



**Office of the President and Cabinet  
Government Contracts Unit**

**Contract Review and Vetting Report**

<b>A. BASIC DATA</b>		
Institution Name	:	
Tender Name	:	
Goods / Services / Works / Concession / Development Agreement	:	
Tender Ref. N°	:	
Successful Bidder Name	:	
Recommended Contract Value	:	
Submission Date	:	
Reviewed Date	:	
Reviewed by	:	

**B. REVIEW CHECKLIST**

NO.	CHECKLIST	YES/NO	REMARKS
<b>A</b>	<b><i>Procurement Approval</i></b>		
1	No Objection(s) was issued by PPDA / Development Partner / Financing Agency on procurement protocol?		
2	IPDC Minutes was submitted and duly signed by all the Members present?		
3	BER was submitted and duly signed by all the Members?		
4	IPDC approved BER, scope of works and		

NO.	CHECKLIST	YES/NO	REMARKS
	availability of funds for the procurement?		
5	Is scope / description of works / supplies / services included, clear and adequate?		•
6	Is scope of work in the Bidding Doc the same as that in the Contract?		•
<b>B</b>	<b><i>Statutory / Registration Requirements</i></b>		•
7	Is the Successful Bidder registered with Registrar of Companies (Legal / Natural Person)?		•
8	Is the Successful Bidder registered with Malawi Revenue Authority (MRA) on taxes?		•
9	Is the Successful Bidder tax compliant (Tax Clearance Certificate issued)? Is it valid?		•
10	Is the Successful Bidder registered with Public Procurement and Disposal of Assets Authority (PPDA)? Is it valid?		•
11	Is the Successful Bidder registered with Reserve Bank of Malawi (RBM) if it is for Financial Services? Is it valid?		•
12	Is the Successful Bidder registered with National Construction Industry Council (NCIC) if it for Works		•
14	Does the Successful Bidder have Electrical Installation Permit by Malawi Energy Regulatory Authority (MERA), if the works involves electrical works? Is it valid		•
<b>C</b>	<b><i>Draft Contract Document</i></b>		
	<b><i>Standard Contract Forms</i></b>		
15	Are the standard contract forms used for the contract correct for the type of Procurement, both the GCC and SCC?		

NO.	CHECKLIST	YES/NO	REMARKS
16	Which Standard Contract Forms have been used – Malawi Govt, World Bank, AfDB, EU, EIB, FIDIC, JICA, KfW?		
	<u>Front Page</u>		
17	Contract front Page included?		•
18	Front Page information flowing properly (sample attached)		•
19	Names of the Parties to Contract correctly written as per legal status?		•
20	Space for Date included on Front Page?		•
	<u>Contract Agreement Section</u>		
21	Contract Agreement Section Included?		•
22	Names of the Parties to Contract correctly written as per legal status?		•
23	Description of the deliverables included in the Agreement Section?		•
24	Is the contract amount indicated in the agreement section?		•
25	Is the amount the same as that offered in the Bid? If different, does the source		•

NO.	CHECKLIST	YES/NO	REMARKS
	of correction indicated or known?		
26	Does the information in the agreement section flowing in orderly manner as required?		•
27	Agreement Section contains a list of documents deemed to form part of the contract?		•
28	Does the signature Page contain all the details for both Representative and Witnesses (Signature, Name, Title and Address)?		•
29	Performance and Advance Payment Guarantee appended to the Agreement Section?		•
	<u>General Conditions of Contract (GCC)</u>		•
30	GCC have been included in the Contract?		•
31	Are the provisions same as in the Standard Contract Forms with no alterations, deletion, additions?		•
32	Do all the provisions have reference numbers in orderly manner as per standard contract forms?		•
	<u>Special Conditions of Contract</u>		•
33	SCC have been included in the Contract?		•
34	Are the provisions same as in the Standard Contract Forms with no alterations, deletion, additions?		•
35	Do all the provisions have reference numbers in orderly manner as per standard contract forms?		•

NO.	CHECKLIST	YES/NO	REMARKS
36	SCC Clauses have been properly and adequately specified / filled in?		•
37	Mode Payment fair and satisfactory for the Contract?		•
38	Project managers or supervisors indicated if it is for works / ICT?		•
39	Inspection requirement for Goods provided and place of inspection specified?		•
	<u>Statement of requirements / Technical Specifications</u>		•
40	Bills of quantities / listed of items included and in line with scope of goods and works?		•
41	Designs drawings included in the contract if it for works / ICT works		•
42	Technical specifications / Terms of Reference for goods / works included in the contract.		•
43	Manufacturer's authorisation included in the Contract for the product if it is for goods and it is current?		•
44	Product brochures included for reference?		•
45	Delivery Schedule included in the Contract?		•
	<u>Award notification and Acceptance Letters</u>		•
46	Is Award Notification letter included and duly signed?		•

NO.	CHECKLIST	YES/NO	REMARKS
47	Is Award Acceptance letter included and duly signed?		•
	<u>Power of Attorney</u>		
48	Is Power of Attorney authorising a Representative to sign the Contract submitted by the Successful Bidder?		•
49	Is the authorised name in the Power of Attorney the same as that indicated on the Signature Page?		•
	<u>Others Requirements</u>		•
50	No Objection confirming availability of funds from Ministry of Finance for high value contracts?		•
51	Participation of local indigenous companies considered.		•
52	Statutory registrations certificates included in the Contract		•