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**CONTRACT MANAGMENT PLAN**

***According to Article 81.2 of Public Procurement Law No.04/L-042*** *of Law,* ***amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No. 05/L-092***

**Date of preparation of the CMP[[1]](#footnote-1): *[insert date]***

**Prepared by: *[insert name & surname of the CA’s Project Manager]***

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| **Procurement Number**  |  *[Insert Procurement Number]* |
| **Title of the Contract**  |  *[Insert title of the Contract]* |
| **Works/Services/Supplies** | **Budget Year** | **Name and surname of the responsible Procurement Officer** |
| *[Insert either Works/Services/Supplies]* | *[Insert Budget Year]* | *[Insert name and surname of the responsible Procurement Officer]* |

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| **Contract Events/Deliverables** | **DETAILS OF THE IMPLEMENTATION*****[Dates Due, Quantities/Amounts]*** |
| **Sections of ‘Details of the Implementation’ in *italic* must be completed and agreed between the parties of the contract before the implementation of the contract is initiated. CIP shall be updated during the course of contract implementation. Insert Not Applicable for those not relevant** |
| **I. Contract Start-up/Mobilisation** |
| Notice to commence works / services / supply of goods  | *[Insert the date when works/serviced are to commence or the date of the issuance of the Purchase Order]* |
| Time for completion | *[Insert the exact number of days when works or services are to be completed or goods to be delivered]* |
| Receipt of performance guarantee and release of tender securities  | *[Insert the date of the receipt of the performance security , the amount and validity of the performance security]* |
| Receipt of advance payment guarantee, *if applicable* | *[Insert the date of the receipt of the advance payment guarantee and the amount]* |
| Payment of advance payment, *if applicable* | *[Insert the date and the amount of the advance payment]* |
| First deliverables Services : inception reportSupply : first deliveryWorks: first installment  | *[Provide detailed information covering all requirements that should be fulfilled by the Service Provider/ Supplier/ Contractor in the initial stage of contract implementation]* |
| Amount of liquidated damages including the limitation of the liquidated damages | *[Insert the amount of liquidated damages per day and the limitation of liquidated damages]* |
| Defects liability period | *[Insert the defects liability period]*  |
| **II. Contract progress** |
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| Subsequent deliverables Services : progress reports etcSupply : second delivery etcWorks: second installment etc  | *[Provide detailed information covering all requirements that should be fulfilled by the Service Provider/ Supplier/ Contractor in the progress stages of contract implementation]* |
| Regular dialogues, *if applicable*  | *[Provide herewith the time-line of scheduled meetings that will occur on continues basis]* |
| Inspections of worksites, materials and production facilities | *[Specify the process of inspections, regular/ad hoc inspections. and details of such enquiries].*  |
| Interim or stage payments, *if applicable*  | *[Specify payment modalities (details) through completion stages of the contract].*  |
| Reduction of guarantees, *if applicable* | *[If an advance payment is paid, provide information for reduction]*  |
| **III. Contract Completion** |
| Final deliverables Services : Final reportSupply : Final deliveryWorks: Completion of works  | *[Provide detailed information covering all requirements that should be fulfilled by the Service Provider/ Supplier/ Contractor in the final stage of contract implementation]*  |
| Acceptance/handover | *[Provide the date for the issuance of the certificate on completion]*  |
| Final payment | *[Insert the date and the amount of the final payment]* |
| Retention money | *[Provide information whether an amount will been retained or a Bank guarantee has been submitted]*  |
| Expiry of warranty/liability period | *[Insert date of the expiry of the warranty]* |
| Release of guarantee | *[Insert date of the release of the guarantee}* |

**The finalization of the Contract Management Plan[[2]](#footnote-2):**

**On behalf of the Contracting Authority**

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| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: |  | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  Project Manager |  |  |

**On behalf of the *[Contractor/Service Provider/Supplier]***

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| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position:  |  | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Project Manager |  |  |

1. The Contract Management Plan is a live document which will be updated based on supervision of the works, services or goods in accordance with terms of conditions set forth in the original contract. The Contract Management Plan is open for monitoring to PPRC during contract implementation and all other audits conducted by state bodies. The CMP must be used together with the adopted rules for contract management activities, issued by the Public Procurement Regulatory Commission. [↑](#footnote-ref-1)
2. To be signed by both Project Managers [↑](#footnote-ref-2)