSET AFFAIRS)



Reference No. : ESD-PAY-F016
 Revision : 6.0
 Effective Date : 18.03.2024

STATE OF QATAR
 Public Works Authority
 PWA

PAYMENT CERTIFICATE

Payment Certificate No.: [] Period Ending []
 Budget Ref.: []
 Date: [] Payment Type : Advance/First Interim Penultimate (PCC) Final
 Payment for : Contractor Consultant PM/CM GEC Secondment Supplier

Project Title : []		Original Contract Sum QAR	0.00
Project ID : []		Total Value of Addenda/Variation to date QAR	0.00
Commitment No. : []		Adjusted Contract Sum QAR	0.00
Contractors : []		Reserve Amount (0%) of the Adjusted Contract Sum QAR	0.00
		Valuation Total Limit (0%) of the Adjusted Contract Sum QAR	0.00
Consultant : []		Last Addendum / Variation No.	0
1	→	Work Value To Date QAR	0.00
2	→	Materials on Site QAR	0.00
3	→	Labours Salary/Consultant Fees/Subcontractor payments QAR	0.00
Key Performance Indicator (KPI)			Total QAR
4 KPI Addition: (* to be added)			
Determined KPI amount in the Agreement Price	QAR	0.00	
Forecasted KPI Amount for Year One	QAR	0.00	
Adjusted KPI Amount after Year One	QAR	0.00	
Less KPI Amount from Year one	QAR	0.00	
* Total KPI Amount Certified at the End of Year One	QAR	0.00	Total Additions QAR
5 KPI Deduction : (* to be subtracted)			
* Held KPI amount (from Work Value to Date)	QAR	0.00	
KPI amount held from Previous certificates	QAR	0.00	
New KPI amount	QAR	0.00	
* Core Team engaged in Schedule A1	QAR	0.00	
Core Team amount held from previous certificates	QAR	0.00	
New Core Team engaged in Schedule A1	QAR	0.00	
Deduction : (* to be subtracted)			
6 Retention			
* Retention % (From Work Value To Date) QR	QAR	0.00	
Retention from Previous certificates	QAR	0.00	
New Retention	QAR	0.00	
Retention to be released	QAR	0.00	
7 Penalties			
* Penalties to date	QAR	0.00	
Penalties for this period	QAR	0.00	
* Penalties Under Adjustments to date	QAR	0.00	
Penalties Under Adjustments for this period	QAR	0.00	
8 Other Deductions			
* Income Tax	QAR	0.00	
* Supervision Consultancy Services	QAR	0.00	
* Miscellaneous	QAR	0.00	
Total Deductions QAR			0.00
9 Payments for Labours Salary / Additional Supervision charge for Consultants / Sub Consultants / Sub Contractors			
(* To be subtracted from the payment of Contractor)			
Total Amount to date QAR		0.00	
Total Amount paid previously QAR		0.00	
Total Amount for this period QAR		0.00	Total QAR
			0.00
10 Advance Payments : (*to be added)			
Advance Payments (... % from the contractual amount) QAR		0.00	
Total Recovery of Advance Payments (... % from Work Value To Date) QAR		0.00	
Previously Recovered from Advance Payments QAR		0.00	
Recovered by this Certificate from Advance Payments QAR		0.00	
Unrecovered from Advance Payments QAR		0.00	Total QAR
			0.00
Total sum certified by this certificate QAR			0.00
Total sum certified by previous certificates QAR			0.00
Net Sum Certified by this Certificate QAR			0.00
Recommended by Supervision Consultant or Prepared by PWA (Which Applicable)			Checked by PWA - ESD (Projects Payment Team)
Name :	Name :	Approved by PWA Project Coordinator	
Signature:	Signature:	Name :	
Date : / /	Date : / /	Signature:	
		Date : / /	
Verified by PWA - Head of Section		Certified by The Engineer	
		PWA - Department Manager	PWA Affairs Director
Name :	Name :	Name :	Name :
Signature:	Signature:	Signature:	Signature:
Date : / /	Date : / /	Date : / /	Date : / /
Note:			



MEMORANDUM

مذكرة داخلية

From :		من :
To :	مدير إدارة الشؤون المالية والإدارية المحترم	إلى :
Date :		التاريخ :
Reference :		رقم الإشارة :

تحية طيبة وبعد،

الموضوع : طلب دفع

المشروع :

بالإشارة إلى الموضوع المذكور أعلاه، يرجى الإحاطة بأنه قد تم تدقيق الدفعة الخاصة بالموضوع أعلاه، وعليه بوجاء التكرم باتخاذ اللازم نحو تمريرها حسب الإجراءات المتبعة لديكم.

وبيانات الدفعة كالتالي: -

رقم الدفعة	مبلغ الدفعة	رقم الالتزام	رقم المشروع	اسم المقاول

شاكرين لكم حسن تعاونكم معنا.

وتفضلوا بقبول فائق الاحترام والتقدير،

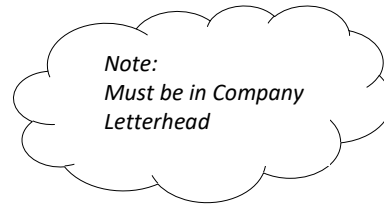
أسم المهندس.....
أسم الإدارة.....

Copy To

For the 1st payment of every contract the contractor/consultant/supplier subcontractor is required to confirm the Banking Details stated in their covering letter for that Contract by submitting this letter which must be prepared on a company letter head and signed by the company owner/sponsor.

Sample Letter Only

Public Works Authority
Financial and Administrative Affairs Department
PO box 22188
Doha, Qatar



Attention: Manager of Financial and Administrative Affairs Department

Dear Sir,

SUB: BANK ACCOUNT DETAILS FOR TRANSFERING PAYMENT DUES FOR CONTRACT:
.....

Please be informed that all monies due to us in respect of this Contract (.....) are to be paid into the following Bank and Account number:

..... BANK

PO Box:

Doha, Qatar

Account / IBAN #:

..... (Account Holder Name)

We further confirm that the above details shall not be changed without prior written notification from us and accompanied by the above Bank's written acknowledgement of such change.

We hereby acknowledge and accept that the Government and Public Works Authority is not responsible for any liabilities arising in respect of the transference of monies due under this contract to the above mentioned Bank/ Account No.

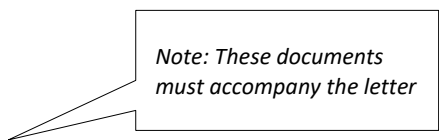
Yours faithfully,

SPONSOR/OWNER (NAME)

ID CARD NO.....

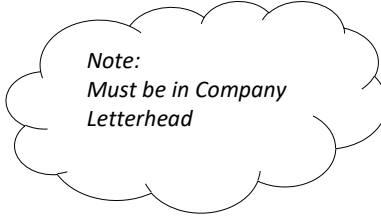
Enclosures:

- 1) Confirmation letter from the Bank
- 2) Copy of ID
- 3) Copy of Commercial Registration



INVOICE
Sample Only

Public Works Authority
Affair.....
PO box 22188
Doha, Qatar



Attention: Manager.....

Dear Sir,

SUB: Contract No. (Commitment No.-----), Project Title -----, Invoice No.-----

Please find below the details of our Invoice No.....for the month.....period ending....., amounting to QR.....(QR working.....)

Contract Amount.....

Adjusted Amount.....

Certified To Date.....

Previous Certified.....

Remaining.....

Yours faithfully,

CONTRACTOR/CONSULTANT/SUPPLIER/SUBCONTRACTOR MANAGER

Enclosures:

- 1) All Supporting Documents

DAILY ATENDANCE RECORDS



قطر تستحق الأفضل
Qatar Deserves The Best

Department:

Project ID:

Project Title:

Consultant:

Sheet of

STATE OF QATAR
PUBLIC WORKS AUTHORITY

Personal Daily Attendance Sheet				Date			Day		
No.	Code	Position	Name	Time		Signature	Remarks		
				Start	Finish				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Consultant's Representatives									
			Name	Signature		Position	Date		
Engineer's Representatives									
			Name	Signature		Position	Date		

For the changing of Bank account of every contract the Company is required to confirm the new Banking Details for that Contract by submitting this letter which must be prepared on a company letterhead and signed by the company owner/sponsor.

Sample Letter Only

Public Works Authority
Financial and Administrative Affairs Department
PO box 22188
Doha, Qatar



Attention: Manager of Financial and Administrative Affairs Department

Dear Sir,

SUB: BANK ACCOUNT DETAILS FOR TRANSFERING PAYMENT DUES FOR CONTRACT No.

Please be informed that we would like to change our Bank account and to transfer all monies due to us in respect of this Contract (.....) into the following Bank and Account number:

XYZ BANK
PO Box (...)
Doha, Qatar
Account No.(...)
BAN No.(...)
XYZ (Account Holder Name)

We further confirm that the above details shall not be changed without prior written notification from us and accompanied by the above Bank's written acknowledgement of such change.

We hereby acknowledge and accept that the Government and Public Works Authority is not responsible for any liabilities arising in respect of the transference of monies due under this contract to the above mentioned Bank/ Account No.

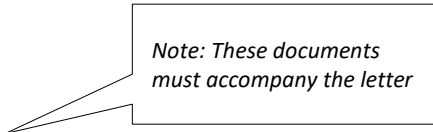
Yours faithfully,

SPONSOR/OWNER (NAME)

ID CARD NO.....

Enclosures:

- 1) Confirmation letter from the Bank
- 2) Copy of ID
- 3) Copy of Commercial Registration



AUTHORISATION TO MOBILISE FORM


STATE OF QATAR
PUBLIC WORKS AUTHORITY

 قطر تستحق الأفضل
 Qatar Deserves The Best

Department:

Project ID:

Project Title:

Consultant:

AUTHORISATION TO MOBILISE

PERSONNEL DETAILS

NAME				
POSITION/ TITLE				
SCHEDULE C CODE		GRADE		
ORGANISATION CHART REFERENCE NO				
REQUESTED BY	NAME	SIGNATURE	POSITION	DATE
	CV ATTACHED	YES/NO	JOB DESCRIPTION ATTACHED	YES/ NO

ASSIGNMENT DETAILS

LOCATION				
DURATION				
MOBILISATION DATE	PLANNED		ACTUAL	
DEMOBILISATION DATE	PLANNED		ACTUAL	

APPROVAL DETAILS

APPROVED/ REJECTED				
	NAME	SIGNATURE	POSITION	DATE
BASIS FOR REJECTION				

Appendix A12 - Ashghal Rules - Public Holidays paid/not paid																		
		F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Public Holiday Paid/Not Paid
Scenario 1				W	W	PH	W	W			W	W	W	W	W			Paid
Scenario 2				W	W	W	W	PH			A	A	A	A	A			Paid
Scenario 3				W	W	PH	A	A			A	A	A	A	A			Paid
Scenario 4				A	A	A	A	A			PH	W	W	W	W			Paid
Scenario 5				W	W	W	W	W			PH	A	A	A	A			Paid
Scenario 6				A	A	A	A	A			A	A	PH	W	W			Paid
Scenario 7				A	A	A	A	PH			W	W	W	W	W			Paid
Scenario 8				A	A	A	A	A			A	A	PH	A	A			Not paid
		Key																
		W	Working day															
		A	Absent															
		PH	Public Holiday															
			Weekend															

NOTE:

For cases of weekends in between absences (absence before and after weekend), the weekends will not be paid, refer to above Scenario 8.

Contract No.:

Project ID:

Project Title:

Employer: Public Works Authority
PMC

Consultant:

Contractor's
Application No.:
Interim Payment
No.:
Period Ending:
Recommendation
Date:

APPENDIX A13 - BREAKDOWN OF SERVICES COMPLETED FOR CONSULTANT (DESIGN AND SUPERVISION)

REF	DESCRIPTION	ORIGINAL CONTRACT FEES (QAR)	PREVIOUS CUMULATIVE TOTAL		TOTAL THIS PERIOD		CUMULATIVE TOTAL TO DATE		Remarks
			Percentage (%) Completion	Amount (QAR)	Percentage (%) Completion	Amount (QAR)	Percentage (%) Completion	Amount (QAR)	
	TOTAL								
	Total Carried to Certificate								

.....
The Engineer's Signature

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Consultant:

APPENDIX A14 - BREAKDOWN OF SERVICES COMPLETED FOR CONSULTANT (PMC/MC AND SECONDMENT)

REF	DESCRIPTION	ORIGINAL CONTRACT FEES (QAR)	PREVIOUS CUMULATIVE TOTAL (QAR)	CURRENT APPLICATION AMOUNT (QAR)	CUMULATIVE TOTAL TO DATE (QAR)	PERCENTAGE (%) COMPLETION	REMARKS
	TOTAL						
	Total Carried to Certificate						

.....
 The Engineer's Signature

APPENDICES B

Contract No.:
 Project ID:
 Projects Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B1 - SUMMARY OF VALUE OF WORK CERTIFIED

Item	Description	Contract Amount (QAR)	Previously Certified Amount (QAR)	Amount Certified this Period (QAR)	Amount Certified to Date (QAR)	Remarks
	Total					

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B2 - BREAKDOWN OF VALUE OF WORKS CERTIFIED

Item	Description	Original BOQ				Previously Certified			Certified this Period			Certified to Date			Remarks
		Unit	QTY	Unit Rate (QAR)	Amount (QAR)	QTY	Per.(%)	Amount (QAR)	QTY	Per.(%)	Amount (QAR)	QTY	Per.(%)	Amount (QAR)	

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B3 - BREAKDOWN OF PRELIMINARY ITEMS

BOQ Item	Description	Unit	QTY	Rate	Amount (QAR)	Previously Certified Amount (QAR)				Amount Certified this Period (QAR)				Amount Certified to Date (QAR)				Remarks
						Initial Payment	Recurring Payment	Final Payment	TOTAL	Initial Payment	Recurring Payment	Final Payment	TOTAL	Initial Payment	Recurring Payment	Final Payment	TOTAL	
TOTAL																		

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B4 - LIST OF PREVIOUS PAYMENT CERTIFICATES

S/N	Interim Payment Certificate No.	Payment Type	Payment For	Net Sum Certified	Remarks
TOTAL SUM CERTIFIED OF PREVIOUS PAYMENT CERTIFICATES					

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B5 - SUMMARY OF PAYMENT FOR WORKS UNDER VARIATION ORDERS/ SITE INSTRUCTIONS

Item	Description	Quantity	Unit	Rate	Amount (QAR)	Variation order approved (Yes/No)	ESD recommendation (Yes/No)	Previously Certified			Certified this Period			Certified to Date				
								Quantity / Amount of Completed Works	% Certified of Completed Works	Amount (QAR)	Quantity / Amount of Completed Works	% Certified of Completed Works	Amount (QAR)	Quantity / Amount of Completed Works	% Certified of Completed Works	Amount (QAR)		
TOTAL																		

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B7 - SUMMARY OF ADVANCE PAYMENT AND RECOVERY

S/N	Interim Payment Certificate No.	Advance Payment		Cumulative Total of Advance Payment Recovery		Unrecovered Advance Payment (QAR)	Remarks
		No.	% of Contract Price	Amount (QAR)	Amortisation Rate (%)		
						-	
						-	
						-	
						-	
						-	
						-	
						-	
						-	

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B9 - SUMMARY OF PENALTY (PERMENANT)

S/N	Interim Payment Certificate No.	Description	Previous Cumulative of Total Penalty (QAR)	Penalty for This Period (QAR)	Release of Penalty for This Period (QAR)	Cumulative of Total Penalty To Date (QAR)	Remarks
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	

Note: The Engineer who is named as the Engineer in the contract or who is vested with authority to sign as the Engineer shall sign this form.

THE ENGINEER
 Name:
 Date and Signature:

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

Appendix B11 SUMMARY OF SUBCONTRACTORS, SUBCONSULTANTS, CONSULTANTS, SUPPLIERS AND LABOUR SALARIES PAYMENT

S/N	Interim Payment No.	Subcontract Type (Nominated/Domestic/Labours Salary)	Company Name	Previously Certified Amount (QAR)	Amount Certified this Period (QAR)	Amount Certified to Date (QAR)	Remarks
1						-	
2						-	
			Sub-total	-	-	-	
3						-	
4						-	
			Sub-total	-	-	-	
5						-	
6						-	
			Sub-total	-	-	-	
7						-	
8						-	
			Sub-total	-	-	-	
9						-	
			Sub-total	-	-	-	
			GRAND TOTAL	-	-	-	

Contract No.:
 Project ID:
 Project Title :
 PMC:
 Consultant Name:
 Contractor Name:
 Commencement Date (CD):

Contractor's/Consultant's Application No.:
 Interim Payment No.:
 Period Ending:

APPENDIX B13 - SAMPLE OF PENALTY CALCULATION FOR KEY STAGE/MILESTONE

Key Stage #	Description of the Key stage	Days from CD to complete	Completion Date as per Contract (CD+days)	Actual Completion Date/ period ending	Number of days delayed	Penalty per Day of part thereof (QAR)	Total Penalty To Date (QAR)	Previous Penalty (QAR)	Penalty This Period (QAR)	Status (Completed or In Progress)	Remarks
		a	b = (CD + a)	c	d = (c - b)	e	f = (d*e)	g	h = (f - g)		
1											
2											
3											
4											
5											
6											
Total											

- Note: 1) Penalty calculation shall be in accordance with the Contract and Administrative Circular no. (21) of year 2020.
 2) Limit of total amount of Penalty are subject to compliance of Administrative Circular no. (21) of year 2020 as follows:-
 a) In the first and third cases the total amount of Penalty shall not exceed 10% of the Contract Price.
 b) In the second case the total amount of Penalty shall not exceed 10% of the value of the items, works or services of the Contract on which the Contractor was on delay.
 3) Therefore, the above sample calculation can be amended/added as required.
 4) The Engineer who is named as the Engineer in the contract or who is vested with authority to sign as the Engineer shall sign this form.

THE ENGINEER

Name:

Date and Signature:

Contract No.:
 Project ID:
 Project Title:
 Employer: Public Works Authority
 PMC:
 Contractor:
 Consultant:

Contractor's Application No.:
 Interim Payment No.:
 Period Ending:
 Recommendation Date:

APPENDIX B14 SAMPLE OF PENALTY CALCULATION AS PER ADMINISTRATION CIRCULAR (21) YEAR 2020

Description	Unit	Calculation of delay penalty		
		First Case	Second case	Third Case
		In case of delay in completion of the whole Contract.	In case of delay in completion of part of the contract, that does not prevent the use of the rest of the items, works or services of the Contract or if the authority determines that the items, works or services of the contract are not related.	In case of delay in executing part of the contract that prevent the use of the rest of the items, works or services of the Contract.
Contract Price	QAR	1,000,000,000	1,000,000,000	1,000,000,000
Total Certified amount upto the partial completion certificate	QAR		850,000,000	
Value of delayed works	QAR		150,000,000	
Amount of Penalty per day or part of the day	QAR	250,000	250,000	250,000
Number of days delayed	Day	500	500	500
First case and Third case calculation				
Total amount of penalties (amount of the penalty per day or part of the day x number of delayed days)	QAR	125,000,000		125,000,000
Maximum penalties to be applied = (10% of contract price)	QAR	100,000,000		100,000,000
Total amount of penalties to be applied	QAR	100,000,000		100,000,000
Second case calculation				
Total amount of penalties (amount of the penalty per day or part of the day x number of delayed days)	QAR		125,000,000	
Maximum penalties to be applied = (10% of delayed works value)	QAR		15,000,000	
Total amount of penalties to be applied	QAR		15,000,000	

Note: The Engineer who is named as the Engineer in the contract or who is vested with authority to sign as the Engineer shall sign this form.

THE ENGINEER
 Name:
 Date and Signature:

APPENDICES C

Date:/...../.....

Ref:

Project:

To,

PWA Department Manager

Subject: Request for Ashghal Direct Payment Method for (Subcontract Works)

Dear Sir

Reference to the above subject, kindly be informed that, we would like to proceed for the **(Subcontract Works)** Work through Ashghal Direct Payment Method to the M/s **(Subcontractor Name)** amounting **Qr.s** We enclosed the subcontractor agreement and Confirmation Letter.

This letter is a clear affirmation and declaration that:-

1. The Direct Payments to our **Sub-Contractor / Supplier** as per our request is a valid legal procedure and is in accordance with the conditions of the Contract of the Project and we have no claim whatsoever against PWA as a result of Direct Payments to our **Sub-Contractor / Supplier** through Direct Payment method.
2. There is no legal responsibility or any liability or claim against "PWA" that might arise in the future by us as a result of making payments to our **Sub-Contractor / Supplier** through Direct Payment method.
3. We are solely responsible for any claim by a third party or any party whatsoever arising from the transfer of financial payments to our **Sub-Contractor / Supplier** through Direct Payment method.

You are kindly requested to issue "No Objection Letter" in order to proceed for the **(Subcontract Scope)**

This is for your information, necessary action and record.

Best Regards,

**Name and Signature of Authorized person
of the Main Contractor**

Cc:

Enclosures:

1. **Copy of Company and signed Person ID**

Copy of Commercial Registration

Date:/...../.....

Ref:

Project:

To,
PWA Department Manager

Subject: Transfer Payment of (Subcontract Name) for (Subcontract Works)

Dear Sir

Reference to the above subject and our letter ref: **(Main Contractor's Letter Request for Ashghal Direct Payment Method)**, we herewith submit our payment Application No. (x) with total net amount Qr.s Below is the bank account detail to transfer this payment to **(Subcontractor Name):-**

Beneficiary Name:

Bank Name:

Bank Address:

Account Number:

IBAN:

This letter is a clear affirmation and declaration that:-

4. The Direct Payments to our **Sub-Contractor / Supplier** as per our request is a valid legal procedure and is in accordance with the conditions of the Contract of the Project and we have no claim whatsoever against PWA as a result of Direct Payments to our **Sub-Contractor / Supplier** through Direct Payment method.
5. There is no legal responsibility or any liability or claim against "PWA" that might arise in the future by us as a result of making payments to our **Sub-Contractor / Supplier** through Direct Payment method.
6. We are solely responsible for any claim by a third party or any party whatsoever arising from the transfer of financial payments to our **Sub-Contractor / Supplier** through Direct Payment method.
This is for your information, necessary action and record.

Best Regards,

**Name and Signature of Authorized person
of the Main Contractor**

Enclosures:

1. Copy of Company and signed Person ID
2. Copy of Commercial Registration

Date: .../.../.....

To,

Main Contractor Name

Doha Qatar

Subject: Acceptance Letter from Subcontractor for the Direct Payment Method

Reference is made to our quotation reference no: Dated on .../.../..... for the **(Subcontract Works)** for your Project **(Project Title)**.

We are confirming and accepting the Direct Payment Method by Public Work Authority to us as per their Process.

Regards,

**Name and Signature of Authorized person
of the Subcontractor / Supplier**

Enclosures:

1. **Copy of Company and signed Person ID**
2. **Copy of Commercial Registration**

Appendix C4

Date: .../.../.....

To,
Public Work Authority
Financial and Administrative Affairs Department
P.O Box: 22188
Doha, Qatar

Attention: Manager of Financial and Administrative Affairs Department

Dear Sir,

SUB: BANK ACCOUNT DETAILS FOR TRANSFERING PAYMENT DUES FOR CONTRACT NO, C/...

Please be informed that all monies due to us in respect of this Contract (C/...) are to be paid into the following Bank and Account Number:

Bank Name	
Bank Address	
Bank Country	
Beneficiary Name	
Account Number	
IBAN	

We further confirm that the above details shall not change without prior written notification from us and accompanied by the above Bank's written acknowledgement of such change.

We here acknowledge and accept that the Government and Public Works Authority is not responsible for any liabilities arising in respect of the transference of monies due under this contract to the above mentioned Bank/Account No.

Yours Faithfully,

Name and Signature of Authorized person of the Subcontractor / Supplier

ID CARD NO:

Enclosures:

1. Copy of Company and signed Person ID
2. Copy of Commercial Registration

TO WHOM IT MAY CONCERN

This is certify that **(Sub-contractor Name)** is one of our valuable customers and maintains a satisfactory account number **.....-.....-.....-.....** with **(Bank Name)** Bank since **.../.../.....**

Beneficiary Name	
Account Number	
IBAN	
Swift Code No	
Bank Address	
CR No	

This Certificate is issued upon the request of our customer without any responsibility or engagement on our part.

Thank You.

Head of Corporate Customer Services
Domestic Corporate Banking
Head Office.

APPENDICES D
FINANCIAL & ADMINISTRATIVE AFFAIRS
DEPARTMENT CHECKLIST

“FINAL RP FOR CONTRACTOR”

Commitment No.

Department

Roads-Drainage-Buildings

Contractor/Consultant

Payment No.

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original RP stamped by the Consultant if applicable	
2. Original Invoice from the Contractor	
3. Consultant Original Recommendation Letter if applicable	
4. Original Stamped Letter Head Final Account Statement	
5. Original Maintenance Certificate	
6. In case of penalty “Details breakdown must be attached”	
7. Copy of valid Tax Card	
8. In case the Bank account changed, the Contractor must submit No Objection Letter from previous bank + I. D. Copy of the authorized signatory	
9. In case the payment for Sub contractor, Kharama, Consultant ...etc, supporting document for this payment must be attached	
10. Copy of Valid Commercial Registration	
11. Committee Approval Letter (Roads Contracts only)	
12. Original DCU Clearance	
COMMENTS	

Checked by:	Date:
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This Payment Control Check Sheet Must Be attached with each recommendation of payment

“FINAL RP FOR CONSULTANT”

Commitment No.

Department

Roads-Drainage-Buildings

Contractor/Consultant

Payment No.

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original RP	
2. Original Invoice from the Consultant	
3. Original Stamped Letterhead Final Account Statement	
4. Original Completion Certificate	
5. Copy of Maintenance Certificate “for supervision contracts, in case Construction Contract not yet closed”.	
6. In case of penalty “Details breakdown must be attached	
7. Copy of approved addenda “in case of extension or additional/omission cost”	
8. Copy of Valid Commercial Registration	
9. Copy of valid Tax Card	
10. Original DCU Clearance	
11. Daily, monthly attendance, & calculation summary sheet to be signed by the Project Manager.	
12. ATM (Authorization To Mobilize) – Copy.	
COMMENTS	

Checked by:

Date:

This Payment Control Check Sheet Must Be attached with each recommendation of payment

“FIRST RP FOR PMC & SECONDMENT”

Commitment No.

Department

Roads-Drainage-Buildings

Contractor/Consultant

Payment No.

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Copy of award Letter	
2. Original Bank Account Information Letter “Stamped by the Bank”	
3. I. D. Copy of the authorized signatory	
4. Original RP	
5. Original Invoice from the Consultant	
6. Copy of Insurance certificates	
7. Copy of Valid Commercial Registration	
8. Daily, monthly attendance, & calculation summary sheet to be signed by the Project Manager	
9. Copy of Performance Bond or any Extension	
10. In case penalty “full breakdown shall be submitted”	
11. ATM (Authorization To Mobilize) – Copy.	
<p>Note:</p> <p>Salary per day = Monthly salary *12 months/365 days</p> <p>Calculation of Absence=(monthly salary)–(salary per day*no of days absent)</p>	
COMMENTS	

Checked by:

Date:

This Payment Control Check Sheet Must Be attached with each recommendation of payment

“FINAL RP FOR PMC & SECONDMENT”

Commitment No.

Department

Roads-Drainage-Buildings

Contractor/Consultant

Payment No.

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	<input type="checkbox"/>
2. Original RP	<input type="checkbox"/>
3. Daily, monthly attendance, & calculation summary sheets to be signed by Project Manager	<input type="checkbox"/>
4. Copy of Valid Commercial Registration	<input type="checkbox"/>
5. Reason for Delay if applicable	<input type="checkbox"/>
6. In case of penalty “Details breakdown must be attached”	<input type="checkbox"/>
7. Copy of approved addenda “ in case of extension or additional/omission cost”	<input type="checkbox"/>
8. Original Completion of Certificate	<input type="checkbox"/>
9. Original stamped letter head Final Account Statement	<input type="checkbox"/>
10. Copy of valid Tax Card	<input type="checkbox"/>
11. In case the Bank account changed, the Consultant must submit No Objection Letter from Previous bank.	<input type="checkbox"/>
12. ATM (Authorization To Mobilize) – Copy.	<input type="checkbox"/>
<p>Note :</p> <p>Salary per day= Monthly salary *12months/365 days</p> <p>Calculation of Absence =(monthly salary)-(salary per day *no of days absent)</p>	
COMMENTS	

Checked by:

Date:

This Payment Control Check Sheet Must Be attached with each recommendation of payment