

## DPWI PROJECT MANAGER CHECKLIST FOR VO APPLICATIONS INCLUDING RESUBMISSIONS

PROJECT & WCS NO: .....

VO NO: .....

### **THIS CHECKLIST IS TO BE COMPLETED BY THE PROJECT MANAGER TO ENSURE COMPLIANCE FOR EACH VO SUBMISSION / RESUBMISSION**

#### **ITEMS 1 - 31 TO BE DULY COMPLETED AS PER THE EXAMPLE BELOW**

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Information submitted as required

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X

Information not submitted as required

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N/A

Information not submitted as required as it is not applicable

- 1 ☐ Has the VO Guidelines been issued to all consultants for compliance and adherence? (Latest VO Guidelines is available on the DPW website and Worxnet)
- 2 ☐ Has the submission / resubmission been paginated consecutively from page1 to page...?
- 3 ☐ Has the PRM037 been submitted?
- 4 ☐ Has the PRM038 been submitted?
- 5 ☐ Has the WG04PE been submitted?
- 6 ☐ Has the PRM039/ PM018 been submitted?
- 7 ☐ Has the WJ25PE been submitted?
- 8 ☐ Are all documentation submitted legible? (especially quotations)
- 9 ☐ Has all relevant documentation been signed? (e.g. DPW 24(EC) declaration, memorandums etc.)
- 10 ☐ Has the DPW 24(EC) i.e. the application & the declaration forms been completed in all respects? Any item not completed will result in the VO submission / resubmission being returned to the PM.
- 11 ☐ Has the contract amount, award date, contract period, original completion date and the extended completion date in DPW 24(EC) been checked against WG04PE?
- 12 ☐ Has the omissions and additions been separately indicated on the DPW 24(EC) and the PRM037?
- 13 ☐ Are all amounts indicated on the DPW 24(EC) inclusive of VAT?

- 14 ☐ Has the Total for the VO's submitted been indicated as well as the Grand total, which includes all previously approved/issues VO's?
- 15 ☐ Has the PRM038 adequately addressed the motivation for this VO, including the following questions? Why was this work not included in the original scope of work? Can practical completion be reached without this work? Can this work be done under a separate contract?
- 16 ☐ Are all the client request/ motivation supported and approved by the Accounting Officer or delegated official that has the financial delegation to approve? (All requests for additional work from the client must be approved by Head Office KAM for onward transmission to the relevant PM for execution.)
- 17 ☐ Has a mini-BOQ been used in pricing of the quotations?
- 18 ☐ Has three quotations been provided?
- 19 ☐ Are all the quotations valid? - "Valid" meaning the quotations have not expired at the time of the VO Committee meeting.
- 20 ☐ Has a table of the three quotations been provided?
- 21 ☐ Has the lowest quotation been utilized?
- 22 ☐ Has a substantive motivation been provided explaining why the lowest quotation has not been utilized?
- 23 ☐ Is a detail breakdown attached of the contractor's rates - where the contractor intends executing the work including the labour rates based on production?
- 24 ☐ Has three quotations of the material been provided as applicable?
- 25 ☐ Has the scheduled items been referenced in the PRM037 to the approved contract BOQ (page number/item number)?
- 26 ☐ Has the relevant approved contract BOQ pages been submitted?
- 27 ☐ Has a letter of due diligence by the PQS / Engineer (as applicable) been attached?
- 28 ☐ Has a letter by the internal QS / Engineer (as applicable) been attached regarding the financial compliance, items 4.2.3 to 4.2.4 of the VO Guidelines?
- 29 ☐ Has the signed memo, indicating the VO Committee comments on VO's been attached regarding resubmissions?
- 30 ☐ Has the signed memo, indicating the VO Committee comments on VO's been forward to the respective consultants?
- 31 ☐ Has the PM responded to all the VO Committee comments in memo format, addressing each item as per the VO Committee memo?

PROJECT MANAGER : (PRINT NAME & SURNAME)

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SIGNATURE: .....DATE:.....