

PAYMENT PROCEDURE MANUAL

5 February 2014 – Revision 2.2

The Payment Procedures manual is intended to assist the contractors, Consultants, PMCs, & MCs to apply for payments.

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PMCs & MCs	
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Contractors / Suppliers	

Meeting Sign-in Sheet

Topic: Payment Procedures manual Sign-off meeting	Meeting Date & Time: 27 Feb 2013
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Meeting Sign-in Sheet

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Preamble

This procedures manual shall be followed in accordance with the general and particular conditions of contract for consultants/contractors/supply contracts. In case of any discrepancy, the terms of the general and particular conditions of each contract shall prevail.

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**SECTION 1
PAYMENT PROCEDURE FOR
CONTRACTOR**



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**DESCRIPTION OF CONTRACTOR
PAYMENT PROCESS**

DESCRIPTION OF CONTRACTOR PAYMENT PROCESS

1. DEFINITIONS

1.1 Definitions

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

“PWA Representative” shall mean the delegated representative by the Public Works Authority (PWA). The representative will vary for each programme as per the below table.

“The Engineer” shall have the same meaning as provided in the General Conditions of. The Engineer will vary as delegated for each programme as per the below table.

“The Design/Supervision Consultant” hereafter called “the Consultant”. The Consultant will vary for each programme as per the below table.

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

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

“Department of General Financial Affairs of the Ministry of 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.

Item	Programme	Programme Management Consultant (PMC) / Management Contractor	PWA Representative	The Engineer	The Consultant
1	Local Roads & Drainage	Parsons Brinckerhoff	Manager of Roads Projects Department and/or delegated Area Engineer	PMC	General Engineering Consultant (GEC)
2	Expressway	KBR	Manager of Expressway Department	PMC	Supervision Consultant (SC)
3	Building Projects	Mace/Ec_Harris	Director of Building Affairs	PWA Representative/ PMC	Design Construction Supervision Consultant (DCSC)
4	IDRIS	CH2MHill	Director of Infrastructure Affairs	PMC	Supervision Consultant (SC)
5	Highways Asset Management	Amey	Director of Assets Affairs	PWA Representative	The Consultant
6	Drainage Asset Management	MWH	Director of Assets Affairs	PWA Representative	The Consultant
7	Al Sharq Crossing	Fluor	B. Yacob Al Kazem	PMC	General Engineering Consultant (GEC)

Table 1: Parties Involved in the Process

2. SUBJECT, PURPOSE, SCOPE, PARTIES AND RESPONSIBILITIES

2.1. 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.

2.2. Purpose:

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

2.3. Scope:

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

2.4. Parties:

The parties required to administer this procedure are:

- A. The Contractor: Delegated representative
- B. The Engineer: Delegated representative;
- C. Authority:
 - a) Engineering Business Support Department (EBSD) representative;
 - b) Finance & Administrative Department representative with delegated.

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

The Authority (being Finance & Administrative and Engineering Business Support Departments) and the Engineer 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.

3. PROCEDURE

Payments shall be administered by 11 steps process as illustrated in **1.2. Process Map for Contractor Payment**

3.1 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.

3.1.1. 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 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 also 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;
- 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;

3.1.2. The Engineer Review Process

Upon receipt of the Consultant recommendation, the Engineer shall **within five (5) working days review** the Consultant recommendation, approve, sign and forward the Contractor's payment certificate to the EBSD for final approval. The Engineer shall forward to the EBSD 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 Engineer;

2. Signed and stamped Payment Certificate by both Consultant and the Engineer;
3. Check and validate PWA Standard Checklist submitted by the Contractor and verified by the Consultant as appropriate for each type of payment; and
4. The Engineer recommendation.

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

3.1.3. Engineering Business Support Department (EBS) Review Process

Upon receipt of the Contractor's payment from the Engineer, EBS shall within **three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to the concerned PWA Representative/Area Engineer through the Engineer.

3.1.4. PWA Representative Department Review Process

PWA Representative/Area Engineer shall sign and forward the Payment Certificate and Payment Document to the Secretary of the Manager of PWA Department. The Payment Document and Payment Certificate signed by the Manager of PWA Department will be forwarded to the PWA Finance & Administrative Department for authorisation. The duration of this process shall not be more than **four (4) working days**.

The above is applicable to Local Roads & Drainage Programme. For the other programmes the Contractor Payment documents shall be forwarded directly to the appropriate PWA Representative as detailed in

3.1.5. PWA Finance & Administrative Review Process

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

3.2 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.

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 Engineer and submit an updated payment tracker, which include all the assigned projects.

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

5. 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.

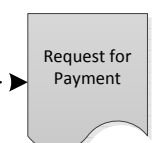
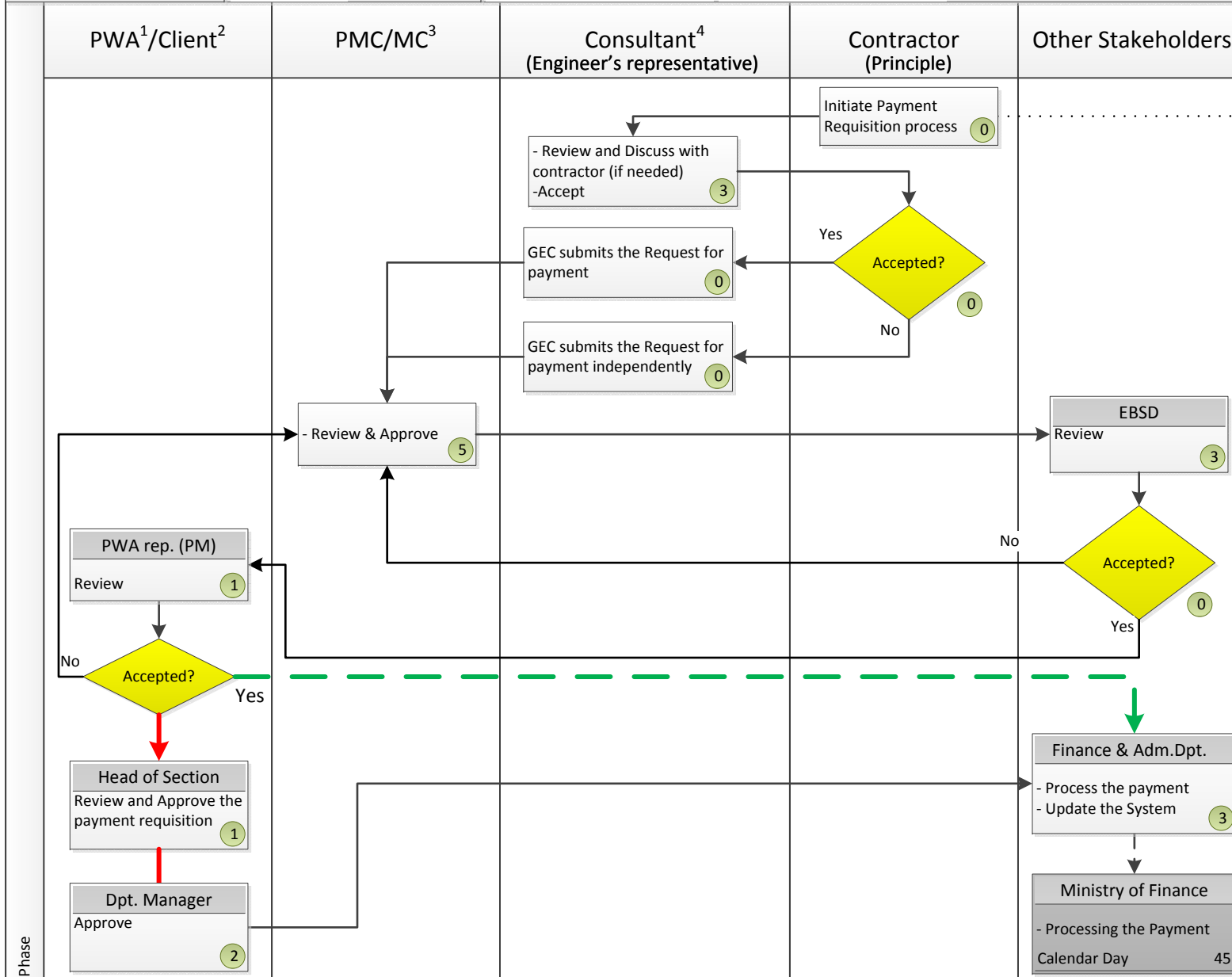


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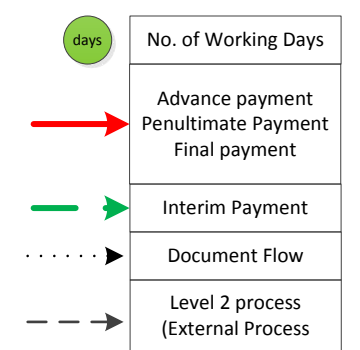
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6. PROCESS MAP FOR CONTRACTOR PAYMENT

Project Type: <input checked="" type="checkbox"/> PWA-led Project <input checked="" type="checkbox"/> PMC-led Project	Payment For: <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Supplier	Contract Type: <input type="checkbox"/> Design & Supervision <input type="checkbox"/> Construction <input type="checkbox"/> PMC <input type="checkbox"/> Secondment <input type="checkbox"/> Workorder & Supply <input type="checkbox"/> In-house supervision <input type="checkbox"/> Operation & Maintenance
--	---	--



¹ PWA” PWA Stakeholder might be the President, Affairs, O&M Department
² Client: Only applied for the building affairs
³ PMC: Program Management Consultant
 MC: Management Contractor
⁴ The consultant title might be GEC (General Engineering Consultant), SC (Supervision Consultant), DCSC (Design Construction Supervision Consultant)
 Note: in case of PWA-led projects without PMC/MC, just skip the PMC/MC related activities





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7. PAYMENT CHECKLISTS FOR CONTRACTOR AND TEMPLATES



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“ADVANCE/FIRST RP FOR CONTRACTOR”

Commitment No. Department
 Contractor/Consultant Project Manager
 RP No.

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Contractor	<input type="checkbox"/>
2. Original RP stamped by the Consultant*	<input type="checkbox"/>
3. B.O.Q & Summary sheets “Stamped by Consultant & Contractor”* <i>“Refer to Appendices B1 to B10”</i>	<input type="checkbox"/>
4. Consultant Original Recommendation Letter*	<input type="checkbox"/>
5. Copy of the Contract Agreement <i>“Refer to Appendix B11”</i>	<input type="checkbox"/>
6. Copy of award Letter, Notice of Agreement or Notice to Proceed.	<input type="checkbox"/>
7. Copy of Performance Bond or any Extension <i>“Refer to Appendix A5”</i>	<input type="checkbox"/>
8. Original Advance Bond or any Extension <i>“Refer to Appendix A6”</i>	<input type="checkbox"/>
9. Original Retention Bond or any Extension <i>“Refer to Appendix A7”</i>	<input type="checkbox"/>
10. Copy of Valid Commercial Registration	<input type="checkbox"/>
11. I. D. Copy of the authorized signatory	<input type="checkbox"/>
12. Bank Account Information Letter “Stamped by the Bank” <i>“Refer to Appendix A8”</i>	<input type="checkbox"/>
13. Copy of Insurance Certificates	<input type="checkbox"/>
14. Reason for Delay	<input type="checkbox"/>
15. Transfer of Fund	<input type="checkbox"/>

COMMENTS

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

**not required in case of the in-house supervision.*

Checked by: Date:

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



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“INTERIM RP FOR CONTRACTOR”

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
RP No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Contractor	
2. Original RP stamped by the Consultant*	
3. B.O.Q & Summary sheets Stamped by Consultant & Contractor*	
4. Consultant Original Recommendation Letter*	
5. Copy of delivery notes & Invoices for materials delivered to the site	
6. Vesting Certificate “for materials not yet delivered to site”	
7. Measurement Summary Sheets “in the case of re-measurement contracts”	
8. In case the payment for Sub contractor, Kharama, Consultant ...etc, supporting document for this payment must be attached	
9. In case of penalties “Detailed breakdown must be attached”	
10. Copy of Vo in case of extension or costs	
11. In case of Fluctuations to be added or deducted to payment certificate, calculation to be attached	
12. Copy of Valid Commercial Registration	
13. Minimum Amount for Interim Payment stated in the Contract	

Note:

- If the amount of the invoice submitted by the contractor is more than the actual amount to be paid in accordance to the Contract; 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.*
- 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.*

COMMENTS

**not required in case of the in-house supervision.*

Checked by:

Date:

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



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“PENULTIMATE RP FOR CONTRACTOR”

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
RP No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
------------------------------	---------

1. Original Invoice from the Contractor		
2. Original RP stamped by the Consultant*		
3. B.O.Q & Summary sheets Stamped by Consultant & Contractor*		
4. Consultant Original Recommendation Letter*		
5. Copy of Valid Commercial Registration		
6. In case the payment for Sub contractor, Kharama, Consultant ...etc, supporting document for this payment must be attached		
7. In case of penalties “Detailed breakdown must be attached”		
8. Schedule of Variations, claims, EOT and day works executed		
9. Schedule of Provisional sums “how they have been expended under the Contract” as VO.		
10. Measurement Summaries Sheets “in case of re-measurement contracts”		
11. Original Completion Certificate (PCC) “Refer to Appendix B12”		
12. Letter of Undertaking - Taking Over Certificate “Refer to Appendix A17”		
13. Original Municipality Clearance “Roads & Drainage Contracts Only”		
14. Transmittal sheets related to O & M Manuals inc. warranties & guaranties		
15. In case of Fluctuations to be added or deducted to payment certificate, calculation to be attached		
16. Release of first half of the Retention Money with Penultimate Payment		

Note:

If the Contractor is not a National Company then the half of the retention money payable in accordance with sub-clause 60(3) “Condition of Contract” shall only be released against an equivalent bank guarantee valid until the end of the Period of Maintenance.

COMMENTS

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

<input type="text"/>

<input type="text"/>

**not required in case of the in-house supervision.*

Checked by: <input type="text"/>	Date: <input type="text"/>
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THIS PAYMENT CONTROL CHECK SHEET MUST BE RETURNED AS THE FRONT COVER TO ALL RETURNED DOCUMENTATION



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“FINAL RP FOR CONTRACTOR”

Commitment No.		Department	
Contractor/Consultant		Project Manager	
RP No.			

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Contractor	
2. Original RP stamped by the Consultant*	
3. B.O.Q & Summary sheets Stamped by Consultant & Contractor*	
4. Consultant Original Recommendation Letter*	
5. Copy of Valid Commercial Registration	
6. In case the payment for Sub contractor, Kharama, Consultant ...etc, supporting document for this payment must be attached	
7. In case of penalties “Detailed breakdown must be attached”	
8. Schedule of Variations, claims, EOT and prolongation cost	
9. Schedule of Provisional sums “how they have been expended under the Contract” as VO	
10. In case the Bank account changed, the Contractor must submit No Objection Letter from previous bank	
11. Original Maintenance Certificate “Refer to Appendix A14”	
12. Original Final Account Statement “Refer to Appendix A15”	
13. Copy of Valid Income Tax I.D.	
14. Committee Approval Letter (Metrology Specification) “Roads Contracts Only”	
15. Original Store Clearance	
16. Original DCU Clearance	
17. I. D. Copy of the authorized signatory	
18. Copy of completion certificate – confirmation all outstanding works, identified defects have been closed out and all O & M Manuals Provided	
19. In case of Fluctuations to be added or deducted to payment certificate, calculation to be attached	
COMMENTS:	
1. Payment To Be Returned For Corrections, etc, as detailed below:	
<i>*not required in case of the in-house supervision.</i>	
Checked by:.	Date:

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



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هيئة الأشغال العامة

**SECTION 2
PAYMENT PROCEDURE FOR
CONSULTANT
(DESIGN & SUPERVISION)**

EBSD – Payments Unit



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

**DESCRIPTION OF CONSULTANT
(DESIGN & SUPERVISION)
PAYMENT PROCESS**

DESCRIPTION OF CONSULTANT (DESIGN & SUPERVISION) PAYMENT PROCESS

1. DEFINITIONS AND ACRONYMS

1.1 Definitions

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

“PWA Representative” shall mean the delegated representative by the Public Works Authority (PWA). The representative will vary for each programme as per the below table.

“The Engineer” shall have the same meaning as provided in the General Conditions. The Engineer will vary as delegated for each programme as per the below table.

“The Design/Supervision Consultant” hereafter called “the Consultant”. The Consultant will vary for each programme as per the below table.

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

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

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

Item	Programme	Programme Management Consultant (PMC)/Management Contractor (MC)	PWA Representative	The Engineer	The Consultant
1	Local Roads & Drainage	Parsons Brinckerhoff	Manager of Roads Projects Department or delegated Area Engineer	PMC	General Engineering Consultant (GEC)
2	Expressway	KBR	Manager of Expressway Department	PMC	Supervision Consultant (SC)
3	Building Projects	Mace/Ec_Harris	Director of Building Affairs	PWA Representative/ PMC	Design Construction Supervision Consultant (DCSC)
4	IDRIS	CH2MHill	Director of Infrastructure Affairs	PMC	Supervision Consultant (SC)
5	Highways Asset Management	Amey	Director of Assets Affairs	PWA Representative	The Consultant
6	Drainage Asset Management	MWH	Director of Assets Affairs	PWA Representative	The Consultant
7	Al Sharq Crossing	Fluor	B. Yacob Al Kazem	PMC	General Engineering Consultant (GEC)

Table 1: Parties Involved in the Process

2. SUBJECT, PURPOSE, SCOPE, PARTIES AND RESPONSIBILITIES

2.1 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.

2.2 Purpose:

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

2.3 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 1984 & 2010 Edition. These procedures should be adapted, after discussion with PWA Representative as appropriate for each programme, to reflect the different conditions of contract.

2.4 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):
 - a) PWA Representative to endorse the Consultant Payment Application;
 - b) Engineering Business Support Department (EBSD) representative
 - c) Finance & Administrative Department representative.

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

The Authority (being Area Engineer, Department Manager, Finance & Administrative and Engineering Business Support Departments) 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.

2.5 Application for Payment

The 28 day certification and authorisation period in General Conditions of Engagement (GCoE) Sub-clause 4.2.2 B commences upon formal date of receipt by the PWA of the correct Payment Application from the Consultant.

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. This document:

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

2.5.1 The Consultant application for payment shall comprise the following:

1. Cover letter, refer to the proforma in appendices covering letter to Finance & Administrative Department.
2. Fly sheets to separate each Payment Item Support Sheet and supporting documents;
3. Payment Application Summary Sheet, refer to proforma in the check lists & Templates.

2.6 Payment Application Review

The Consultant shall submit the Payment Application to the attention of the Engineer.

2.6.1 The Engineer Review Process

Upon receipt of the Consultant Payment Application, the Engineer shall **within five (5) working days** review, prepare, approve, sign the Payment Certificate and forward the Consultant's payment document to the PWA Representative for final approval. The Engineer shall forward to the PWA Representative **two (2) hardcopies** including the following as a minimum:

1. Original Consultant's Payment Documents stamped by both Consultant and Engineer;
2. Signed and stamped Payment Certificate by the Engineer; and
3. Engineer recommendation.

Within the review process, The Engineer shall check and make sure that system entries are correct and up to date.

In coordination with the PWA Representative and EBSD, the Engineer shall check the availability of funds to process the Consultant's payment. If no funds are available, the Engineer shall prepare a Budget Transfer Request for the approval of the PWA Representative. The approved Budget Transfer Request shall be attached to the Payment Documents for the authorization of the PWA Finance & Administrative Department.

2.6.2 PWA Representative Review Process

Within three (2) working days from receipt of the Consultant's Payment Application, PWA Representative shall sign the Payment Certificate, initial the PWA memorandum and forward the Payment Document to the EBSD.

2.6.3 The EBSD Review Process

Upon receipt of the Consultant's payment from the PWA Representative, EBSD shall **within three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to the concerned Department Manager.

In case of comments or clarifications, the EBSD shall contact the Engineer directly to fix the comments or provide reply to the EBSD's clarifications.

2.6.4 Department Manager Review Process

Two (2) hardcopies of the Payment Document and Payment Certificate signed by the Department Manager will be forwarded to the PWA Finance & Administrative Department for authorization. The duration of this process shall not be more than **one (2) working days**.

2.6.5 PWA Finance & Administrative Department Review Process

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

2.7 Key Performance Indicator (KPI) Payment Application¹

In accordance to the Agreement Documents – Schedule A – Project Brief, the KPI amount will be monitored and recorded as notional amount on periodical basis. The KPI amount will be derived from the outcome of the KPI measurements via the KPI record Scorecard.

The review and approval of the scorecard submitted by the Consultants shall be in accordance with the timelines indicated in the following Exhibit 3: KPI Adjustment Timeline or as agreed by the Authority.

The notional KPI amount at year-end (the end of Agreement Year, which is Commencement Date + 1 year) shall be at the % age in each Consultant Contract of the total invoiced amount for the year, or as agreed by parties.

The Agreement Price is divided into two amounts as follows:

1. **Agreement Price Excluding the KPI Amount:** from which the Consultant's interim monthly payments will be paid without any deductions or retentions.
2. **KPI Amount:** which will be divided over the Agreement Duration as agreed with PWA. This amount will be used to pay the KPI amounts referred to in the above paragraph.

In the event that the review of the KPI Scorecard results in an addition, the amount shall be added to the Work Done to Date of the payment application month. The KPI addition amount shall not be subject to advance payment recovery.

The balance amount between the addition KPI amount and the notional KPI amount for the year will be deducted from the Agreement Price. The determined KPI amount in the Agreement Price will then be adjusted for the next year by deducting the complete notional amount of the previous year.

2.8 Countersignatures and Counter Initialing 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 initialing 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.

2.9 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.

3. PROCEDURE

Payments shall be administered by an Nine (9) steps process as illustrated in the Process Map.

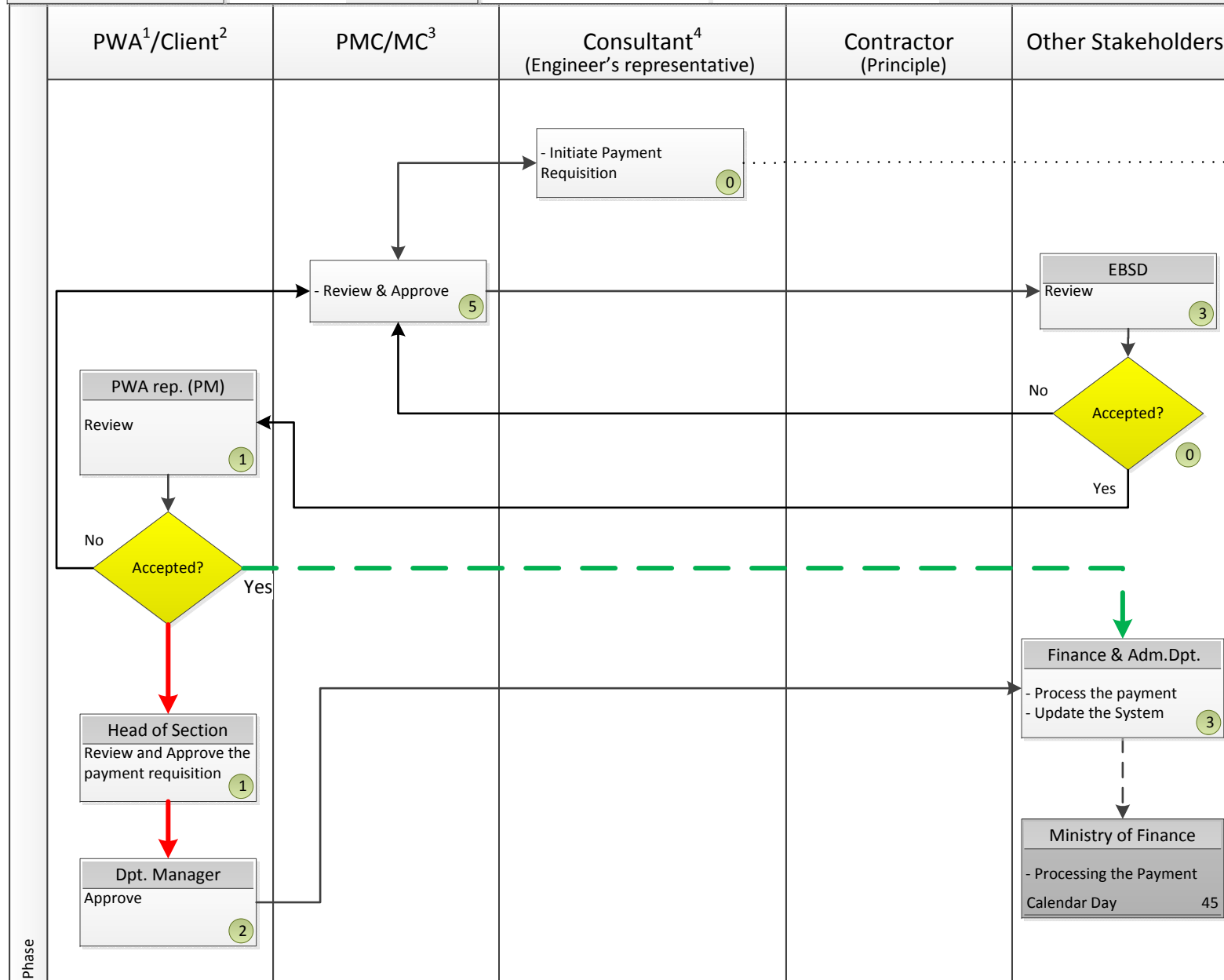


PUBLIC WORKS AUTHORITY

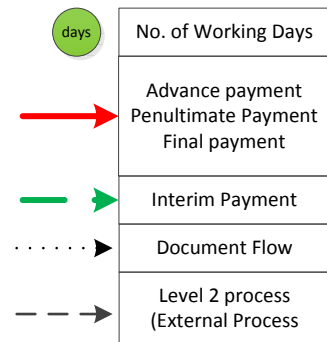
هيئة الأشغال العامة

**4. PROCESS MAP FOR
CONSULTANT
(DESIGN & SUPERVISION)
PAYMENT**

Project Type: <input checked="" type="checkbox"/> PWA-led Project <input checked="" type="checkbox"/> PMC-led Project	Payment For: <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Supplier	Contract Type: <input type="checkbox"/> Design & Supervision <input type="checkbox"/> Construction <input checked="" type="checkbox"/> PMC <input checked="" type="checkbox"/> Secondment <input type="checkbox"/> Workorder & Supply <input type="checkbox"/> In-house supervision <input type="checkbox"/> Operation & Maintenance
--	---	--



¹ PWA” PWA Stakeholder might be the President, Affairs, O&M Department
² Client: Only applied for the building affairs
³ PMC: Program Management Consultant
 MC: Management Contractor
⁴ The consultant title might be GEC (General Engineering Consultant), SC (Supervision Consultant), DCSC (Design Construction Supervision Consultant)
 Note: in case of PWA-led projects without PMC/MC, just skip the PMC/MC related activities





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**5. PAYMENT CHECKLISTS FOR
CONSULTANT
(DESIGN & SUPERVISION)
AND TEMPLATES**



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“FIRST RP FOR CONSULTANT”

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
RP No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original RP	
3. Approval of PWA for the services completed “Design Contracts”	
4. Daily, monthly attendance, & calculation sheets “Supervision Contracts” to be signed by the project Manager <i>“Refer to Appendices A11 & A12”</i> .	
5. Copy of signed authorisation to mobilise staff (ATM)	
6. Copy of award Letter, Notice of Agreement or Notice to Proceed	
7. Copy of Performance Bond or any Extension <i>“Refer to Appendix A5”</i>	
8. Copy of Insurance certificates	
9. Copy of Valid Commercial Registration or Municipality valid certificate	
10. I. D. Copy of the authorized signatory	
11. Bank Account Information Letter (stamped by the Bank) <i>“Refer to Appendix A8”</i>	
12. In case penalty “full breakdown shall be submitted”	

COMMENTS

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

Checked by:

Date:

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



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“FINAL RP FOR CONSULTANT”

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
RP No.	<input type="text"/>		

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original RP	
3. Approval of PWA for the services completed “Design Contracts”	
4. Daily, monthly attendance, & calculation sheets “Supervision Contracts” <i>“Refer to Appendices A11 & A12”</i>	
5. Copy of signed authorisation to mobilise (ATM) staff	
6. Copy of Valid Commercial Registration or Municipality valid certificate	
7. I. D. Copy of the authorized signatory	
8. In case of penalty “Details breakdown must be attached	
9. Copy of approved addenda “in case of extension or additional/omission cost”	
10. Original Completion Certificate <i>“Refer to Appendix A13”</i>	
11. Copy of Maintenance Certificate “for supervision contracts, in case Construction Contract not yet closed”. <i>“Refer to Appendix A14”</i>	
12. Original Final Account Statement <i>“Refer to Appendix A15”</i>	
13. Copy of valid Income Tax I.D.	
14. Original DCU Clearance	
15. In case the Bank account changed, the Consultant must submit No Objection Letter from previous bank	
16. In case of fluctuations to be added or deducted to payments certificate, calculations to be attached	

COMMENTS

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

Checked by:

Date:

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



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هيئة الأشغال العامة

**SECTION 3
PAYMENT PROCEDURE FOR
CONSULTANT
(PMC & SECONDMENT)**

EBSD – Payments Unit



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

**DESCRIPTION OF CONSULTANT
(PMC & SECONDMENT)
PAYMENT PROCESS**

DESCRIPTION OF CONSULTANT (DESIGN & SUPERVISION) PAYMENT PROCESS

1. DEFINITIONS AND ACRONYMS

1.1 Definitions

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

“PWA Representative” shall mean the delegated representative by the Public Works Authority (PWA). The representative will vary for each programme as per the below table.

“The Engineer” shall have the same meaning as provided in the General Conditions. The Engineer will vary as delegated for each programme as per the below table.

“The Design/Supervision Consultant” hereafter called “the Consultant”. The Consultant will vary for each programme as per the below table.

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

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

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

Item	Programme	Programme Management Consultant (PMC)/Management Contractor (MC)	PWA Representative	The Engineer	The Consultant
1	Local Roads & Drainage	Parsons Brinckerhoff	Manager of Roads Projects Department or delegated Area Engineer	PMC	General Engineering Consultant (GEC)
2	Expressway	KBR	Manager of Expressway Department	PMC	Supervision Consultant (SC)
3	Building Projects	Mace/Ec_Harris	Director of Building Affairs	PWA Representative/ PMC	Design Construction Supervision Consultant (DCSC)
4	IDRIS	CH2MHill	Director of Infrastructure Affairs	PMC	Supervision Consultant (SC)
5	Highways Asset Management	Amey	Director of Assets Affairs	PWA Representative	The Consultant
6	Drainage Asset Management	MWH	Director of Assets Affairs	PWA Representative	The Consultant
7	Al Sharq Crossing	Fluor	B. Yacob Al Kazem	PMC	General Engineering Consultant (GEC)

Table 1: Parties Involved in the Process

2. SUBJECT, PURPOSE, SCOPE, PARTIES AND RESPONSIBILITIES

2.1 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.

2.2 Purpose:

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

2.3 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 1984 & 2010 Edition. These procedures should be adapted, after discussion with PWA Representative as appropriate for each programme, to reflect the different conditions of contract.

2.4 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):
 - a) PWA Representative to endorse the Consultant Payment Application;
 - b) Engineering Business Support Department (EBSD) representative
 - c) Finance & Administrative Department representative.

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

The Authority (being Area Engineer, Department Manager, Finance & Administrative and Engineering Business Support Departments) 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.

2.5 Application for Payment

The 28 day certification and authorisation period in General Conditions of Engagement (GCoE) Sub-clause 4.2.2 B commences upon formal date of receipt by the PWA of the correct Payment Application from the Consultant.

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. This document:

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

2.5.1 The Consultant application for payment shall comprise the following:

1. Cover letter, refer to the proforma in appendices covering letter to Finance & Administrative Department.
2. Fly sheets to separate each Payment Item Support Sheet and supporting documents;
3. Payment Application Summary Sheet, refer to proforma in the check lists & Templates.

2.6 Payment Application Review

The Consultant shall submit the Payment Application to the attention of the Engineer.

2.6.1 The Engineer Review Process

Upon receipt of the Consultant Payment Application, the Engineer shall **within five (5) working days** review, prepare, approve, sign the Payment Certificate and forward the Consultant's payment document to the PWA Representative for final approval. The Engineer shall forward to the PWA Representative **two (2) hardcopies** including the following as a minimum:

1. Original Consultant's Payment Documents stamped by both Consultant and Engineer;
2. Signed and stamped Payment Certificate by the Engineer; and
3. Engineer recommendation.

Within the review process, The Engineer shall check and make sure that system entries are correct and up to date.

In coordination with the PWA Representative and EBSD, the Engineer shall check the availability of funds to process the Consultant's payment. If no funds are available, the Engineer shall prepare a Budget Transfer Request for the approval of the PWA Representative. The approved Budget Transfer Request shall be attached to the Payment Documents for the authorization of the PWA Finance & Administrative Department.

2.6.2 PWA Representative Review Process

Within three (2) working days from receipt of the Consultant's Payment Application, PWA Representative shall sign the Payment Certificate, initial the PWA memorandum and forward the Payment Document to the EBSD.

2.6.3 The EBSD Review Process

Upon receipt of the Consultant's payment from the PWA Representative, EBSD shall **within three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to the concerned Department Manager.

In case of comments or clarifications, the EBSD shall contact the Engineer directly to fix the comments or provide reply to the EBSD's clarifications.

2.6.4 Department Manager Review Process

Two (2) hardcopies of the Payment Document and Payment Certificate signed by the Department Manager will be forwarded to the PWA Finance & Administrative Department for authorization. The duration of this process shall not be more than **one (2) working days**.

2.6.5 PWA Finance & Administrative Department Review Process

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

2.7 Key Performance Indicator (KPI) Payment Application¹

In accordance to the Agreement Documents – Schedule A – Project Brief, the KPI amount will be monitored and recorded as notional amount on periodical basis. The KPI amount will be derived from the outcome of the KPI measurements via the KPI record Scorecard.

The review and approval of the scorecard submitted by the Consultants shall be in accordance with the timelines indicated in the following Exhibit 3: KPI Adjustment Timeline or as agreed by the Authority.

The notional KPI amount at year-end (the end of Agreement Year, which is Commencement Date + 1 year) shall be at the % age in each Consultant Contract of the total invoiced amount for the year, or as agreed by parties.

The Agreement Price is divided into two amounts as follows:

1. **Agreement Price Excluding the KPI Amount:** from which the Consultant's interim monthly payments will be paid without any deductions or retentions.
2. **KPI Amount:** which will be divided over the Agreement Duration as agreed with PWA. This amount will be used to pay the KPI amounts referred to in the above paragraph.

In the event that the review of the KPI Scorecard results in an addition, the amount shall be added to the Work Done to Date of the payment application month. The KPI addition amount shall not be subject to advance payment recovery.

The balance amount between the addition KPI amount and the notional KPI amount for the year will be deducted from the Agreement Price. The determined KPI amount in the Agreement Price will then be adjusted for the next year by deducting the complete notional amount of the previous year.

2.8 Countersignatures and Counter Initialing 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 initialing 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.

2.9 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.

3. PROCEDURE

Payments shall be administered by an Nine (9) steps process as illustrated in the Process Map.

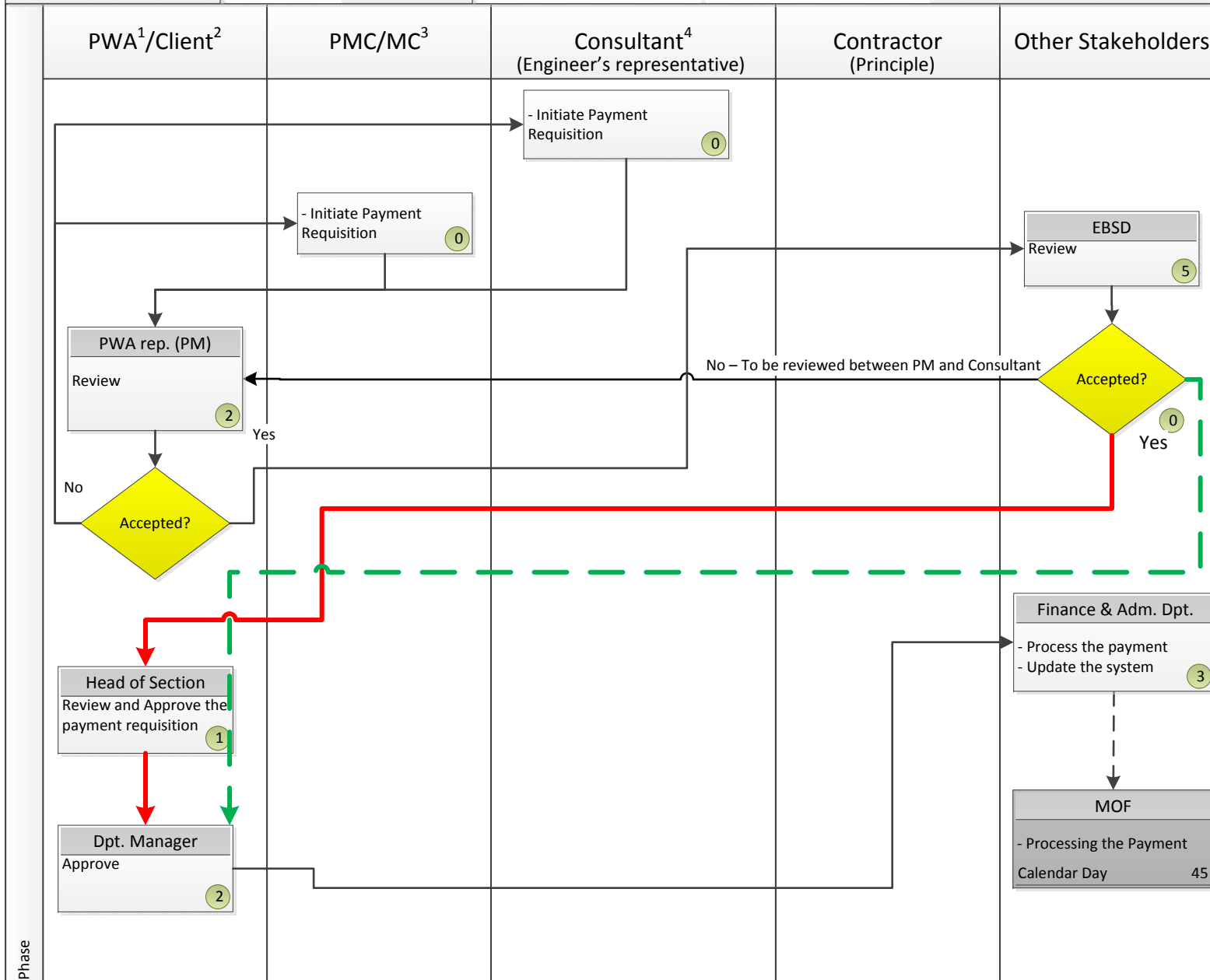


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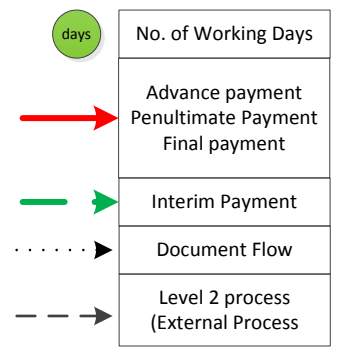
هيئة الأشغال العامة

**4. PROCESS MAP FOR
CONSULTANT
(PMC & SECONDMENT)
PAYMENT**

Project Type: <input checked="" type="checkbox"/> PWA-led Project <input checked="" type="checkbox"/> PMC-led Project	Payment For: <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Supplier	Contract Type: <input type="checkbox"/> Design & Supervision <input type="checkbox"/> Construction	<input checked="" type="checkbox"/> PMC <input checked="" type="checkbox"/> Secondment <input type="checkbox"/> Workorder & Supply	<input type="checkbox"/> In-house supervision <input type="checkbox"/> Operation & Maintenance
--	---	---	--	---



¹ PWA¹ PWA Stakeholder might be the President, Affairs, O&M Department
² Client: Only applied for the building affairs
³ PMC: Program Management Consultant
 MC: Management Contractor
⁴ The consultant title might be GEC (General Engineering Consultant), SC (Supervision Consultant), DCSC (Design Construction Supervision Consultant)
 Note: in case of PWA-led projects without PMC/MC, just skip the PMC/MC related activities





PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

**5. PAYMENT CHECKLISTS FOR
CONSULTANT
(PMC & SECONDMENT)
AND TEMPLATES**



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“FIRST RP FOR PMC & SECONDMENT”

Commitment No. Department
 Contractor/Consultant Project Manager
 RP No.

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original RP	
3. Daily monthly attendance, & calculation sheets to be signed by the Project Manager <i>“Refer to Appendices A11, A12 & C1”</i>	
4. Copy of signed authorisation to mobilise Staff (ATM)	
5. Copy of award Letter, Notice of Agreement or Notice to Proceed	
6. Copy of Performance Bond or any Extension <i>“Refer to Appendix A5”</i>	
7. Copy of Insurance certificates	
8. Copy of Valid Commercial Registration	
9. I. D. Copy of the authorized signatory	
10. Bank Account Information Letter (Stamped by the Bank) <i>“Refer to Appendix A8”</i>	
11. In case penalty “full breakdown shall be submitted”	

Note: For secondment contracts & 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:**

Checked by: Date:

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



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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“INTERIM RP FOR PMC & SECONDMENT”

Commitment No.	<input type="text"/>	Department	<input type="text"/>
Contractor/Consultant	<input type="text"/>	Project Manager	<input type="text"/>
RP No.	<input type="text"/>		

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 sheets to be signed by Project Manager <i>“Refer to Appendices A11 & A12”</i>	<input type="checkbox"/>
4. Copy of signed authorisation to mobilise staff (ATM)	<input type="checkbox"/>
5. (KPI) Calculation sheet for Key Performance Indicator	<input type="checkbox"/>
6. In case penalty “full breakdown shall be submitted”	<input type="checkbox"/>
7. Copy of approved addenda “in case of extension or additional cost”	<input type="checkbox"/>
8. In case of fluctuations to be added or deducted to payments certificate, calculations to be attached	<input type="checkbox"/>
9. Copy of Valid Commercial Registration	<input type="checkbox"/>

Note: For secondment contracts & Contracts under Condition of Engagement 1984 Edition.

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

COMMENTS

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

Checked by:

Date:

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ENGINEERING BUSINESS SUPPORT DEPARTMENT
PAYMENT CONTROL CHECK

“FINAL RP FOR PMC & SECONDMENT”

Commitment No. Department
 Contractor/Consultant Project Manager
 RP No.

TERMS OF REFERENCE FOR CHECK	CHECKED
1. Original Invoice from the Consultant	
2. Original RP	
3. Daily, monthly attendance, & calculation sheets to be signed by Project Manager <i>“Refer to Appendices A11 & A12”</i>	
4. Copy of signed authorisation to mobilise staff (ATM)	
5. I. D. Copy of the authorized signatory	
6. In case penalty “full breakdown shall be submitted”	
7. Copy of approved addenda “in case of extension or additional/omission cost”	
8. Original Completion Certificate <i>“Refer to Appendix A13”</i>	
9. Original Final Account Statement <i>“Refer to Appendix A15”</i>	
10. Copy of Valid Income Tax I.D.	
11. (KPI) Calculation sheet for Key Performance Indicator	
12. In case the Bank account changed, the Consultant must submit No Objection Letter from previous bank	
13. In case of fluctuations to be added or deducted to payments certificate, calculations to be attached	
14. Copy of Valid Commercial Registration	

Note: For secondment contracts & 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:**

Checked by: <input type="text"/>	Date: <input type="text"/>
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PUBLIC WORKS AUTHORITY

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**SECTION 4
PAYMENT PROCEDURE FOR
SUPPLIER
(WORKORDER & SUPPLY)**



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**DESCRIPTION OF SUPPLIER
(WORKORDER & SUPPLY)
PAYMENT PROCESS**

DESCRIPTION OF SUPPLIER (FOR ORDER & SUPPLY) PAYMENT PROCESS

1. DEFINITIONS

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

“PWA Representative” shall mean the delegated representative by the Public Works Authority (PWA). The representative will vary for each programme as per the below table.

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

“The Design/Supervision Consultant” hereafter called “the Consultant”. The Consultant will vary for each programme as per the below table.

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

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

“Department of General Financial Affairs of the Ministry of 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.

Item	Programme	Programme Management Consultant (PMC) / Management Contractor	PWA Representative	The Engineer	The Consultant
1	Local Roads & Drainage	Parsons Brinckerhoff	Manager of Roads Projects Department and/or delegated Area Engineer	PMC	General Engineering Consultant (GEC)
2	Expressway	KBR	Manager of Expressway Department	PMC	Supervision Consultant (SC)
3	Building Projects	Mace/Ec_Harris	Director of Building Affairs	PWA Representative/ PMC	Design Construction Supervision Consultant (DCSC)
4	IDRIS	CH2MHill	Director of Infrastructure Affairs	PMC	Supervision Consultant (SC)
5	Highways Asset Management	Amey	Director of Assets Affairs	PWA Representative/ Management Contractor	The Consultant
6	Drainage Asset Management	MWH	Director of Assets Affairs	PWA Representative/ Management Contractor	The Consultant
7	Al Sharq Crossing	Fluor	B. Yacob Al Kazem	PMC	The Consultant

Table 1: Parties Involved in the Process

2. SUBJECT, PURPOSE, SCOPE, PARTIES AND RESPONSIBILITIES

2.1. Subject:

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

2.2. Purpose:

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

2.3. Scope:

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

2.4. Parties:

The parties required to administer this procedure are:

- A. The Supplier: Delegated representative
- B. The Engineer: Delegated representative;
- C. Authority:
 - a) Engineering Business Support Department (EBSD) representative;
 - b) Finance & Administrative Department representative with delegated.

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

The Authority (being Finance & Administrative and Engineering Business Support Departments) and the Engineer 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.

3. PROCEDURE

Payments shall be administered by 7 steps process as illustrated in [Table 2. Process Map for Supplier's Payment](#)

3.1 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 Engineer is the date from which the payment due date is calculated.

3.1.1. The Engineer Review Process

Upon receipt of the supplier payment, the Engineer shall **within Five (5) working days review** the payment, approve, sign and forward the supplier's payment certificate to the EBSD for final approval. The Engineer shall forward to the EBSD the Payment Document through the Electronic System and **(2) two hardcopies** including the following as a minimum:

1. Original Supplier's Payment Documents stamped by the Engineer;
2. Signed and stamped Payment Certificate by the Engineer;

3. Check and validate PWA Standard Checklist submitted by the Supplier and verified by the Engineer as appropriate for each type of payment; and
4. The Engineer recommendation.

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

3.1.2. Engineering Business Support Department (EBSD) Review Process

Upon receipt of the Supplier's payment from the Engineer, EBSD shall within **three (3) working days** review, sign and forward the Payment Document and the signed Payment Certificate to the concerned PWA Representative/Area Engineer through the Engineer.

3.1.3. PWA Finance & Administrative Review Process

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

3.2 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.

4. TRACKING OF PAYMENT

Upon the payment collection, The Supplier shall update the appropriate fields in the Electronic System and notify the Engineer.

The Finance & Administrative Department will advise the Engineer 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.

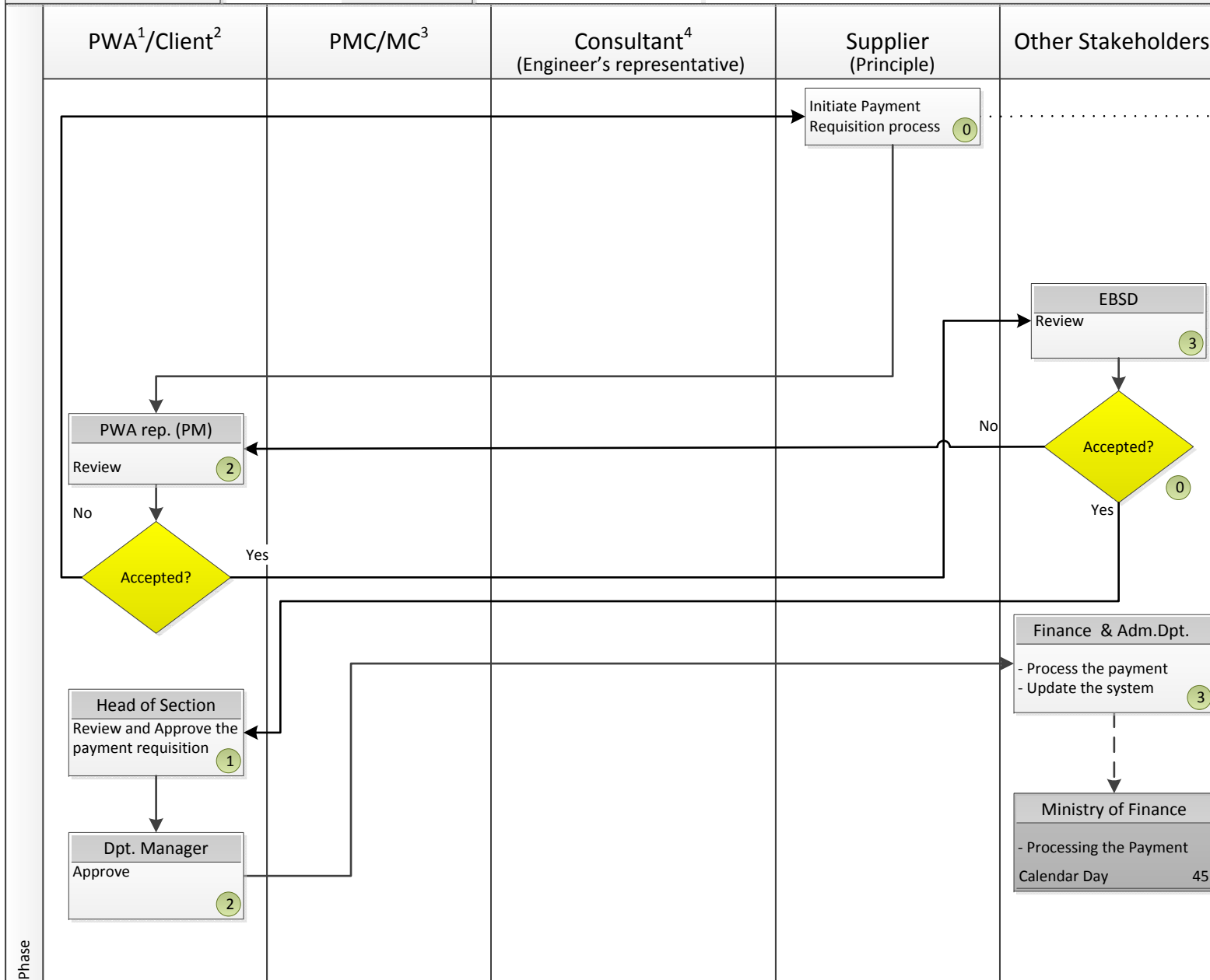


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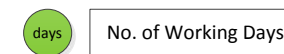
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6. PROCESS MAP FOR SUPPLIER (WORKORDER & SUPPLY) PAYMENT

Project Type: <input checked="" type="checkbox"/> PWA-led Project <input checked="" type="checkbox"/> PMC-led Project	Payment For: <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Supplier	Contract Type: <input type="checkbox"/> Design & Supervision <input type="checkbox"/> Construction <input type="checkbox"/> PMC <input type="checkbox"/> Secondment <input checked="" type="checkbox"/> Workorder & Supply <input type="checkbox"/> In-house supervision <input type="checkbox"/> Operation & Maintenance
--	---	---



¹ PWA¹ PWA Stakeholder might be the President, Affairs, O&M Department
² Client: Only applied for the building affairs
³ PMC: Program Management Consultant
 MC: Management Contractor
⁴ The consultant title might be GEC (General Engineering Consultant), SC (Supervision Consultant), DCSC (Design Construction Supervision Consultant)
 Note: in case of PWA-led projects without PMC/MC, just skip the PMC/MC related activities





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**7. PAYMENT CHECKLISTS FOR
SUPPLIER
(WORKORDER & SUPPLY)
AND TEMPLATES**

EBSD – Payments Unit



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GUIDELINES

EBSD – Payments Unit



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1. PAYMENTS FOR CONTRACT ITEMS – REMEASUREABLE

1. VALUATION OF WORKS - REMEASUREMENT ITEMS

1.0 Purpose of the Report

- (a) To enhance the payment procedure for re-measurable items for the purpose of cost control which shall be part of the items in PWA "Payment Control Check List."
- (b) The procedure shall be part of the requirements to be fulfilled while preparing the payment certificate in regard to the re-measurable items.
- (c) Payment may be delayed due to any excess in the quantities above the B.O.Q where no VO is in place, particularly at the end of the project.

2.0 Documents required

The following are the documents which are to be attached along with the payment application.

(a) Measurement sheets

- (i) The actual work completed on site is to be re-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 the application.
- (ii) The quantities are to be re-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. Approved construction drawings/shop drawings should be issued under a V.O. where approved construction drawings have been issued estimated quantities are measured, where approved shop drawings have been produced by the Contractor actual quantities are measured. The shop drawings and actual quantities and unit rates shall replace the estimated quantities and unit rates measured from construction drawings. These documents may be revised by the Engineer Representative on site. All documents are to be provided to PWA upon request for random checks.
- (iii) Only the re-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 Engineer or any other party stated in the Contract.

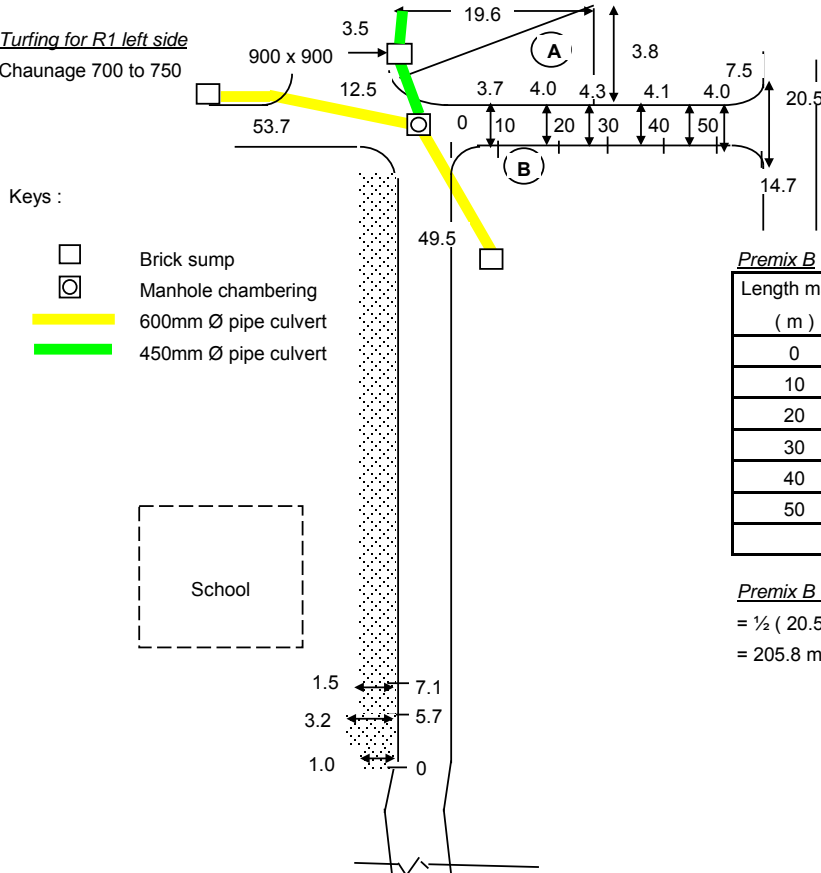
3.0 Payment format

Each of the re-measured items claimed shall be presented in the format as shown in Appendix 1. 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.

JOINT MEASUREMENT SHEET

Contract No. _____ Project Title _____ Claim No. _____

Turfing for R1 left side
Chaunage 700 to 750



Keys :

- Brick sump
- Manhole chambering
- 600mm Ø pipe culvert
- 450mm Ø pipe culvert

Premix A
= $\frac{1}{2} \times 19.6 \times 3.8$
= 37.24 ms

Premix B

Length mark (m)	Length, L (m)	Width, W (m)	Area, L x W (m ²)
0		3.70	0.00
10	10.00	3.70	37.00
20	10.00	4.00	40.00
30	10.00	4.30	43.00
40	10.00	4.10	41.00
50	10.00	4.00	40.00
<i>Total</i>			<i>201.00</i>

Premix B - road opening
= $\frac{1}{2} (20.5 + 7.5) \times 14.7$
= 205.8 ms

ITEM	DESCRIPTION	UNIT	QTY	REMARKS
1	1200 x 1200 x 3.6m (H) manhole chambering	no	1	refer to SK02
2	Turfing - left side of R1 road	ms	228.65	refer attached calculation
3	600mm Ø pipe culvert	m	103.20	refer RW08 & RW10
4	Premix A	ms	37.24	ACWC 14 only , refer RW09
5	Premix B (R1)	ms	406.80	Crusher run and ACWC 14 , refer RW09
6	900 x 900 brick sump	no	1	y
7	450mm Ø pipe culvert	m	16.00	refer RW10

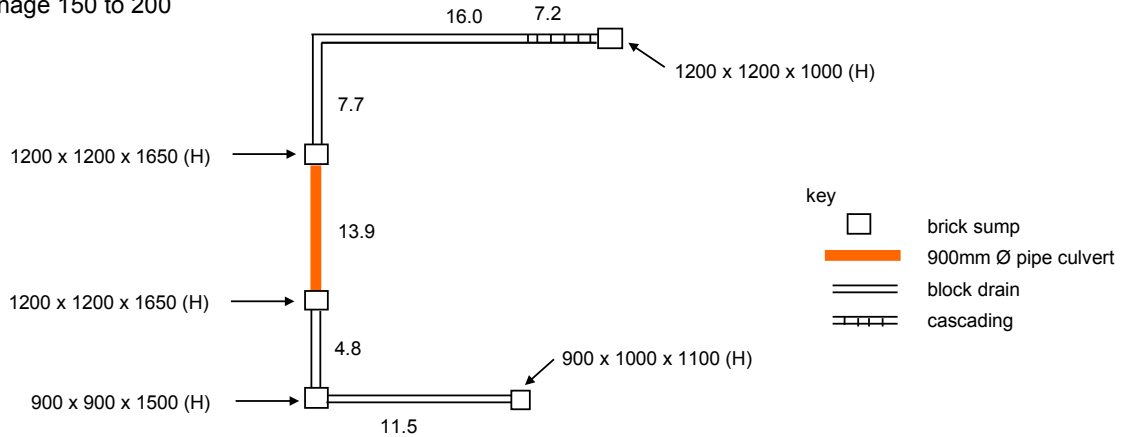
SUBMITTED BY: _____ Contractor Name: Date:	EVALUATED BY : _____ Consultant Name: Date:	VERIFIED BY: _____ Project Manager Name: Date:	APPROVED BY: _____ Engineer Name: Date:
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JOINT MEASUREMENT SHEET

Contract No.	Project Title	Claim No.
--------------	---------------	-----------

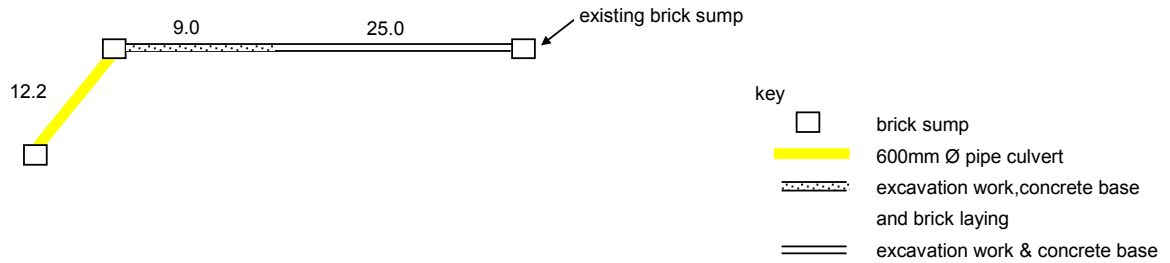
School

Chainage 150 to 200



- key
- brick sump
 - 900mm Ø pipe culvert
 - block drain
 - cascading

Item to dismantl



- key
- brick sump
 - 600mm Ø pipe culvert
 - excavation work, concrete base and brick laying
 - excavation work & concrete base

ITEM	DESCRIPTION	UNIT	QTY	REMARKS
1	Block drain	m	40.00	} Qtel Contract , refer SK03
2	Cascading	m	7.20	
3	900mm Ø pipe culvert	m	13.90	
4	1200 x 1200 x 1000 (H) brick sump	no	1	
5	1200 x 1200 x 1650 (H) brick sump	no	2	
6	900 x 900 x 1500 (H) brick sump	no	1	
7	900 x 1000 x 1100 (H) brick sump	no	1	
8	600mm Ø pipe culvert	m	12.20	} Temporary Road Contract , refer SK03
9	excavation work, concrete base & brick	m	9.00	
10	excavation work & concrete base	m	25.00	

SUBMITTED BY: _____ Contractor Name: Date:	EVALUATED BY : _____ Consultant Name: Date:	VERIFIED BY: _____ Project Manager Name: Date:	APPROVED BY: _____ Engineer Name: Date:
--	---	--	---

MEASUREMENT SHEET

Table for Remeasurable 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, i.e. the drawings / specifications due to: a) changing the character or quality or kind of any work b) change the levels, lines, position and dimensions c) additional work of any kind d) Increase / decrease quantities of works shown on contract documents e) omission of items shown on contract documents	Yes No	Yes	To prepare VO. To get approval of new rate and prepare VO.	Payment will be made after approval of VO based on progress of work on site.
2	Original contract item - quantity less than BoQ	Works shown on the contract documents, i.e. the drawings / specifications & BoQ	Yes	No	No VO 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 & BoQ due to actual site condition / operation and not because of engineer's instruction	Yes	No	To prepare either:- a) VO showing anticipated completion quantities (if final quantities cannot be determined at the time)	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	b) VO with estimated quantities and measured as works progress.	
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 a)VO with estimated quantities and measured as works progress	

VO Variation order contains a schedule of items with final quantities and agreed / BoQ rates.

PVO Provisional Variation order contains a schedule of items with anticipated completion quantities and agreed / BoQ rates. Quantities within the PVO will be remeasured at the completion and Final VO will be prepared. The purpose of the PVO is to formally adjust PWA budget for payment and monitoring & controlling.

COMPANY'S LOGO	- COMPANY'S NAME -
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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:



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2. PAYMENTS FOR CONTRACT ITEMS – LUMP SUM

2. VALUATION OF WORKS – LUMP SUM ITEMS

2.1 Purpose of this Procedure

To emphasize the requirements which are to be fulfilled to process the payment in regards to the Contract Items as listed herein. These requirements shall be an addition to the “Payment Control Checklist”.

2.2 Provisional Sums / Contingencies

The expenditure of Provisional Sums or Contingency Sums set out in the BOQ shall be instructed by the Engineer under a variation order and maybe undertaken by:-

- (a) Main Contractor (awarded existing Contract)
- (b) Nominated Sub-Contractor (work to be done by third party)

The work is to be treated as a Variation to the Contract and the varied amount to be valued in accordance to the procedures as stipulated in the Contract. The Variation Order (VO) shall be prepared for approval and the approved VO is to be attached in the payment application for payment.

2.3 Prime Cost Items

All sums in the BOQ which are stated as Prime Cost Items shall be utilized upon instruction by the Engineer. The Engineer may request the Contractor to submit quotations and invoices for the accepted works in connection with expenditure in respect of the prime cost items. The work to be treated as a Variation to the Contract and the varied amount to be valued in accordance with the procedures as stipulated in the Contract. The Variation Order (VO) shall be prepared for approval and the approved VO is to be attached in the payment application for payment.

2.4 Payment to Nominated Sub-Contractors (NSC)

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

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

The Contractor has to 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

In the case of Contractor unable to pay the NSC, then the amount shall be paid direct by PWA to such NSC upon the Certificate of the Engineer and to deduct by way of set-off the amount so paid by PWA from any sums due from the PWA to the Contractor.

Where the Engineer has certified and the PWA has paid direct as aforesaid the Engineer shall in issuing any further certificate in favor of the Contractor deduct from the amount thereof, the amount paid direct..

2.5 Payment for Variation Works

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

(a) Variation Order Approved by the PWA

To be paid 100% of the value of the Variation Order

(b) Variation Order in process with the PWA

(i) 80% of the value of the attached Variation Order for content which includes unit rates and items listed in the Original Contract B.O.Q or

(ii) 60% of the value of the Variation Order which includes new unit rates and new items that were not contained in the Original Contract B.O.Q

(iii) 80% of the value of the Variation Order where the VO has mixture of works that have unit rate and items in B.O.Q plus new items of works that were not contained in the Original Contract B.O.Q

The amount certified for Variation works shall be substantiated with relevant documents i.e Site Instruction, Variation Order Form, Bill of Quantities, measurement sheets, purchase orders, delivery notes etc.

2.6 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 template F.

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 :-

- (1) Vesting Certificate
- (2) 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.
- (3) 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.
- (4) A material guarantee.
- (5) 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.



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3. PAYMENT & MEASUREMENT FOR DRAINAGE CONTRACTS

3 PAYMENT & MEASUREMENT FOR DRAINAGE CONTRACTS

3.1 Introduction

The Consultant shall ascertain the works completed on site up to a 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 t he 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 us ed for re-measurement and t he 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 be 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)

3.2 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.

3.3 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. : 1123

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:



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4. PAYMENT & MEASUREMENT FOR ROAD CONTRACTS

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 remeasured 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	

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 remeasured 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	Traffic Signs	Road Marking - Lines, Letters and Shapes	Pipes in trenches	Manholes	Ducts in trenches	Beddings and Surrounds	Street Lighting & High Mast Lighting Columns	Cables - In trenches	Cables - In ducts and conduits
UNIT	nr	m/nr/m ²	m	nr	m	m	nr	m	m
Work Operations	Excavation	Stencils	Excavation	Excavation	Excavation	Excavation	Columns	Excavation	Cleaning ducts
	Disposal of excavation materials	if m ² - net area of paint is measured	Disposal of excavation materials	Disposal of excavation materials	Disposal of excavation materials	Disposal of excavation materials	Luminaires	Disposal of excavation materials	Conduits and fittings
	Upholding sides of excavation		Upholding sides of excavation	Upholding sides of excavation	Upholding sides of excavation	Upholding sides of excavation	Fittings	Upholding sides of excavation	Supply & lay
	Backfilling		Preparation of surfaces	Preparation of surfaces	Preparation of surfaces	Preparation of surfaces	Internal cables	Preparation of surfaces	Jointing
	Foundations		Backfilling	Backfilling	Backfilling	Backfilling	Bolts and Nuts	Backfilling	Termination & connections
	Supporting posts		Supply & lay	Concrete	Supply & lay	Joints	Supply & installation	Supply & lay	Draw wire
	Concrete		Joints & cutting	Formwork	Joints & cutting	Finishes		Jointing	
	Formwork		Marker tapes	Reinforcements	Fittings			Terminations & connections	
	Reinforcements			Joints	Marker tapes			Warning tapes	
	Supply & installation			Finishes				Protection tiles	
				Waterproofing					
				Ladders and step iron					
				Internal pipes					
				Covers & cover frames					



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5. PAYMENT & MEASUREMENT FOR BUILDING CONTRACTS

5 PAYMENTS FOR LUMP SUM CONTRACT ITEMS IN BUILDING PROJECTS

5.1 Purpose of the Report

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

5.2 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.

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

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
- c) Fixed Charges - Demobilization

Consultant may request Contractor to submit the relevant breakdown of preliminary item (s) in a tabular format as shown in **Template A3**.

- 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)

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

iv) 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:

1. If any of the component of the item is not required or seperately 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%

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

$Y_1 = \text{Actual quantity done at site} / \text{Total quantity in contract drawings}$

$Y_2 = Y_1 \times Y$

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

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 Fascia (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. Strutral Steel Elements

BOQ Ref	Description	Fabricating including protective coatings (A=60%)		Erecting (B=30%)		Fire casings (C=10%)				Total Progress for Strutral 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									



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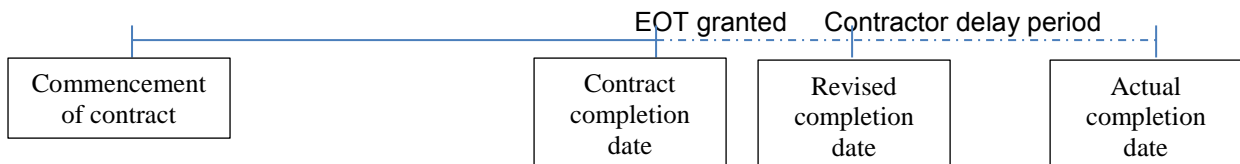
6. PAYMENT FOR CONSULTANT DEDUCTED FROM THE CONTRACTOR

6 PAYMENT FOR CONSULTANT DEDUCTED FROM THE CONTRACTOR

6.1 Subject:

The subject of this procedure is the methodology in which Payment is to be made for the Supervision Consultant where the contractor is in delay and where the period of delay is caused by the Contractor and penalties apply.

ie,



The value of fees for the supervision consultant in the Contractor delay period is to be inserted into “deduction of additional supervision charge for Consultants/Sub-Consultants” in the Payment Certificate. A note is to be stated at the bottom of the Payment Certificate that this sum is to be paid to the Supervision Consultants to Bank and Bank account details. All the supporting documents must be attached with the Payment Certificate as stated in the check lists.

6.2 Method of Payment:

The Recommendation for payment to be prepared from the contractor contract and the amount to be included in the filled for **Deduction of additional Supervision charge for Consultants / Sub Consultants** at the recommendation for payment.

A note to be mentioned at the bottom of the recommendation for payment stated that this payment to be made for the consultant, bank account no...,

All the supporting document must be attached with the Recommendation for payment as stated in the related check lists.



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7. PAYMENT FOR CONTRACTOR DEDUCTED FROM THE CONSULTANT

7 PAYMENT FOR CONTRACTOR DEDUCTED FROM THE CONSULTANT

7.1 Subject:

The subject of this procedure is the methodology in which refunding back to the Contractor. The amounts deducted from his account and paid previously to the Consultant for supervision services.

This may occur where subsequent extension of time for revised completion dates have been granted under the contract.

7.2 Method of Payment:

Once 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 provided during the Contractor delay period. Once the change addendum is approved and the system updated a recommendation for payment can be prepared under the consultant contract. The recalculated amount for the Consultant can be paid and any amount to be returned to Contractor is determined.

A note is to be mentioned at the bottom of the recommendation for payment stating that this sum is to be made to the Contractor, bank account no...,

All the supporting document must be attached with the Recommendation for payment as stated in the related check lists.



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8. RECOVERY OF THE ADVANCE PAYMENT

8 DESCRIPTION OF RECOVERY (RE-PAYMENT) THE ADVANCE PAYMENT

8.1 Amount of Advance Payment:

- (a) Contract **Value < QR 50 Million**, The Advance payment shall be **20%** of the Contract price limited to a maximum of QR 5,000,000 or
- (b) Contract **Value > QR 50 Million**, The Advance payment shall be **10%** of the Contract price or
- (c) The advance payment maybe stated as an amount in the contract and not as percentage.

An advance payment certificate will be issued when the contractor submits his Performance bond, invoice, Bank guarantee for the advance payment, and all necessary insurances are in place under the contract.

The construction contract may not have been signed & executed at the time the advance payment is certified and paid.

8.2 Recovery (Re-payment) 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 and not any extended period to the time for completion. Where the contract is terminated full recovery of any balance of advance payment will be required at date of termination.



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9. INCOME TAX REQUIREMENTS

9 INCOME TAX REQUIREMENTS

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

- Companies has a commercial registration in Qatar:

The Valid Income Tax Card required for all companies (Qatari or non-Qatari).

- Companies or persons not registered in Qatar:

No financial limit for the contracts, the final RP will not be process unless the company or the person submit valid Income Tax Card.



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APPENDICES



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**APPENDIX A:
TEMPLATES / FORMS APPLIED
TO ALL PAYEES**



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APPENDIX A1

TRANSMITTAL FORM FOR PAYMENT RP TRACKING SHEET

Contract/Payment Details			
Project Title:			
Contractor:		RP 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
Prepared by:		Contractor			
Recommended by:		Supervising Consultant			
Checked by:		PMC/MC Quantity Surveyor			
Recommended by:		PMC/MC Programme Director			
Reviewed by:		Ashghal EBSD			
Checked by:		Ashghal Representative			
Approved by:		Ashghal Dept. Manager			
Approved by:		Infrastructure Affairs Director			
Processed by:		Ashghal Finance & Adm Dpt.			

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



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APPENDIX A2

EBSD – Payments Unit

PAYMENT CERTIFICATE

Payment Certificate No. : _____

Period Ending : _____

Budget Ref.: _____

Date : _____

Payment Type : Advance/First Interim PC Final

Payment for : Contractor Consultant Supplier

Project Title :		Original Contract Value: QR	0.00
Project ID :		Total Value of Addenda/Variation to date: QR	0.00
Commitment No. :		Adjusted Sum : QR	0.00
Contractors :		Payable by letter of credit	0.00
Consultant :		Last Addendum / Variation Issue No.	0

		Work Value To Date QR	0.00
		Materials on Site QR	0.00
		Total QR	0.00
Deduction : (* to be subtracted)			
* Retention % (From Total Work Value To Date) QR		0.00	
Retention from Previous Certificate QR		0.00	
New Retention QR		0.00	
Retention to be Released QR		0.00	
* Penalties	QR	0.00	
* Penalties Under Adjustments	QR	0.00	Total Deductions : QR 0.00

Deduction of additional Supervision charge for Consultants / Sub Consultants <i>(Clause Of conditions of contract)</i>			
Consultant / Sub Consultant / Sub Contractor <i>(* To be paid to Consultant and subtracted from the payment of Contractor)</i>			
	Total Consultant Fee to date QR	0.00	
	Total Consultant Fee paid previously QR	0.00	
	Total Consultant Fee for this period QR	0.00	
Total deduction of additional Supervision Consultant QR			0.00

Advance Payment : (* to be added)			
Advance Payment No.1 % (from Contractual Amount) QR		0.00	
Total Recovery of Advance Payment no.1 (..... from Work Value To Date) QR		0.00	
*Unrecovered from Advance Payment No.1 QR		0.00	
Previously Recovered from Advance Payment no.1 QR		0.00	
Recovered by this Certificate from Advance Payment No.1 QR		0.00	
Additional Advance Payment No.2 ..% (from remaining Contract Amt... Qr) QR		0.00	
Total Recovery from Advance Payment No.2 QR		0.00	
*Unrecovered from Advance Payment No.2 QR		0.00	*QR 0.00
Previously Recovered from Advance Payment no.2 QR		0.00	
Recovered by this Certificate from Advance Payment No.2 QR		0.00	
*Unrecovered from Advance Payment No.1 & 2 QR		0.00	

Total sum certified by this certificate QR	0.00
Total sum certified by previous certificates QR	0.00

Net Sum Certified by this Certificate QR	0.00
---	-------------

Supervision Consultant (if applicable)	Project Management Contract/The Engineer	PWA - EBSD (Payments Unit):
Name :	Name :	Name :
Signature:	Signature:	Signature:
Date : / /	Date : / /	Date : / /

PWA - Representative/Area Engineer	PWA - Head of Section (if applicable)	PWA - Department Manager
Name :	Name :	Name :
Signature:	Signature:	Signature:
Date : / /	Date : / /	Date : / /

Note:

PAYMENT CERTIFICATE

Payment Certificate No. :
Budget Ref.:

Period Ending :

Date :

Payment Type : Advance/First Interim PC Final

Payment for : Contractor Consultant Supplier

Project Title	: _____	Original Contract Value: QR	0.00
Project ID	: _____	Total Value of Addenda/Variation to date: QR	0.00
Commitment No.	: _____	Adjusted Sum :QR	0.00
Contractors	: _____	Payable by letter of credit	0.00
Consultant	: _____	Last Addendum / Variation Issue No.	0
		Work Value To Date QR	0.00
		Materials on Site QR	0.00
		Total QR	0.00
Deduction : (* to be subtracted)			
* Retention % (From Total Work Value To Date) QR	0.00		
Retention from Previous Certificate QR	0.00		
New Retention QR	0.00		
Retention to be Released QR	0.00		
* Penalties	0.00		
* Penalties Under Adjustments	0.00	Total Deductions : QR	0.00
Deduction of additional Supervision charge for Consultants / Sub Consultants			
<i>(Clause Of conditions of contract)</i>			
Consultant / Sub Consultant / Sub Contractor			
<i>(* To be paid to Consultant and subtracted from the payment of Contractor)</i>			
_____ Total Consultant Fee to date QR	0.00		
_____ Total Consultant Fee paid previously QR	0.00		
_____ Total Consultant Fee for this period QR	0.00		
Total deduction of additional Supervision Consultant QR			0.00
Advance Payment : (* to be added)			
Advance Payment No.1 % (from Contractual Amount) QR	0.00		
Total Recovery of Advance Payment no.1 (..... from Work Value To Date) QR	0.00		
*Unrecovered from Advance Payment No.1 QR	0.00		
Previously Recovered from Advance Payment no.1 QR	0.00		
Recovered by this Certificate from Advance Payment No.1 QR	0.00		
Additional Advance Payment No.2 ..% (from remaining Contract Amt... Qr) QR	0.00		
Total Recovery from Advance Payment No.2 QR	0.00		
*Unrecovered from Advance Payment No.2 QR	0.00	*QR	0.00
Previously Recovered from Advance Payment No.2 QR	0.00		
Recovered by this Certificate from Advance Payment No.2 QR	0.00		
*Unrecovered from Advance Payment No.1 & 2 QR	0.00		
Total sum certified by this certificate QR			0.00
Total sum certified by previous certificates QR			0.00
Net Sum Certified by this Certificate QR			0.00
Supervision Consultant		Project Management Contract / The Engineer	
Name :		Name :	
Signature:		Signature:	
Date : / /		Date : / /	
Payments Unit (EBSU):		PWA Representative	
Name :		Name :	
Signature:		Signature:	
Date : / /		Date : / /	
Note:			



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APPENDIX A3

PAYMENT CERTIFICATE

Payment Certificate No. :

Period Ending :

Budget Ref.:

Date :

Payment Type : Advance/First Interim Final

Payment for : PMC GEC Secondment

Project Title	:				
Project ID	:		Original Contract Value: QR		0.00
Commitment No.	:		Total Value of Addenda/Variation to date: QR		0.00
Contractors	:		Adjusted Sum :QR		0.00
Consultant	:		Payable by letter of credit		0.00
			Last Addendum / Variation Issue No.		0
Work Value To Date QR					0.00
Deduction : (* to be subtracted)					
* Held KPI amount (from Work Value to Date)		QR		0.00	
KPI amount held from Previous certificates		QR		0.00	
New KPI amount		QR		0.00	
* Core Team engaged in Schedule A1		QR		0.00	
Core Team amount held from previous certificates		QR		0.00	
New Core Team engaged in Schedule A1		QR		0.00	
* Retention % (From Work Value To Date) QR		QR		0.00	
Retention from Previous certificates		QR		0.00	
New Retention		QR		0.00	
* Penalties		QR		0.00	
* Penalties Under Adjustments		QR		0.00	
Total Deductions : QR					0.00
Deduction of additional Supervision charge for Consultants / Sub Consultants					
<i>(Clause Of conditions of contract)</i>					
Consultant / Sub Consultant / Sub Contractor					
<i>(* To be paid to Consultant and subtracted from the payment of Contractor)</i>					
		Total Consultant Fee to date QR		0.00	
		Total Consultant Fee paid previously QR		0.00	
		Total Consultant Fee for this period QR		0.00	
Total deduction of additional Supervision Consultant QR					0.00
Advance Payment : (* to be added)					
Advance Payment No.1 % (from Contractual Amount) QR				0.00	
Total Recovery of Advance Payment no.1 (.. from Work Value To Date) QR				0.00	
*Unrecovered from Advance Payment No.1 QR				0.00	
Previously Recovered from Advance Payment no.1 QR				0.00	
Recovered by this Certificate from Advance Payment No.1 QR				0.00	
Additional Advance Payment No.2 ..% (from remaining Contract Amt... Qr) QR				0.00	
Total Recovery from Advance Payment No.2 QR				0.00	
*Unrecovered from Advance Payment No.2 QR				0.00	*QR 0.00
Previously Recovered from Advance Payment no.2 QR				0.00	
Recovered by this Certificate from Advance Payment No.2 QR				0.00	
*Unrecovered from Advance Payment No.1 & 2 QR				0.00	
Total sum certified by this certificate QR					0.00
Total sum certified by previous certificates QR					0.00
Net Sum Certified by this Certificate QR					0.00
PMC / The Engineer			PWA - EBSD (Payments Unit):		
Name :			Name :		
Signature:			Signature:		
Date : / /			Date : / /		
PWA - Representative (if applicable)		PWA - Head of Section (if applicable)		PWA - Department Manager	
Name :		Name :		Name :	
Signature:		Signature:		Signature:	
Date : / /		Date : / /		Date : / /	
<i>Note:</i>					



PAYMENT CERTIFICATE

STATE OF QATAR
Public Works Authority
PWA

Payment Certificate No. _____
Budget Ref.: _____

Period Ending : _____

Date :

Payment Type : Advance/First Interim Final

Payment for : PMC GEC Secondment

Project Title	: _____				
Project ID	: _____	Original Contract Value: QR			0.00
Commitment No.	: _____	Total Value of Addenda/Variation to date: QR			0.00
Contractors	: _____	Adjusted Sum :QR			0.00
Consultant	: _____	Payable by letter of credit			0.00
		Last Addendum / Variation Issue No.			0
Work Value To Date QR					0.00
Deduction : (* to be subtracted)					
* Held KPI amount (from Work Value to Date)	QR				0.00
KPI amount held from Previous certificates	QR				0.00
New KPI amount	QR				0.00
* Core Team engaged in Schedule A1	QR				0.00
Core Team amount held from previous certificates	QR				0.00
New Core Team engaged in Schedule A1	QR				0.00
* Retention % (From Work Value To Date) QR	QR				0.00
Retention from Previous certificates	QR				0.00
New Retention	QR				0.00
* Penalties	QR				0.00
* Penalties Under Adjustments	QR				0.00
Total Deductions : QR					0.00
Deduction of additional Supervision charge for Consultants / Sub Consultants <i>(Clause Of conditions of contract)</i>					
Consultant / Sub Consultant / Sub Contractor <i>(* To be paid to Consultant and subtracted from the payment of Contractor)</i>					
_____	Total Consultant Fee to date QR				0.00
_____	Total Consultant Fee paid previously QR				0.00
_____	Total Consultant Fee for this period QR				0.00
Total deduction of additional Supervision Consultant QR					0.00
Advance Payment : (* to be added)					
Advance Payment No.1 % (from Contractual Amount) QR					0.00
Total Recovery of Advance Payment no.1 (.. from Work Value To Date) QR					0.00
*Unrecovered from Advance Payment No.1 QR					0.00
Previously Recovered from Advance Payment no.1 QR					0.00
Recovered by this Certificate from Advance Payment No.1 QR					0.00
Additional Advance Payment No.2 ..% (from remaining Contract Amt... QR) QR					0.00
Total Recovery from Advance Payment No.2 QR					0.00
*Unrecovered from Advance Payment No.2 QR				*QR	0.00
Previously Recovered from Advance Payment no.2 QR					0.00
Recovered by this Certificate from Advance Payment No.2 QR					0.00
*Unrecovered from Advance Payment No.1 & 2 QR					0.00
Total sum certified by this certificate QR					0.00
Total sum certified by previous certificates QR					0.00
Net Sum Certified by this Certificate QR					0.00
PMC / The Engineer					
Name :					
Signature:					
Date : / /					
Payments Unit (EBSU):			PWA Representative		
Name :			Name :		
Signature:			Signature:		
Date : / /			Date : / /		
Note:					



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A4

MEMORANDUM

مذكرة داخلية



To	:	المحترم	:	إلى
From	:		:	من
Date	:		:	التاريخ
Reference	:		:	رقم الإشارة

السلام عليكم ورحمة الله وبركاته،

الموضوع: طلب دفع للعقد رقم (.....)

إشارة إلى الموضوع المذكور أعلاه، يرجى الإحاطة بأنه تم تدقيق الدفعة الخاصة بالعقد أعلاه، وعليه يرجى التكرم باتخاذ اللازم نحو تمريرها حسب الإجراءات المتبعة لديكم، وبيانات الدفعة كالاتي:

رقم طلب الدفع	مبلغ طلب الدفع	رقم الالتزام	رقم المشروع	أسم المقاول/الاستشاري

شاكرين لكم حسن تعاونكم معنا.

وتفضلوا بقبول فائق الاحترام.

أسم مدير الإدارة.....

أسم الإدارة.....

Copy To: File; :

نسخة إلى :

Attachments:

<input type="checkbox"/>	Consultant Original Invoice	<input type="checkbox"/>	Copy of valid Commercial Registration	<input type="checkbox"/>	Original Store Clearance
<input type="checkbox"/>	Consultant's Original Letter Of Recommendation	<input type="checkbox"/>	Copy of DFA Cash flow	<input type="checkbox"/>	Maintenance Dept. Clearance
<input type="checkbox"/>	Copy Of Award Letter	<input type="checkbox"/>	Original Completion certificate	<input type="checkbox"/>	Original PDS Clearance
<input type="checkbox"/>	Copy Of Performance Bond / Extension	<input type="checkbox"/>	Original Maintenance Certificate	<input type="checkbox"/>	Original Request for Transfer of Fund
<input type="checkbox"/>	Copy of Retention Bond / Extension	<input type="checkbox"/>	Original Final Account Statement	<input type="checkbox"/>	Original RP
<input type="checkbox"/>	Bank Account Information Letter	<input type="checkbox"/>	Original Municipality Clearance	<input type="checkbox"/>	Original Attendance Sheets



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A5

For the 1st payment of every contract the Consultant/ Supplier is require 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 & Administrative Department
P.O. Box 22188
Doha, Qatar

Note:
Must be in Company
Letterhead

Attention: Manager of the Financial & Administrative Department

Dear Sir,

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

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:

XYZ BANK

PO Box xyz

Doha, Qatar

Account No. XYZ

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,

Note:
Bank Stamp

SPONSOR/OWNER (NAME)

ID CARD NO.....

Enclosures:

- 1) Copy of ID
- 2) Copy of Commercial Registration

Note:
These documents must
accompany the letter



PUBLIC WORKS AUTHORITY

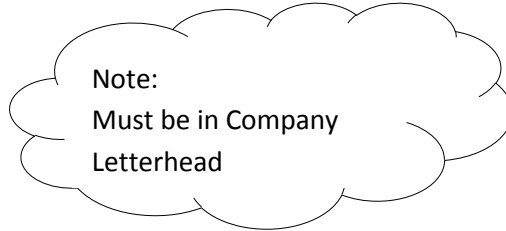
هيئة الأشغال العامة

APPENDIX A6

INVOICE FROM CONTRACTOR

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 MANAGER

Enclosures:

- 1) B.O.Q.
- 2) Summery Sheets
- 3) All Supporting Documents




PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A7

EBSD – Payments Unit

DAILY ATENDANCE RECORDS

 <p style="font-size: small;">قطر تستحق الأفضل Qatar Deserves The Best</p>		STATE OF QATAR PUBLIC WORKS AUTHORITY				Sheet of			
		Department: Project ID: Project Title: Consultant:							
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		



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A8



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A9

هيئة الأشغال العامة

PUBLIC WORKS AUTHORITY



شهادة الإنجاز النهائية لاتفاقية خدمات استشارية CERTIFICATE OF COMPLETION FOR PROFESSIONAL SERVICE AGREEMENT

PSA Title:	اسم الاتفاقية :
PSA No:	رقم الاتفاقية:
Budget Ref:	رقم بند الموازنة :
Consultant:	الاستشاري :

Agreed date for Completion as per PSA:	تاريخ الإنجاز في الاتفاقية :
Actual date of Completion:	تاريخ الإنجاز الفعلي:

أشهد بأن جميع الخدمات المذكورة في الاتفاقية المرفقة قد تم إنجازها من قبل الاستشاري، وأوصي بالإفراج عن الضمانات البنكية الخاصة بهذه الاتفاقية حيث أن الاستشاري قد قام بتنفيذ جميع التزاماته.

I certify that the whole of the services to be performed under the above mentioned agreement have been satisfactorily completed by the consultant. I recommend that by virtue of the consultant having discharged all his obligations under the terms of the agreement all bonds held in accordance with the terms of the agreement be now released for cancellation.

For comments & observations:

PROJECT MANAGEMENT CONTRACT	PWA Rep./Area Eng./H.o Section	PWA Department Manager
Signature :	Signature :	Signature :
Name :	Name :	Name :
Date :	Date :	Date :

Distribution

Original:	✓ Finance & Administrative Department	<input type="checkbox"/>	✓ الإدارة المالية والإدارية	الأصل :
Copies:	✓ PWA Rep./Area Eng.	<input type="checkbox"/>	✓ مهندس المنطقة	النسخ :
	✓ Head of Section	<input type="checkbox"/>	✓ رئيس القسم	
	✓ PMC	<input type="checkbox"/>	✓ عقد إدارة المشاريع	
	✓ EBSD	<input type="checkbox"/>	✓ الأعمال الهندسية المساندة	



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A10

EBSD – Payments Unit

هيئة الأشغال العامة
PUBLIC WORKS AUTHORITY



شهادة صيانة
MAINTENANCE CERTIFICATE

اسم العقد : Contract Title:
رقم العقد : Contract No:
رقم بند الموازنة : Budget Ref:
المقاول : Contractor:

تاريخ نهاية فترة الصيانة : Date of Completion of Maintenance:

بناءً على ما ورد في الفقرة 62 [1] من شروط العقد ، أشهد أن كل الأعمال الخاصة بالعقد المذكور قد أنجزت فعلياً و تم صيانتها من قبل المقاول بحسب الفترة المثبتة في العقد . وسيكون المقاول مسؤول قانونياً عن عدم إنجاز أو إنهاء أي من الالتزامات المذكورة في الفقرة 62 [3] من شروط العقد .

In accordance with the clause 62 [1] of the Conditions of Contract, I certify that the whole of the Works for the above mentioned contract have been completed and satisfactorily maintained by the Contractor for the period stipulated in the contract. The Contractor shall remain liable for any unfulfilled obligations as defined in clause 62 [3] of the Conditions of Contract.

SUPERVISION CONSULTANT	PMC	PWA Rep./Area Eng./Ho. Section	PWA Dept. Manager
Name & Date	Name & Date	Name & Date	Name & Date

Distribution

Original: ✓ Finance & Administrative Department
Copies: ✓ Contractor
✓ Engineer's Rep
✓ Project File
✓ PMC

الأصل : ✓ الإدارة المالية والإدارية
النسخ : ✓ المقاول
✓ ممثل المهندس
✓ ملف المشروع
✓ عقد إدارة المشاريع

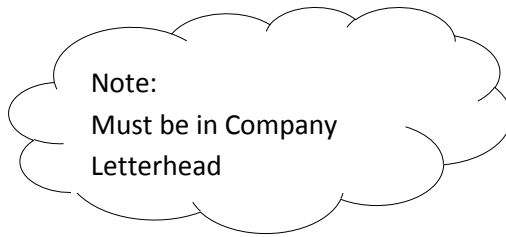


PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A11

EBSD – Payments Unit



SPECIMENT FORM FOR FINAL ACCOUNT STATEMENT

FINAL ACCOUNT STATEMENT

CONTRACT TITLE	:	
CONTRACT NO.	:	
ORIGINAL CONTRACT SUM	:	QR _____
VARIATION (NET ADJUSTMENT)	:	QR _____
FINAL ACCOUNT	:	QR _____
PREVIOUSLY PAID	:	QR _____
FINAL AMOUNT DUE	:	QR _____

We confirm that the Final Amount Due of QR.....is the full and final settlement due to us against this contract.

We further confirm that on payment of the Final Amount Due by the Public Works Authority, the Public Works Authority shall have honoured all of its obligations on this contract and that we,

..... shall have no further claim against the Public Works Authority arising out of this contract.

SIGNED for on behalf of

DATE and COMPANY STAMP



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A12

EBSD – Payments Unit

هيئة الأشغال العامة

PUBLIC WORKS AUTHORITY



شهادة أداء PERFORMANCE CERTIFICATE

Contract Title:	اسم العقد :
Contract No:	رقم العقد :
Budget Ref:	رقم بند الموازنة :
Contractor:	المقاول:

Date of Completion:	تاريخ الإنجاز:
---------------------	----------------

In accordance with the clause 9.5 of the Conditions of Contract, I certify that the contractor has fulfilled all his obligations in compliance with the terms of the contract in a satisfactory manner and that he has remedied defects in the works, if any on the date stated above.

Both parties shall remain committed towards any unfulfilled obligation, as provided and in accordance with the contract clause 9.6.

وفقا للبند 5، 9 من شروط العقد، أشهد أن المقاول قد أوفى بكافة التزاماته وفقا للشروط الواردة بالعقد بطريقة مرضية وانه أتم عمل ملاحظات الأعمال إن وجدت في التاريخ المبين أعلاه.

يلتزم الطرفان بتحقيق كافة المسئوليات غير المكتملة وفقا للبند 9.6 بالشروط العقد

Comments:	ملاحظات:
-----------	----------

Project Management Contracts	PWA Representative	Area Engineer / H o. Section	PWA/Manager of Dept.
.....

Distribution

Original:	✓ Contractor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	✓ المقاول	الأصل:
Copies:	✓ Finance & Administrative Department		✓ الإدارة المالية والإدارية	النسخ:
	✓ Head of Section		✓ رئيس القسم	
	✓ PMC		✓ عقد إدارة المشاريع	



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX A13

EBSD – Payments Unit



شهادة تسليم
TAKING-OVER CERTIFICATE

Contract Name: اسم العقد :
Contract No: رقم العقد :
Budget Ref: رقم بند الموازنة :
Contractor: المقاول :

Contract date for Completion: تاريخ الإنجاز في العقد :
Actual date of Completion: تاريخ الإنجاز الفعلي :

وفقا للبند 8،1 من شروط العقد ، وأشهد أن كل / * جزء من الأعمال و / أو المواد المذكورة أعلاه في العهد تم تسليمها / أكملت وسلمت لاستخدامها من قبل رب العمل على التاريخ أعلاه بما عدا العمل المتبقية المدرجة أدناه. و أنا كذلك تأكيد وقد تلقى المقاول تعهدا خطيا للقيام بجميع الأعمال المعلقة خلال فترة العقد أو في غضون فترة متفق عليها

In accordance with the clause 8.1 of the Conditions of Contract, I certify that the **WHOLE** / ***PART** of the Works and/or materials for the above mentioned contract has been delivered/completed and taken over for use by the Employer on the above date excluding the outstanding work listed below. I further confirm having received the contractor's written undertaking to carry out all outstanding work during the contract period or within a mutually agreed period of time.

الأعمال المتبقية (التفاصيل مرفقة) :
الأعمال المتبقية يجب الانتهاء منها وفقا لشروط العقد شرط 9،1

OUTSTANDING WORK (Details Attached):

Outstanding work to be completed in accordance with the conditions of contract clause 9.1

Supervision Consultant

Project Management Contract

PWA Rep./Area Eng./Ho. Section PWA Dept. Manager

Distribution

Original: ✓ Finance & Administrative Department

Copies: ✓ Contractor

✓ Engineer's Rep

✓ Project File

✓ PMC

الأصل : ✓ الإدارة العليا والإدارية

النسخ : ✓ المقاول

✓ ممثل المهندس

✓ ملف المشروع

✓ عقد إدارة المشاريع



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

**APPENDICES B:
TEMPLATES / FORMS APPLIED
TO CONTRACTORS**

EBSD – Payments Unit



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B1

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

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

APPENDIX B1 - SUMMARY FOR VALUE OF WORK

REF	DESCRIPTION	CONTRACT AMOUNT	PREVIOUS CUMULATIVE TOTAL			TOTAL THIS PERIOD			CUMULATIVE TOTAL TO DATE			Remarks
			Quantity	Percentage(%) Completion	Amount (QAR)	Quantity	Percentage(%) Completion	Amount (QAR)	Quantity	Percentage(%) Completion	Amount (QAR)	
	Sub Total											
	Contract Sum											
	Total Carried to Certificate											



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B2



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B3



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B4

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

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

APPENDIX B4 - PREVIOUS PAYMENT CERTIFICATES

S/N	Description	Date	Amount	Remarks
	TOTAL SUM OF PREVIOUS PAYMENT			



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B5



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B6

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

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

APPENDIX B6 - RETENTION SUMMARY

S/N	Payment No.	Description	Date	Cumulative Gross Certified	Cumulative Retention	Net Retention Amount	Release of Retention	Remarks
		Totals						



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B7



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B8



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B9



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B10

EBSD – Payments Unit



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX B11

EBSD – Payments Unit



شهادة إنجاز (كلي / جزئي) CERTIFICATE OF COMPLETION (Whole/Part)

Contract Title:	اسم العقد :
Contract No:	رقم العقد :
Budget Ref:	رقم بند الموازنة :
Contractor:	المقاول :

Contract date for Completion:	تاريخ الإنجاز في العقد :
Actual date of Completion:	تاريخ الإنجاز الفعلي :

بناءً على ما ورد في الفقرة 48 من شروط العقد، أشهد أن كل/ جزء الأعمال الخاصة بالعقد المذكور قد أُنجزت جوهرياً وتم تسليمها لصاحب العمل / الملتزم من التناخي المذكور أعلاه ما عدا الأعمال المتبقية والمذكورة أدناه . كما أؤكد أنني قد تسلمت تدفع تاييب من المقاول يتعهد فيه بتنفيذ الأعمال المتبقية خلال فترة الصيانة أو خلال الفترة التي يتفق عليها الطرفان ، و تأكيد آخر بأن فترة الصيانة لهذه الأعمال سوف تبدأ من التاريخ الفعلي للإنجاز المذكور أعلاه .

In accordance with the clause 48 of the Conditions of Contract, I certify that the **WHOLE / *PART** of the Works for the above mentioned contract has been substantially completed and taken over for use by the Employer on the above date excluding the outstanding work listed below. I further confirm having received the contractor's written undertaking to carry out all outstanding work during the period of maintenance or within a mutually agreed period of time. The period of maintenance of the Works covered by this certificate shall commence from the above actual date of completion.

أو جزء من الأعمال (إن وجد) (التفاصيل مرفقة):

OR, PARTIAL COMPLETION (*if applicable)(Details Attached):

الأعمال المتبقية (التفاصيل مرفقة):

الأعمال الثانوي (متفرقات) يب الانتهاء منها خلال فترة الصيانة (التفاصيل مرفقة) :

OUTSTANDING WORK (Details Attached):

Minor work (snags) to be completed during the Period of Maintenance (Details Attached):

Consultant

Engineer's Representative:

The Engineer:

Date :

Name of Consultant
(if applicable)

Project Manager/Co-ordinator
Concerned Affairs/Dept.
Name of Signatory

Director/Manager
Concerned Affairs/Department
Name of Signatory

Distribution

Original:	✓ Finance & Administrative Department			✓ الإدارة المالية والإدارية	الأصل :
Copies:	✓ Contractor			✓ المقاول	النسخ :
	✓ Engineer's Rep			✓ ممثل المهندس	
	✓ Project File			✓ ملف المشروع	
	✓ Finance Department			✓ الإدارة المالية	



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

**APPENDICES C:
TEMPLATES / FORMS APPLIED
TO PMC & SECONDMENT**

EBSD – Payments Unit



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX C1

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
	CV ATTACHED	YES/NO	JOB DESCRIPTION ATTACHED
			DATE
			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			



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX C2

Ashghal Rules - Public Holidays paid/not paid

	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	<u>Public Holiday Paid/Not Paid</u>
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



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

**APPENDICES D:
TEMPLATES / FORMS APPLIED
TO WORK ORDER & SUPPLY**

EBSD – Payments Unit



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX D1

EBSD – Payments Unit

هيئة الأشغال العامة
Public Works Authority

شهادة انجاز أمر عمل

Work Order Completion Certificate (Final)

Work Order No. : رقم أمر عمل :
Date Of Work Order : تاريخ أمر عمل :
Job : العمل :
Budget Code / Ref. : رقم بند الموارد :

أشهد بأن العمل الموضح في أمر العمل المذكور أعلاه قد تم انجازه وفقاً للشروط والمواصفات المحددة. يمكن الآن دفع مبلغ _____ ريال قطري حسب الفاتورة.

I certify that the work detailed on the above work order has been satisfactorily completed according to the conditions stated and as per specifications. Payment of _____

Date of completion: تاريخ الإنجاز :
 No retention is required حجز التأمين غير مطلوب

Date : تاريخ :
Remarks : الملاحظات :

PWA



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

**APPENDICES E:
FINANCE & ADMINISTRATIVE
DEPARTMENT CHECKLISTS**

EBSD – Payments Unit



PUBLIC WORKS AUTHORITY

هيئة الأشغال العامة

APPENDIX E



Finance and Administrative Affairs
REQUIRED DOCUMENTS FOR PAYMENT PROCESS

“ADVANCE RP for CONTRACTOR”

Commitment No. **Department**

Contractor

Payment No.

TERMS OF REFERENCE FOR CHECK	CHECKED	
1. Copy of award Letter		
2. Original Advance Bond or any Extension		
3. Original Bank Account Information Letter “Stamped by the Bank”		
4. Original RP stamped by the Consultant if applicable		
5. Original Invoice from the Contractor		
6. Consultant Original Recommendation Letter if applicable		
7. Copy of Valid Commercial Registration		
8. I. D. Copy of the authorized signatory		
9. Copy of Performance Bond or any Extension		
10. Copy of Insurance Certificates		
COMMENTS		
Checked by:	Date:	

THIS PAYMENT CONTROL CHECK SHEET MUST BE ATTACHED WITH EACH RECOMMENDATION OF PAYMENT

“FINAL RP FOR CONTRACTOR”

Commitment No. **Department**

Contractor

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:	
THIS PAYMENT CONTROL CHECK SHEET MUST BE ATTACHED WITH EACH RECOMMENDATION OF PAYMENT		



Finance and Administrative Affairs
REQUIRED DOCUMENTS FOR PAYMENT PROCESS

“ADVANCE RP for PMC/SEC”

Commitment No. **Department**

PMC/Secondment

Payment No.

TERMS OF REFERENCE FOR CHECK	CHECKED	
1. Copy of award Letter		
2. Original Advance Bond or any Extension		
3. Original Bank Account Information Letter “Stamped by the Bank”		
4. Original RP stamped by the Consultant if applicable		
5. Original Invoice from the Contractor		
6. Consultant Original Recommendation Letter if applicable		
7. Copy of Valid Commercial Registration		
8. I. D. Copy of the authorized signatory		
9. Copy of Performance Bond or any Extension		
10. Copy of Insurance Certificates		
COMMENTS		
Checked by:	Date:	

THIS PAYMENT CONTROL CHECK SHEET MUST BE ATTACHED WITH EACH RECOMMENDATION OF PAYMENT



Finance and Administrative Affairs
REQUIRED DOCUMENTS FOR PAYMENT PROCESS

“ADVANCE RP for CONSULTANT”

Commitment No. **Department**

Consultant

Payment No.

TERMS OF REFERENCE FOR CHECK	CHECKED	
1. Copy of award Letter		
2. Original Advance Bond or any Extension		
3. Original Bank Account Information Letter “Stamped by the Bank”		
4. Original RP stamped by the Consultant if applicable		
5. Original Invoice from the Contractor		
6. Consultant Original Recommendation Letter if applicable		
7. Copy of Valid Commercial Registration		
8. I. D. Copy of the authorized signatory		
9. Copy of Performance Bond or any Extension		
10. Copy of Insurance Certificates		
COMMENTS		
Checked by:	Date:	

THIS PAYMENT CONTROL CHECK SHEET MUST BE ATTACHED WITH EACH RECOMMENDATION OF PAYMENT

“FINAL RP FOR CONSULTANT”

Commitment No. **Department**

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:
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THIS PAYMENT CONTROL CHECK SHEET MUST BE ATTACHED WITH EACH RECOMMENDATION OF PAYMENT