THE UNITED REPUBLIC OF TANZANIA

PRIME MINISTER'S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT (PMO-RALG)

MINISTRY OF WORKS

JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)

Operational Guidelines for District Roads Maintenance

ANNEX

December 2014

ANNEX TABLE of CONTENTS

Tables

Forms

Organization of Annex

The Annex has two sections: Table and Form. The tables are the standards to be referred, and the forms are the standard forms to be used. All the forms listed in this Annex are downloadable at: http://www.pmoralg.go.tz/.

Table 1 Road Condition Classification

S/N	CONDITION	SURFACE CONDITION
1	Good	Roughness < 8 m/km; good shape, smooth running surface
2	Fair	Roughness 8 – 14 m/km; reasonable shape, corrugations and potholes up to 10cm deep
3	Poor	Roughness > 14 m/km; Poor shape, frequent depressions, rutting and potholes > 10cm deep.

Table 2 Contractor's Performance Capacity Check List

S/N	ITEM	CHECK POINT
1	Execution system	Submission of working schedules as per Terms of contract
		If works schedule reflect specifications and actual site conditions
		If execution procedures are following the working program
2	Equipment mobilization and management	If equipment are effectively mobilized and maintained throughout the contract period
3	Contractors staff	If qualified staff are assigned as per contract Terms and have high understanding of work process and schedules and are able to direct and guide workers timely and properly
4	Personnel employment	If recruitment is done according to working schedules /labour histogram and equitable remuneration is observed
5	Site base facilities	If office and stock yard prepared according to works schedules and maintained throughout the contract period
6	Quality and quantity management	If material testing, structural examination and measurements are routinely done and are based on specifications and works schedules
7	Works scheduling	If contractor understands critical path and its effects and is able to compare periodically planned and actual schedules and ensure all works are completed within time
8	Works safety management	Contractor ensures no accident occurs, observes workers safety, shifts risks to third parties and checks temporary facilities regularly
9	Environmental and social management	Environmental and social effects are properly mitigated

Table 3 Supervising Engineers' Performance Capacity Check List

S/N	ITEM	CHECK POINT
1	Communication, requests, consent and notices between Parties	If done in writing and timely
2	Fulfilment of supervisory tasks	If done according to contract conditions and Terms of Contract
3	Taxes and duties in case of employed Consultants	If paid as per Government laws
4	Holding Employer's interest	If decisions and strategies made are within the interest of the Employer
5	Professional Ethics	If professional ethics are properly observed and for case of employed consultant without having future considerations
6	Experience and knowledge	If Supervising Engineer have knowledge and experience in contract administration and management
7	Reporting requirements	If reports and documents required are submitted as per Terms of contract

Table 4 Minimum Requirement: Establishment Level of Road Management Technical Staff at Council Level

S/N	Technical Staff	Minimum Requirement Size		
		District Council	Municipal Council	City Council
1	Professional Engineers	2	2	3
2	Technician (FTC)	6	4	6
	TOTAL	8	6	9
Note: The number will also depend on the work load of the respective Council				

General Quality Control Checklist for Road Construction/Rehabilitation Works

Table 5 Quality Control Checklist for Road Construction

Item	Description	Test/Q. Control	Responsible
Gravel at source	Grading PI, MDD and CBR tests for each identified	Laboratory tests	DE, Project Supervisor and TANROADs Laboratories
Sand at Source	Grading and cleanliness	Visual and sieving	DE and Project Supervisor
Aggregate (Ballast) at Source	Cleanliness	Visual and Laboratory tests for hardness	DE, Project Supervisor and TANROADs/RE Laboratories.
Cement	Supply from approved manufactures	Approved manufactures	DE and Project Supervisor
Emulsion Bitumen	Supply from approved manufactures	Approved manufactures	DE and Project Supervisor
Stone (for cobblestone pavements)	Compression strength, water absorption rate and specific gravity	Laboratory test. Plus simple field tests for site assurance Hardness	DE, Project Supervisor and TANROADs/ RE Laboratories.
Soil Alignment Tests	CBR in-situ, centreline, every 500m	Soil alignment tests	DE, Project Supervisor and TANROADs/ RE Laboratories.

Table 6 Section (Bill) Earthworks

Item	Description and Required Quality	Test / Q. Control	Responsible
Re -Establishment of the vertical Alignment	Levels of slots and longitudinal alignment: - Levels of slots, tolerance + / - 50mm - Longitudinal profile every 3rd slot, tolerance + / - 50mm	Check by measuring using straight edge and boning rods or travellers and approval	DE and Project Supervisor
Side-drain Excavation (Soft Material)	Dimensions and gradients: - Dimensions at 50m intervals, tolerance + / - 50mm - Longitudinal profile at 30m intervals, tolerance + / - 50mm	Check by measuring using ditch template and boning rods or travellers and approval	DE and Project Supervisor
Side-drain Excavation (Hard material)	Dimensions and gradients: - Dimensions at 50m intervals, tolerance + / - 50mm - Longitudinal profile at 30m intervals, tolerance + / - 50mm	Check by measuring using ditch template and boning rods or travellers and approval	DE and Project Supervisor

Table 6 Section (Bill) Earthworks (Cont. 2/3)

Item	Description and Required Quality	Test / Q. Control	Responsible
Excavation to Level and Compaction	Excavation and Compaction: - Width of platform at 50m - Intervals, tolerance + / - 50mm - Level of the platform, + / - 15mm under 2 meter straight edge - Longitudinal profile at 30m intervals, tolerance + / - 50mm -Compaction density test at 100m intervals! 95% MDD (AASHTO T99)	a. Check by measuring using tape measure, straight edge and boning rods or travellers and approval b. DCP test, confirmed by initial and occasional lab tests (sand replacement) with written approval to continue formation works	DE and Project Supervisor a. Engineer instructs Contractor to carry out initial laboratory and possible occasional lab tests at TANROADs/RE Laboratories and calibrate DCP. b. Engineer requests the TANROADs/RE Laboratories to carry out DCP tests. Checked and confirmed by DE and Project Supervisor. Written approval by Engineer to continue with formation works

Table 6 Section (Bill) Earthworks (Cont. 3/3)

Item	Description and Required Quality	Test / Q. Control	Responsible
Spreading and Compaction for Camber Formation	Spreading and Compaction:		DE and Project Supervisor
	-Width of platform at 50m intervals, tolerance + / - 50mm - Camber of 5% at 50m intervals, tolerance +/- 1% - Compaction density test at 100m intervals! 95% MDD (AASHTO T180)	a. Check by measuring using tape measure and camber-board and approval	a. Engineer instructs Contractor to carry out initial laboratory and possible occasional lab tests at TANROADs/RE Laboratories and calibrate DCP.
		b. DCP test, confirmed by initial and occasional lab tests (sand replacement) with written approval to continue formation works	b. Engineer requests the TANROADs/RE Laboratories to carry out DCP tests. Checked and confirmed by DE and Project Supervisor.
			Written approval by Engineer to continue with formation Grading and Gravelling works

Table 7 Section (Bill) Excavation and Filling for Structures

Item	Description and Required Quality	Test / Q. Control	Responsible
Excavation for Drainage Structures	Excavation for Structures: - Dimensions of excavations, tolerance + / - 50mm - Invert level, tolerance + / - 50mm - Gradient, tolerance + / - 20mm over length of trench	Check by measuring using tape measure, straight edge and boning rods and approval	DE and Project Supervisor Written approval by Engineer to continue with Culvert and Drainage works.

Table 8 Section (Bill): Culvert and Drainage Works (1/3)

Item	Description and Required Quality	Test / Q. Control	Responsible
Ditch Cleaning (Manual)	Dimensions and gradients: - Dimensions at 50m intervals, tolerance + / - 50mm - Longitudinal profile at: 30m intervals, tolerance + / - 50mm	Check by measuring using ditch template and boning rods or travellers and approval	DE and Project Supervisor
Mitre Drains/Catch water Drains Excavation	Dimensions, and gradients (and location of mitre-drains): - Dimensions of the mitre drains, tolerances of + / - 20mm - Longitudinal profile with gradient of maximum 4% - Location of mitre drains to be approved by Engineer	Check by measuring using ditch template and boning rods or travellers and approval	DE and Project Supervisor

Table8 Section (Bill): Culvert and Drainage Works (2/3)

Item	Description and Required Quality	Test / Q. Control	Responsible
Culvert Cleaning (partially blocked)	Clean and free draining culvert	Visual check and approval	DE and Project Supervisor
Culvert Cleaning (Fully blocked)	Clean and free draining culvert	Visual check and approval	DE and Project Supervisor
Concrete Pipe Culverts	Material, mixture, gradient and strength:		
	a. Aggregate, sand, cement and water	a. Material approval visual check	DE and Project Supervisor
	b. Concrete mixture test	b. Slump test	DE and Project Supervisor
	c. Final quality; no cracks and honey combing, joints etc	c. Visual quality check and Approval	DE and Project Supervisor
	d. Gradient of bedding not less than 2%	d. Gradient check using straightedge or boning rods with line level	DE and Project Supervisor
	e. Compressive concrete crush test to specified strength as per specifications	e. Concrete strength test (cube)	Engineer instructs Contractor to carry out crush tests at TANROADs/RE Laboratories and later checks with Schmidt hammer, confirmed by DE and RE.
Head Wall Repair Masonry	Stability and pointing as per specifications	Visual check and approval	DE and Project Supervisor
Minor Drainage Structures – Masonry	Stability as per specifications	Visual check and approval	DE and Project Supervisor

Table8 Section (Bill): Culvert and Drainage Works (3/3)

Item	Description and Required Quality	Test / Q. Control	Responsible
Minor Drainage Structures – Concrete	Dimensions, gradient, levels and mortar joints with tolerances as per specifications - Dimensions, tolerance + / - 10mm - Levels, tolerance + / - 10mm - Joints flash to wall	Check by measuring using tape measure, boning rods with line level and/or straight edge with spirit level	DE and Project Supervisor
Stone Pitching		a. Material approval: visual check b. Slump test c. Visual quality check and Approval d. Gradient check using straight edge or boning rods with line level e. Concrete strength test cube crushing method or Schmidt hammer	DE and Project Supervisor
Stone Pitching Repair	To satisfaction of the Engineer	Check by measuring using tape measure and visual check	DE and Project Supervisor
Gabion Installation	Placing and tying	Visual check	DE and Project Supervisor
Rock fill to Gabion	Filling and compaction to satisfaction of the Engineer	Visual check	DE and Project Supervisor

Table 9 Section (Bill) Grading and Gravelling (1/2)

Item	Description and Required Quality	Test / Q. Control	Responsible
Carriageway Grading – Heavy Grading	Heavy Grading: - Width of carriageway at 50m intervals, tolerance 20 to 50mm - Camber at 25m intervals, tolerance + / - 1% - Loose rocks, debris, roots and grass removed well clear of drains	Check by measuring using tape measure, camber board with spirit level and visual check	DE and Project Supervisor
Carriageway Grading – Light Grading	Light Grading: - Width of carriageway at 50m intervals, tolerance 20 to 50mm - Camber at 25m intervals, tolerance + / - 1% - Loose rocks, debris, roots and grass removed well clear of drains	Check by measuring using tape measure, camber board with spirit level and visual check	DE and Project Supervisor
Excavation, Free Haul, Spreading and Compaction of Gravel – Labour/ Equipment	Gravelling Works: Excavation and haulage of material a. Material as per specifications b. Haulage using approved equipment c. Dumping distances	1. Material tests of actual delivered gravel to site: a. Grading, PI and CBR check specifications for appropriate requirements b. Visual checks c. Visual checks	1. Material Tests DE and Project Supervisor If necessary PI and CBR by Material Department's Lab (CML) After approval of the material by the Engineer, the contractor is allowed to continue with actual gravelling works

Table 9 Section (Bill) Grading and Gravelling (2/2)

Item	Description and Required Quality	Test / Q. Control	Responsible
Excavation, Free Haul, Spreading and Compaction of Gravel – Labour/ Equipment	Spreading and Compaction for final layer: a. Placing of shutters b. Width of gravel surface at 100m intervals, tolerance + / -50mm c. Camber of 5% at 50m intervals, tolerance +/- 1% d. Thickness of compacted layer at 100m intervals, tolerance +/- 10mm e. Longitudinal profile f. Compaction density test at 100m .95% MDD (AASHTO T180)	Final gravel layer a. Visual check b. Tape measure) c. Camber board with level d. Trial holes and measuring e. Boning rods f. DCP test, confirmed by initial and occasional lab tests (sand replacement) with written approval to continue formation	2. Final Gravel Layer Tests DE and Project Supervisor Engineer instructs Contractor to carry out initial lab and possible occasional lab tests and calibrate DCP. Written approval by Engineer to commence finishing works
Overhaul (beyond 10 km	Haulage: a. Material as per specifications b. Haulage using approved equipment c. Dumping distances	Material tests of actual delivered gravel to site and haulage: a. Grading, PI and CBR "check specifications for appropriate requirements b. Visual checks	DE and Project Supervisor
Removal of Overburden	Removal of Overburden by labour/ equipment a. Thickness of overburden b. Location of overburden material		DE and Project Supervisor
Restoration of Quarries and Borrow Pits	Restoration of Quarries: levelling of ground and return of topsoil uniformly spread over entire quarry areas	Determined from trial pits of 30m grid as instructed and approved by Engineer	DE and Project Supervisor
Restoration of Quarries and Borrow Pits	Restoration of Quarries: Levelling of ground and return of topsoil uniformly spread over entire quarry areas	Visual checks	DE and Project Supervisor

Table 10 Characteristic of EBT and LBT

Items		Mechanical Method	Labour based Method
Condition of the Construction	Soil	Does not depend on soil type	Where soil not hard is desirable.
	Terrain	Does not depend on terrain	Moderate terrain is more desirable
	Speed	Much faster than LBT. So, good at where rapid construction requires such as heavy traffic section, urban area, etc..	To do same length, needs more construction period than Mechanical Method
	Quantity	Able to cope with large quantity contract	In periodic maintenance maximum up to 10 km per contract
	Labour	Does not depend of the use of roadside and season. However, dry season is more preferable to do earth works.	Needs labour at site, so near village is more disable. Difficulty found in urban area due to high daily payment to the labours. Have to choose seasons.
	Machinery	Have to procure and haul large scale machinery to site as well as fuel	Minimum scales of machineries such as compactor, watering and tow grader are required.
Manual & Guideline	Key Factors	Depends on the calibration/maintenance of the machinery and operator's skill as well as engineering knowledge of manager/foreman.	Depends on the engineering knowledge of the manager/foreman
	Manual/ Guideline	Highly structures & authorized M/G established	Authorized M/G exists, however currently relying more on personal engineering skills & experience at site
Economic /Indirect effect	Unit Price	Construction price per km is higher than LBT. The result of the Pilot Project shows that machinery based was 20mil. Tsh/km where LBT was 13mil Tsh/km	Construction price per km is lower than Machinery based. The result of the Pilot Project shows that machinery based was 20mil. Tsh/km where LBT was 13mil Tsh/km
	Benefit	At where traffic heavy, it generates economic benefit on time, travel & environment due to fast construction speed	Difficult to generate type of benefit as mentioned in left
		60 to 70% of the construction price , as machine, spare parts, materials (tar) & fuel, goes out from Tanzania.	60 to 70% of the construction price dropped at the community and will directly contribute to local economy
	Job Creation	Creates job but not as LBT	Creates job than machinery base and contribute increasing the direct income to local economy
	Others	Can expect the effect in wide area since the scale of the construction is huge than LBT generally	Can expect high ownership awareness to the constructed road

General Forms

Form 1 Road Condition Assessment Form

Section breaks required at:
- Any change in road condition
- Ward boundary
- Intersection with other roads

District Name & No.: ______ **Road Number:** ______ **Road Name:** ______

Assessed by: ______ **Road Link Number** ______ **Road Length:** ______ **km**

Road Sect. No	Road Link Section Chainages (km) Start	End	Rd Sect. Length (km)	Road Surface Type	Year Last Surfaced	Surface Material Factor	Material Proximity Factor	Traffic Group Factor	Drainage Cond. Factor left	right	Shoulder Cond. Factor left	right	Surface Cond. Factor	Bottle Neck Yes/No	Comments (particularly concerning Bottle Necks)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)	(xvi)

Notes: Refer to "Look-Up" Tables in **Form** for Factor Coding and Definitions.
Bottle Necks must be fully described in column **xvi** including their chainage and details thereof.

Form 2 Structure Inventory Form

District Name & No.: _____ **Road Number:** _____ **Road Name:** _____

Assessed by: _____ **Assessment Date:** _____ **Road Length:** _____ **km**

Struct. No	Structure Type (see below)	Location (chainage)	No of Spans (Bridges only)	Width (m) (Bridges only)	Length (m)	No of openings (Culvert only)	Size of openings (Culvert only)	Head walls (Y/N)	Structure Condition (see below)	Type of Bottleneck If any	Details of Work to be Done / Comments
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)		(xi)

STRUCTURE TYPES							
A	R/C bridge	**D**	Steel Truss bridge	**G**	Concrete pipe culvert Ø	**J**	Vented ford
B	Composite bridge	**E**	Timber bridge	**H**	Steel pipe culvert Ø	**K**	Drift
C	Bailey bridge	**F**	Other Bridge type	**I**	Concrete box culvert WxH	**L**	Other structure type

CONDITION							
1	Good - no work req'd	**2**	Fair - minor work req'd	**3**	Poor - major work req'd	**4**	Bad - in danger of failure / already failed

* Colum (v) width of the deck across the roadway

*Colum (vi) for bridges, total lengt incl.all spans.For culverts, the length of structure across the roadway

ROAD IMPROVEMENT LINE DIAGRAM

REGION:	IRINGA		ROAD NAME:	PREPARED BY:	DE'S OFFICE
ROAD AREA:	PAWAGA		DISTRICT	DATE:	PAGE: 1

STRIP MAP:

	VILLAGE	MKT	MARKET
	HOUSE/HUT	SCH	SCHOOL
	BRIDGE	CLI	CLINIC
	CULVERT	CH	CHURCH
	ROAD/TRACK	PET	PETROL STATION
	FOOTPATH	WP	WATER POST
o|	ROAD SIGN	GP	GRAVEL PIT
x	ROCK OUTCROP	Q	QUARRY
	CHAINAGE	(KM)	

ACTIVITY	METRES	0km	200	400	600	800	1m	200	400	600	800	2km	200	400	600	800	3km
	Site Clearance																
	Heavy grading																
	Form up Road Formation (light)																
	Form up Road Formation (heavy)																
	Fill Sections																
	Cut Sections - Common Excavation																
	Cut Sections - Rock Excavation																
	Gravel Compacted Thickness																
	Mitre Drains (left hand side)																
	Mitre Drains (right hand side)																
	Catch Water Drains (left hand side)																
	Catch Water Drains (right hand side)																
	Erosion Checks (left hand side)																
	Erosion Checks (right hand side)																
	Drainage Structures - Repair Existing																
	Drainage Structures - New Construct																
	Ditch re- excavation																
	Re excavate catch w ater																
	Pothole filling using gravel materials																
	Culvert repar																

LEGEND

CLR:	CLEARING	REP:	REPAIR	RM:	REMOVE	SD:	SIDE DRAIN	BIT:	BITUMEN	CP:	CONTRETE PIPE	BX:	BOX CULVERT	HW:	HEAD WALL	H:	HIGHT		
CLN:	CLEANING	RPL:	REPLACE	BF:	BACKFILL	TO:	TURN OUT	GR:	GRAVEL	AP:	ASBESTOS PIPE	TC:	TIMBER CULVERT	WW:	WING WALL	W:	WIDHT		
EXC:	EXCAVATION	EXT:	EXTEND	SP:	STONE PITCHING	CO:	CUT OFF DITCH	G:	GRASS	MP:	METAL PIPE	DR:	DRIFT	APR:	APRON	T:	THICKNESS		
REX:	REEXCAVATION	CON:	CONSTRUCT	GAB:	GABION	DL:	DITCH LINING	B&T:	BUSH & TREES	MA:	METAL ARCH	BR:	BRIDGE	DI:	DROP INLET	L/R:	LEFT/RIGHT		

S/N	Road No./ Name	Length (km)	Value Index					Value	priority	Evaluation/ Comments	Condition/ Deterioration/ Inventory	Prioritization											
			%	%	%	%	%					2015/16				2016/17				2017/18			
			Road Class	Network	Population	Economy Activity	Others					R	S	P	B/C	R	S	P	B/C	R	S	P	B/C
1																							
2																							
4																							
5																							
6																							
7																							
										TOTAL (MIL TSH)													

Input by Engineer's decision

Input by Engineer's dicision in 5 level

UNIT PRICE (MIL TSH/KM)		
	Routine	
	Spot	
	Periodic	
	B/C	
	supervision 5%	

	TOTAL FY 2015/16	TOTAL FY 2016/17	TOTAL FY 2017/18
Annual budget for financial year 2015/16			
Annual budget for financial year 2016/17			
Annual budget for financial year 2017/18			

Form 5 Road Maintenance Budget Summary /Annual Estimate (Form BULG-2A)

PRIME`S MINISTERS OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

ROAD MAINTENANCE BUDGET SUMMARY FOR ROAD FUND (F.Y 2012/13)

COUNCIL ---------- *FORM BULG-2A*

REGION ----------

S/NO	ACTIVITY	ANNUAL ESTIMATES				SOURCE OFOTHER FUNDS
		TARGET (KM)	ROAD FUND (TSHS)	OTHER SOURCE (TSHS)	TOTAL TSHS	
1	ROUNTINE MAINTENANCE					
2	SPOT IMPROVEMENT/ EMERGENCY REPAIR					
3	PERIODIC MAINTENANCE					
4	MAINTENANCE OF BRIDGES/CULVERTS					
5	SUPERVISION COSTS					
	ALLOWANCE					
	VEHICLE MAINTENANCE					
6	DEVELOPMENT PROJECTS					

NOTE: Supervision costsis 5% of the work costs.

Form 6 Budget Summaries (Form BULG-2B)

PRIME MINISTER'S OFFICE REGIONAL ADMINISTRATON AND LOCAL GOVERNMENT ROAD MAINTENANCE

BUDGET SUMMARY FOR ROAD FUND FOR THE YEAR 2014/2015

NAME OF COUNCIL :

REGION: **FORM BULG. 2B**

No.	Activity/Road Name	Road Number	ROAD CLASS	SURFACE TYPE	Annual Estimate		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Mode of Execution
A	ROUTINE MAINTENANCE		D/U/F	P/G/E	Target (km)	Cost Tshs. (Mio)	Phy (km	Cost Tshs. (Mio)	Phy (km)	Cost Tshs. (Mio)	Phy (km	Cost Tshs. (Mio)	Phy (km)	Cost Tshs. (Mio)	
	SUB TOTAL 1											-	-	-	
B	SPOT IMPROVEMENT														
	SUB TOTAL 1														
C	PERIODIC MAINTENANCE														
	SUB TOTAL 1														
D	BRIDGE AND CULVERTS														
	SUB TOTAL 1														
	SUB TOTAL 2														
	SUPERVISION 5%														
	TOTAL														

D- District U-Uban F- Feeder P - Paved G - Gravel E- Earth

Form 7 Road Maintenance Budget Summary/ Road Maintenance Activities (Form BULG-2C)

PRIME MINISTER`S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

ROAD MAINTENANCE BUDGET SUMMARY FOR FUNDS F.Y 2013/14

Form - BULG - 2C

Name of council

Name of Region

S/O	ROAD NAME	ROAD LENGTH (KM)	ROAD MAINTENANCE ACTIVITIES								REHABILITATION/ UPGRADING	
			ROUTINE MTCE		SPOT IMPROVEMENT		PERIODIC MTCE		REPAIR OF BRIDGE/CULV.			
			Physical KM	Financial Tshs(mio)	Physical KM	Financial Tshs(mio)	Physical KM	Financial Tshs(mio)	Physical no/line(s)	Financial Tshs(mio)		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
	TOTAL											

Form 8 Road surface types with its condition (Form BULG-2D)

PRIMES MINISTER`S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

NAME OF COUNCIL

BULG 2D

REGION.

No.	Road Name	Road No.	Road Class D/U/F	Surface Type P/G/E	Road Length (Km)	ROAD SURFACE TYPE WITH ITS CONDITION IN KM								
						PAVED			GRAVEL			EARTH		
						Good (	Fair (Km)	Poor (Km)	Good (Km)	Fair (Km)	Poor (Km)	Good (Km)	Fair (Km)	Poor (Km)
	DISTRICT ROADS				(a)	(b)	(.c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

Form 9 Summary of committed and uncommitted action plan (Form RALG-1A)

PRIME MINISTER'S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENTS

SUMMARY OF COMMITTED AND UNCOMMITTED ACTION PLANS **FORM RALG - 1**

COUNCIL: ..... **REGION .....** FY:.....

(I) Total Approved Budge T.Shs----------
(2) Fund received todate T.Shs----------
(3) Fund not received todate T.Shs----------
(4) Bank balance as at. T.Shs----------
(5) Uncommitted Funds as at---------- T.Shs----------

SN.	MAINTENANCE	ROAD NAME		IMPLEMENTATION STATUS		COMMITTED FUND DETAILS				UNCOMMITED FUND (Tshs.)	REMARKS
	Activity		Approved Budget	Start Date	Completion Date	Contract No.	Contract Amount (Commitment) Sum (Tshs)	Amount Paid	Balance Committed		
						TOTAL					

NB. Committed fund balance + Uncommitted fund = Bank balance as of today.

PRIME MINISTER'S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENTS Form- RALG 2A

SUMMARY OF QUARTERLY ROAD MAINTENANCE WORKS IMPLEMENTATION REPORT

COUNCIL: _____ REGION: _____

FY:

S/N	ACTIVITY	ROAD NAME	Total	Annual Plan		Actual Road Maintenance Performance										Implementation	
			Length			Actual 1stQuarter		Actual 2nd Quarter		Actual 3rd Quarter		Actual 4th Quarter		Actual cumulative		Status	Remarks
			(km)	Phy.	Financial	Ph'cal.	Financial	Ph'cal.	Financial	Ph'cal.	Financial	Ph'cal.	Financial	Ph'cal.	Financial	(FA/C)	or %
				Km.	Tshs(mio).	Km.	Tshs(mio).	Km.	Tshs(mio).	Km.	Tshs(mio).	Km.	Tshs(mio).	Km.	Tshs(mio).		
	Routine Mtce																
		Sub Total:															
	Spot Improvement																
		Sub Total:															
	Periodic Mtce																
		Sub Total:															
		TOTAL															
	Cross drainage	B/C/D and road name		No.	Tshs(mio).	No.	Tshs(mio).	No.	Tshs(mio).	No.	Tshs(mio).	No.	Tshs(mio).				
	Structure																
		Sub Total:															
	SUPERVISION																
	GRAND TOTAL:																

Note: B = Bridge, C = Culvert, D = Drift, FA = Force Account and C = Contract.

Form 11 Contract Execution Report (Forms RALG-1B)

PRIME MINISTER'S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENTS

QUARTERLY SUMMARY OF ROAD MAINTENANCE CONTRACTS EXECUTION REPORTS

Form RALG - 1B

COUNCIL: REGION:

FY:

SN	Date of award	Road name/Project description	Project Length(Km)	Contract Number	Contract Sum(Tshs)	Commen. Date	Compl. Date	Contractors Name	Payment made todate	Balance	Progress todate (in%ge).
		TOTAL									

Contract Related Forms

Form 12 Contract Agreement Form

Form of Contract Agreement

This Agreement, made on this ..... day of ……. 20……., between ……. **COUNCIL** of P.O. BOX ……. (Hereinafter called "the Employer") on the one part and **M/S …….. of P.O. BOX ……..** Hereinafter called "the Contractor") on the other part.

Whereas the Employer is desirous that certain works should be carried out, viz:

…… IN ……. DISTRICT and has by the letter of Acceptance with ref. No. …… accepted a tender by the Contractor for execution, and completion of such Works.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Bid Submission Form hereinafter referred to and;

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz: -

Contract Agreement;
Letter of Acceptance;
Bid submission form
Contract data
General condition of contract
Special Condition of Contract
Specifications
Drawings
Priced Bill of Quantities

Any other document forming part of the contract (CVs of key Personnel, Power of attorney, Method statement, Work program)

All the aforesaid documents are hereinafter referred to as 'the Contract' and shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies shall take precedence in the order set out above.

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works in conformity, in all respects, with the provisions of the Contract.

The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works at the duration of **……..** at the sum of Tanzanian Shillings **(…….***Insert figure***) ……***In words***)**, hereinafter referred to as the "Contract Price", at the times and in the manner prescribed by the Contract.

IN WITNESS where of, the parties hereto have set their hands and seals on the day and year first above written.

SIGNED FOR AND ON BEHALF OF THE EMPLOYER

.....

Signature

ON BEHALF OF THE CONTRACTOR:

.....

Signature

NAME ……..
(Name)..... **COUNCIL CHAIRMAN**
(Occupation)..... **……DISTRICT COUNCIL.**
(Address).....

.....

Signature

.....

Signature

NAME…… (Name).....

DISTRICT EXECUTIVE DIRECTOR
(Occupation)..... **……. DISTRICT COUNCIL**
(Address).....…

P.O. BOX ……

Form 13 Letters for the Appointment of the Project Supervisor and other Stakeholders & Measurement Sheets

Example of Letter of appointment of Project supervisor (Technician/Engineer) on behalf of Project manager (DE/ME)

NAME OF THE DISTRICT COUNCIL

All Letters should be addressed to:
District Executive Director,
P.O. Box.....
Email: .....
TANZANIA

COUNCIL'S LOGO

Telephone,
General Line: +255.....
Direct Line: +255.....
Fax: +255.....

Our Reference No. .....
Your Ref. No: Date …….. 201…

NDUGU,

……name,
CHEO……..,
S.L.P ……..,
……..

YAH: KUTEULIWA KUSIMAMIA MRADI WA MATENGENEZO YA / UKARABATI WA
……
…

Tafadhali husika na kichwa cha habari hapo juu.

Nimekuteua kusimamia mradi wa Matengenezo ya (Mara kwa mara.Sehemu korofi,Muda maalum) Barabara ya …… ambao utafanywa na Mkandarasi **M/S ……..,** kwa Tshs. **0.00** wenye mkataba No**. ……..** ambao utaanza tarehe **……** hadi tarehe **……..**

Majukumu yako yatakuwa kama ifuatavyo.

(i) Kusimamia kwa karibu mradi huu kwa kufuata taratibu za mkataba.

(ii) Kusimamia ubora na viwango kazi vinavyokubalika kwa mujibu wa mkataba.

(iii) Kusimamia utekelezaji wa mradi kwa kufuata mpango kazi "work programme" ya mkandarasi kama zipo dalili za kutotekelezeka mpango kazi.

(iv) Kuandaa malipo kulingana na kazi zilizokamilika na zinazostahili kulipwa kwa uhalisia na sio kufuata 'BOQ' lipa "actual works"

(v) Kuandaa vikao vya maeneo ya kazi "Site meetings" zitakazo wahusisha , Mwajiri, PMU, viongozi wa Serikali za Vijiji/Kata waliopo karibu na eneo la mradi pamoja na Mkandarasi kila mwezi.

(vi) Kusimamia upimaji na ubora wa kazi inayofanywa na Mkandarasi ukishirikiana na TANROADS.

(vii) Kushirikisha Wananchi walio karibu na eneo la mradi katika utekelezaji wa mradi ikiwa ni pamoja na kuwapa taarifa juu ya maendeleo ya mradi.

(viii) Kumsimamia Mkandarasi kuhusu masuala mtambuka katika eneo la mradi huu ikiwa ni pamoja na ushiriki wa sawa wa kijinsia (wanawake na wanaume) katika kuajiri vibarua , ugawaji wa vipeperushi na "condom" katika maeneo ya mradi ili kupunguza maambukizi ya VVU.

(ix) Kusimamia kwa karibu rasilimali zilizopo barabarani (existing road structures and Furnitures) ili zisiharibiwe wakati wa utekelezaji wa mradi huu ili kupunguza gharama za kurudia kazi.

(x) Kumshauri Mhandisi wa ujenzi ***pale inapobidi*** juu ya kuongeza na kupunguza kazi kulingana na mkataba.

(xi) Kutoa mapendekezo kwa maandishi na vitendo juu ya Wananchi wanaofanya shuguhuli zozote katika eneo la barabara (yaani, umbali usiozidi mita 15 kila upande wa barabara.

Hakikisha unatekeleza majukumu yote hayo kwa umakini na kuhakikisha utekelezaji wa mradi huu unakamilika kama ulivyo katika mkataba. Iwapo mradi huu utatekelezwa chini ya kiwango utawajibishwa kwa mujibu wa sheria na taratibu za kiutumishi.

Nakutakia kazi njema.

……
JINA……
MKURUGENZI MTENDAJI (W)
……..

Nakala 1. Mhandisi wa Ujenzi (W)

2. Afisa ugavi (W)

Example of MEASUREMENT SHEET

…….. DISTRICT COUNCIL

ROAD FUND Financial Year ……

Project Name: ……. ……..

Name of Contractor ……..

MEASUREMENT SHEET

S/NO	Chainage	Description of work and measurement	Quantity

For ….. District Council Contractor

Sign…….
Sign……..

Name…….
Name……
CLERK OF WORKS SITE AGENT

Form 14 Letter to Stakeholders

NAME OF THE DISTRICT COUNCIL

All Letters should be addressed to:
District Executive Director,
P.O.Box …...
REGION

COUNCIL`S LOGO

Telephone,
General Line. ……..
Direct Line. ……..……
Tanzania

Our Reference No ……. Date:……..
Your Reference No: ……

KWA
MH. MBUNGE – JIMBO LA ……..
WAH. MADIWANI,
WATENDAJI WA KATA,
WATENDAJI NA WENYEVITI WA VIJIJI HUSIKA.

YAH. **MATENGENEZO YA BARABARA YA …… NA KUMTAMBULISHA MKANDARASI……**

Ndugu!

Somo hapo juu lahusika,

Tunamtambulisha kwenu mkandarasi tajwa hapo juu kuwa ameteuliwa na bodi ya zabuni ya Wilaya kupitia kikao kilichofanyika …….. baada ya taratibu za utoaji zabuni kukamilika, Mkandarasi huyo ndiye atakayefanya Matengenezo ya barabara ambayo imetajwa hapo juu kwa jumla ya shilingi ……*(Insert figure)* kwa muda wa siku ……*(Insert figure)*

Kazi atakazo zifanya ni kufungua barabara, kutengeneza tuta la barabara km……..., kumwaga changarawe sehemu korofi……, kuweka makalvati mistari……, kujenga daraja la zege lenye urefu wa meta ……. na kuchimba mifereji ya kutoa maji barabarani.

Wakati wa utekelezaji wa kazi hiyo tunaomba kutoa ushirikiano katika pande zote kwa maana ya Wilaya na Mkandarasi. Kwa maoni au ushauri mnatakiwa kuwasiliana na ofisi ya mhandisi [W] au Simu Na. ……..ili aweze kuthaminisha mapendekezo yatakayo tolewa.

Tunaamini tutapata ushirikiano wa dhati mapema iwezekanavyo ilikufanikisha utekelezaji wa mradi huu.

Nawatakieni kazi njema

……
Tamisemi Dodoma
Mhandisi Ujenzi [W]

Nakala – Mkurugenzi Mtendaji

Form 15 Prequalification of the Contractor

1.0 POST-QUALIFICATION INFORMATION – PENDING LITIGATION

M/S …… *(Insert name of contractor)*

Sub-Factor	Requirement	Qualification of the Bidder	Remarks
History of non-performing contracts	Non-performance of a contract did not occur within the last five (2) years prior to the deadline for application submission.	If Submitted a declaration of having no unperformed contract (Comply otherwise not comply)	Comply/ Not Comply
Pending Litigation	All pending litigation not exceed than fifty percent (50%) of the Bidder's net worth.	If Submitted a declaration of having no pending litigation (Comply otherwise not comply)	Comply/ Not Comply
Overall Remarks			Comply/ Not Comply

Note: For Contractors Class VI and below the Prequalification is not applicable

2.0 POST-QUALIFICATION INFORMATION -FINANCIAL SITUATION

M/S …… *(Insert name of contractor)*

Sub-Factor	Requirements	Qualification of the Bidder	Remarks
Historical Financial Performance	Audited Financial statements of the last two (2) years up to December ……..	If submitted reports for two (2) consecutive years ending December …… (Comply otherwise not comply)	Comply
	Current Ratio (≥1.2)	=(3,636,219,758/762,028,761.3)=4.77 (≥1.2)	Comply
	Return of Equity (≥5%)	=(1,304,721,914/32,278,600) =40% (≥5%)	Comply
Average Annual Turnover	Minimum average annual turnover within last Three (3) years TShs. 2,000, 000,000.00	TShs 3,636,219,758	Comply
Financial Resources	Overall cash flow requirements for this contract and its current works commitments TShs 1,000,000,000.00	Financial analysis indicated that the bidder has a fuel credit of TShs 400,000,000.00, cash in bank TShs 600,258,638.04 and extra new equipment credit of TShs 1,003,568,610.59, The company is financially capable	Comply
Overall Remarks			**Comply**

Note: Red part is just example; it should have to be customized according to size of the Project

3.0 POST-QUALIFICATION INFORMATION – EXPERIENCE

M/S …….

Sub-Factor	Requirements	Qualification of the Bidder	Remarks
General Experience	Minimum FIVE [Number] Years	More than five (5) years	Comply
Specific Experience	Minimum THREE [3] similar projects within the last THREE [3] Years each with a value of at least TShs. 800,000,000.00.	Has 13 projects each has more 800,000,000.00 and have been completed of the same nature	Comply
	Construction of reinforced concrete bridges of spans 10m and above.	Has not submitted any bridge project	Comply*
	Construction of fully Engineering designed gravel road of minimum length 30km.	Has more than 5 projects with the more than the 30 km	Comply
Overall Remarks			Comply

*The Evaluation Team considers this as an irrelevant requirement for lot I & II which are road bids. The inserted figure is just for example and shall be customized according to size of the project.

4.0 POST-QUALIFICATION INFORMATION – PERSONNEL

M/S ……..

Key Position	Requirements		Provided		Remark
	T.W.E. (in years)	S. E. (in years)	T.W.E. (in years)	S. E. (in years)	
A Project Manager with academic qualifications of at least Diploma in Civil Engineering or Equivalent Qualifications					
Site Engineer with academic qualifications of at least Degree in Civil Engineering/ or Equivalent Qualifications and registered with Engineers Registration Board (T).					
Chief Foreman with at least ordinary Diploma in Civil Engineering or Equivalent Qualifications					
Overall Remarks					

T.W.E.: Total Work Experience

S.E.: Specific Work Experience

POST-QUALIFICATION INFORMATION - EQUIPMENT

M/S ……

No.	Equipment Type and Characteristics	Minimum Number required	Submitted by the Bidder	Remarks
1	Self-propelled vibrating rollers, 10 T	2	2	
2	Motor graders, 120hp	2	2	
3	Excavators,75hp	1	2	
4	Bulldozers,140hp	1	1	
5	Dumpers / tipper trucks, 4.6m^3	10	12	
6	Water bowser, 10,000 liter	4	5	
7	Concrete mixer, vibrator set, 1m^3	2	4	
8	Poker Vibrator	2	4	
9	Supervision vehicles, 4WD	1	1	
	Overall Remarks			

The bidder has submitted additional equipment which will be hired from a hiring pool to serve as standby. The evaluation team considers this as extra strength and an added advantage

Supervision Check List (1/2)

Project Title:	
Contractor:	

	Date	Name	Signature
The Engineer's Representative (Project Engineer/Supervision)			
Resident Engineer/ Site Clerk			

1. This check list is for Resident Engineer to check contractor's work execution process.
2. Fill in date of checking as (day/month), mark as indicated in Filling Example, and state remarks.
3. Put this check list in the Monthly Progress Report.

Item		Check Point		before	During execution								after	Remarks
				Date /	Date /	Date /	Date /	Date /	Date /	Date /	Date /	Date /	Date /	Reason for unsatisfactory performance (Site diary No.) Corrective order by authority (Date) Excellent point to be specified
1	Execution system in general	1-1	Works Execution Programme (including its revised version if any) is submitted before the date specified in contract document	☐	☐	☐	☐	☐	☐	☐	☐	☐		
		1-2	Works Execution Programme properly reflects the given specifications and site conditions	☐	☐	☐	☐	☐	☐	☐	☐	☐		
		1-3	Execution procedures are in accordance with Works Execution Programme		☐	☐	☐	☐	☐	☐	☐	☐		
2	Equipment holding	2-1	All equipment used are properly mobilized in accordance with Works Execution Programme		☐	☐	☐	☐	☐	☐	☐	☐		
		2-2	All equipment used is well maintained during the execution of works		☐	☐	☐	☐	☐	☐	☐	☐		
3	Contractor's in-house staff	3-1	Qualified technical staff of contractor are properly assigned as specified in Works Execution Programme		☐	☐	☐	☐	☐	☐	☐	☐		
		3-2	Contractor's in-house key staff understand work process and schedule properly		☐	☐	☐	☐	☐	☐	☐	☐		
		3-3	Contractor's in-house staff give technical guidance and direction to workers and operators properly and timely		☐	☐	☐	☐	☐	☐	☐	☐		
		3-4	Communications with authority in writing is properly and timely		☐	☐	☐	☐	☐	☐	☐	☐		
4	Personnel employment	4-1	Workers and operators are deployed in accordance with Works Execution Programme		☐	☐	☐	☐	☐	☐	☐	☐		
		4-2	Wage payment is properly made on time		☐	☐	☐	☐	☐	☐	☐	☐		
5	Site base facilities	5-1	Office and stockyard are prepared in accordance with Works Execution Programme		☐	☐	☐	☐	☐	☐	☐	☐		
		5-2	Site is well maintained during the work execution and cleared on completion		☐	☐	☐	☐	☐	☐	☐	☐	☐	
		5-3	Material stored on site is properly managed during the work execution		☐	☐	☐	☐	☐	☐	☐	☐		
6	Quality and quantity management	6-1	Material testing, structural examination, and measurements are properly and routinely conducted based on specifications and Works Execution Programme		☐	☐	☐	☐	☐	☐	☐	☐		

Filling Example : ✓ Check point is satisfactory ■ Check point is unsatisfactory N/A Not applicable

Supervision Check List (2/2)

Project Title:	
Contractor:	

	Signature
The Engineer's Representative (Project Engineer)	
Resident Engineer	

1. This check list is for Resident Engineer to check contractor's work execution process.
2. Fill in date of checking as (day/month), mark as indicated in Filling Example, and state remarks.
3. Put this check list in the Monthly Progress Report.

Item		Check Point		before	During execution								after	Remarks
				Date /	Date /	Date /	Date /	Date /	Date /	Date /	Date /	Date /	Date /	Reason for unsatisfactory performance (Site diary No.) Corrective order by authority (Date) Excellent point to be specified
6	Quality and quantity management	6-2	Results of material testing, structural examination and measurements are within the specifications.		☐	☐	☐	☐	☐	☐	☐	☐		
		6-3	Results of material testing, structural examination, and measurements are properly compiled as reports for confirmation		☐	☐	☐	☐	☐	☐	☐	☐		
7	Work scheduling	7-1	Understanding of critical path and its reflection on scheduling are proper		☐	☐	☐	☐	☐	☐	☐	☐		
		7-2	Actual proceedings are periodically compared to the planned schedule described in Works Execution Programme		☐	☐	☐	☐	☐	☐	☐	☐		
		7-3	Changes caused by site conditions are properly handled to keep Works on schedule		☐	☐	☐	☐	☐	☐	☐	☐		
		7-4	All works are completed within the contract term or within the extended term as allowed										☐	
8	Work safety management	8-1	No accident occurs to workers, operators, or third-parties.		☐	☐	☐	☐	☐	☐	☐	☐		
		8-2	Safety of workers and operators is considered		☐	☐	☐	☐	☐	☐	☐	☐		
		8-3	Accident prevention efforts for third-parties are proper		☐	☐	☐	☐	☐	☐	☐	☐		
		8-4	Traffic and site safety devices are properly installed and managed		☐	☐	☐	☐	☐	☐	☐	☐		
		8-5	Temporary facilities (e.g. scaffolding) are constantly checked		☐	☐	☐	☐	☐	☐	☐	☐		
9	Environmental and social management	9-1	Environmental and social mitigation efforts (e.g. against noise, vibration, emission, and dust) are conducted		☐	☐	☐	☐	☐	☐	☐	☐		
		9-2	Waste material from site is properly disposed		☐	☐	☐	☐	☐	☐	☐	☐		
		9-3	Damage to existing roads, works and services is avoided or are repaired when it occurs		☐	☐	☐	☐	☐	☐	☐	☐		
		9-4	Transportation by vehicles is properly done with no overloading, and neither material falling, leakage, nor spillage.		☐	☐	☐	☐	☐	☐	☐	☐		

Filling Example : ✓Check point is satisfactory ■ Check point is unsatisfactory N/A Not applicable

Form 17 Quality Assurance Form (1/2)

DISTRICT COUNCIL							
QUALITY ASSURANCE FORM FOR ROAD WORKS							
				ASSESSMENT (Mark 0 up to 100)			
No	Maintenance activity	Parameter of quality		Contractor's marks	Supervisor's marks	Engineer's marks	Remarks
1	Road formation/ grading	i	Alignment of road section				
		ii	Defined side drains				
		iii	Backslope provision				
		iv	Chamber and center line				
		v	Watering and proof rolling				
2	Gravelling	i	is good quality gravel used?				
		ii	Dimensions of placed gravel (m)				
			Width… Depth… Length…				
		iii	Camber to centerline (8%)				
		iv	Compaction (95%MMD)				
		v	Laboratory test results				
3	Concrete work	i	Size and neatness of Sand				
	(small structure)	ii	Size and neatness of Aggregates				
		iii	Water and cement ratio (0.5)				
		iv	Quality of finished concrete				
		v	Laboratory test results				
4	Open drains excavation	i	Size of open drains				
		ii	Alignment of open drains				
		iii	Appropriate discharge of water				
		iv	Beginning and end of drains				
5	Culvert installation	i	Setting out				
	(small structure)	ii	Trench, blinding and concrete base				
		iii	Laying, aligning and jointing pipes				
		iv	Concrete surrounding quality & size				
		v	Upstream and downstream approns				
		vi	Headwalls and Wingwalls				
		vii	Backfilling and compaction				
		viii	Outfalls and infalls				
General Remarks :							
Contractor's Name				Sign :		Date :	
Technician's Name				Sign :		Date :	
Engineer's Name				Sign :		Date :	

Quality Assurance Form (2/2)

DISTRICT COUNCIL							
QUALITY ASSURANCE FORM FOR CONCRETE WORKS							
				ASSESSMENT (Mark 0 up to 100)			
No	Maintenance activity	Parameter of quality		Contractor's marks	Supervisor's marks	Engineer's marks	Remarks
1	Formwork	i	Alignment of road section				
		ii	Defined side drains				
		iii	Backslope provision				
		iv	Camber and center line				
		v	Watering and proof rolling				
2	Gravelling	i	is good quality gravel used?				
		ii	Dimensions of placed gravel (m)				
			Width… Depth… Length…				
		iii	Camber to centerline (8%)				
		iv	Compaction (95%MMD)				
		v	Laboratory test results				
3	Concrete work	i	Formwork				
		ii	Steel reinforcement class &size				
	(Steel reiforced structure)	iii	Steel reinforcement spacing & tying				
		iv	Cover thickness				
		v	Slump test (workability and mix)				
		vi	Quality of concrete				
		vii	Quality of finished concrete				
		viii	Laboratory test results				
4	Open drains excavation	i	Size of open drains				
		ii	Alignment of open drains				
		iii	Appropriate discharge of water				
		iv	Beginning and end of drains				
5	Culvert installation	i	Excavation and compact foundation				
	(Box culvert)	ii	Concrete blinding and floor slab				
		iii	Stone masonry wall/concrete wall				
		iv	Concrete top slab				
		v	Upstream and downstream approns				
		vi	Headwalls and Wingwalls				
		vii	Backfilling and compaction				
		viii	Installation of gabion box				
General Remarks :							
Contractor's Name				Sign :			Date :
Supervisor's Name				Sign :			Date :
Engineer's Name				Sign :			Date :

Form 18 Value for Money Form (VFM)

VALUE FOR MONEY (VFM) FORM

Agency:		Contract Price:	
Project:		Project Length	
Contract Number:		Contract Period:	
Supervising Engineer:		Start Date:	
Contractor:		Actual Completion Date:	
Audit Date:			

NO.		ASPECT	EVALUATION SCORE				COMMENTS
			Poor	Fair	Good	INA	
		Assess all project implementation aspects listed under stages A1-A4 below and rate them as poor, fair or good. If the aspect lacks the required information, its evaluation score should be zero (under "INA" column)					
A		**Planning, Design and Tender Documentation**	1	2	3	0	
	1	Compliance of project planning with requirements of the Performance Agreement, particularly with respect to:					
		- Assessment of competing alternatives based on updated road inventory and condition survey					
		- Analysis of feasibility based on appropriate road maintenance software (such as HDM 4, DROMAS, or RMMS)					
		- Timely appointment of independent design professional or Consultant					
	2	Accuracy and completeness of design calculations and technical drawings					
	3	Accuracy, appropriateness and completeness of technical specifications					
	4	Overall appropriateness of the design in terms of economy and function (fitness for purpose)					
	5	Accuracy and completeness of BOQs for the works and their consistency with the drawings and technical specifications					
	6	Accuracy of the Engineer's estimates					
	7	Accuracy and completeness of tender documents					
		Average Performance: Planning, Design and Tender Documentation				#DIV/0!	#DIV/0!
B		**Procurement Stage**	1	2	3	0	
	1	Appropriateness of the method of procurement					
	2	Compliance of the procurement process with PPA 2004 and its Regulations (GN 97 of 2005), particularly with respect to:					
		- Use of standard tender and contract documents [Reg. 83 of G.N. No. 97]					
		- The tender notice [section 61 (2)]					
		- The selection method (section 59)					
		- Prequalification and shortlisting (section 47)					
		- Time for submitting bids					
		- Communication of clarification to bidders					
	3	Evaluation process and award of contract					
		- Composition of tender evaluation committee (section 37)					
		- Members of evalaution team signing code of ethcis [section 37(6) of PPA 2004; Reg. 9091) of GN. No. 97 & Reg. 5892) of GN. No. 98]					
		- Evaluation done as per the evaluation criteria contained in the tender dossier or Request forProposal					
		- Notification of evaluation results to unsuccessful bidders [Regulation 97(11)] of G.N. No. 97					
		- Publication of awards [Regulations 21 and 97(12)] of G.N. No. 97					
		Quality and comprehensiveness of the tender evaluation report					
	4	Competitiveness of rates quoted for major items of construction when compared with prevailing market prices					
	5	Overall competitiveness of the most economic tender when compared with prevailing market prices in both private and public sectors					
	6	Capacity and competence of the selected contractor in relation to project size and complexity					
		Average Performance: Procurement Stage				#DIV/0!	#DIV/0!

C	Construction Stage		1	2	3	0	COMMENTS
	1	Timeliness of site possession					
	2	Quality of project programme (schedule of work)					
	3	Adherence to project programme					
	4	Quality of contractor's site organization and staff					
	5	Quality of supervising engineer's site staff					
	6	Quality of quality assurance programme					
	7	Adherence to quality assurance programme					
	8	Quality of Environmental Management Plan (EMP)					
	9	Management of contractual documents, including surety and insurances bonds					
	10	Quality and management of project documentation with respect to:					
		- general correspondence					
		- site instructions					
		- minutes of site meetings					
		- progress reports					
		- works measurement and inspection records					
		- material testing records					
		- interim and final payment certificates					
		- variation orders					
		- claims					
	11	Assessment (including validity) of variations					
	12	Assessment (including validity) of claims and related cost overruns					
	13	Assessment (including validity) of project delays and extensions of time					
		Average Performance: Construction Supervision and Contract Adminstration				#DIV/0!	#DIV/0!
D	**Project Completion and Closure Stage**						
	1	Quality and completeness of as-built-drawings					
	2	Compilation and Management of snag list					
	3	Timely issuance of Substantial Completion Certificate, Final Certificate and settlement of Final Account					
	4	Management of the defects liability period					
	5	Quality and adequacy of the final project report					
	6	Compliance of final quantities paid for with those reflected by the actual investment as per as-built-drawings					
	7	Compliance of project cost as per final account with accepted tender price					
	8	Compliance of actual project completion time with the contract period					
		Average Performance: Project Completion and Closure Stage				#DIV/0!	#DIV/0!

E	Executed Works	1	2	3	0	COMMENTS
1	Based on visual assessment, determine whether the completed works are satisfactory in terms of:					
	• Overall quality of workmanship					
	• Overall quality of materials used					
	• Overall quality of riding surface					
	• Absence of defects, such as cracks, ruts and localized potholes					
	• Camber and/or super-elevation					
2	Based on physical site measurements, determine whether dimensions of the following major items of construction of the completed works comply with the drawings and technical specifications:					
	• Pavement structure					
	• Road carriageway					
	• Foot paths					
	• Road side drains					
	• Mitre drains					
	• Road signs					
3	Based on site measurements, determine whether dimensions of culverts and bridges ccomply with the technical drawings and specifications					
4	Based on sample field tests determine whether the quality of materials used in the pavement structure comply with the technical specifications					
5	Based on sample field tests determine whether the quality of materials used in concrete and masonry works comply with the technical specification					
6	Assess compliance of site clean-up and restoration of disturbed and/or damaged areas with EM					
7	For uncompleted projects, assess compliance of on-going construction activities with safety and EMP requirements					
	Average Performance Quality of Works				#DIV/0!	#DIV/0!
	Evaluation Scale **1 = Poor**					
	2 = Fair					
	3 = Good					
	0 = Information not available (INA)					
	Overall Project Performance				#DIV/0!	#DIV/0!