

GUIDANCE NOTES FOR COMPLETING THE PROJECT REGISTRATION AND CONTRACTOR ASSESSMENT FORMS

INTRODUCTION

The Project Registration and Contractor and Consultant Assessment Forms are tools introduced by the NCIC with the aim of improving Construction Project Management in Malawi. The tools are developed to be used by developers or their representatives. They are designed to be user friendly and self-administered.

INSTRUCTIONS FOR USE

#REF!

This piece of tool is aimed at providing basic information of the project (including the name, place, scope, duration, and contract parties) when it has been **awarded** to the consultant or contractor. The information is supposed to be available at NCIC before the project implementation commences hence the name Project Registration. The client or his/her *representatives* (see PRF006 below) is supposed to fill this form in order to the best way possible provide the most accurate information. The other Performance Assessment tools also base their information from this tool.

Under the client information, please provide name of the Project including Contract/ Procurement number. The contact details are important especially in cases where NCIC wishes to provide regulatory services to the contractors and consultants.

FORM PRF002: NOTIFICATION OF THE ISSUE OF A PRACTICAL COMPLETION CERTIFICATE AND CONTRACTOR PERFORMANCE REPORT

This tool provides information to the NCIC of the practical completion of the project, changes to the original contract and how the project contractors have performed. The client measures the contractor's skills and commitment in managing time, project cost, product quality, occupational health and safety, and cleanliness conditions on the site. In the event that the client is not satisfied with the performance of the contractor and terminates the contract, the client notifies NCIC by completing and submitting Form PRF003.

The Client summarises changes to the original contract under Contract Data in this form: value of contract, variations, price adjustments, and penalties. Importantly, Contractor Performance is reported under Section F. The scores for performance are qualitative namely: Poor (-1), Adequate (0), Good (1), and Excellent (2).

FORM PRF003: NOTIFICATION OF THE CANCELLATION/TERMINATION OF CONTRACT

This form is applicable when the client is notifying the NCIC of the cancellation of the contract. The Form triggers arbitration processes through completion of PRF004

FORM PRF004: APPEAL FOR REVIEW OF CONTRACTOR PERFORMANCE

This form is completed and submitted to NCIC when the contractor wishes to appeal against the cancellation of the contract. The form is submitted to NCIC with a copy to the client.

FORM PRF005: CONTRACTOR PERFORMANCE INFORMATION FROM CLIENTS

This form summarises performance of contractors. The performance assessment is for the use of clients and could be done at any stage of the project. It is specifically useful when the client when contractual disputes arise as it provides objective and gradual mutually agreed assessment.

FORM PRF006: NOMINATION FORM FOR CLIENT REPRESENTATIVE

This form is used when the client wishes to nominate a representative acting on his or her behalf. The form is of use by the client in order to notify NCIC of the presence of Project Managers operating from within the client organisation or from specialist Project Management firms.