

Attachments for Procedure CA/07

CL/CA 07/ 01 – PRE-COMMENCEMENT CHECKLIST

Contract Name :

Contract No :

S/No.	Activity	Status	Remarks
1.	Contract has been signed	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
2.	The Contractor has been provided with evidence of financial arrangements	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
3.	The Contractor has been provided with effective access to and possession of the Site	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
4.	Advance payment or its first installment has been paid	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
5.	The Engineer and/or his assistants has been provided with copies of all relevant documentation, including all contract documentation and drawings	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
6.	The Contractor has been provided with detailed information on survey control points including grid points and benchmarks	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
7.	Approval for the Contractor's proposed locations for site offices and facilities such as batching plants and stock yards.	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	

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Project Director/Project Manager

SPECIMEN LETTER : SL/CA 07/ 01 – INSTRUCTION TO COMMENCE WORKS

Subject: Instruction to Commence Works

1. We refer to the Letter of Acceptance dated _____, receipt of which has been acknowledged by your letter dated _____.
2. We hereby notify you of the Engineer's recording of agreement of both Parties on fulfillment of precedent conditions (a) to (d) stated under the Sub-Clause 8.1 of the Conditions of Contract.
3. Accordingly we hereby instruct you to commence works with effect from _____, in accordance with the provisions of Sub-Clause 8.1 of the Conditions of Contract.
4. Please acknowledge and advise the date of receipt of this letter.

Thanking you.

Yours faithfully,

cc:

1. Secretary, _____ /Chairman, Procurement Committee
- 2.
- 3.
- 4.
- 5.
- 6.
7. Director _____, ERD
8. Director General of Public Finance, General Treasury
9. Director General, External Resources Department
10. Auditor General
11. Commissioner General of Inland Revenue