

Date:

Ref. No.

JAPAN INTERNATIONAL COOPERATION AGENCY  
JICA XXX OFFICE

Attention: Chief Representative

Ladies and Gentlemen:

REQUEST FOR REVIEW OF CONTRACT

Reference: Grant Agreement, dated G/A 署名日, for プロジェクト名

In accordance with the relevant provisions of the Grant Agreement under reference, we hereby submit for your review a certified copy of the Contract attached hereto. The details of the Contract are as follows:

- Consultant Agreement
- Amendment of Consultant Agreement
- Contractor/Supplier Contract
- Amendment or Termination of Contractor/Supplier Contract

Please see the details as per attached sheet.

We should be grateful if you would notify us of your concurrence to the Contract.

Very truly yours,

[Signature]

[Name of the signer]

[Title of the signer]

[Name of the executing agency]

cc:

Director General

Financial Cooperation Implementation Department

Japan International Cooperation Agency

Date:

Review and check the contract/agreement in accordance with this checklist and describe the results of the review and fill out this checklist.

Note: The following (a) to (k) means JICA's review point in the Procurement Guideline (Box 2: Points to be reviewed by JICA on the contract). See the Chapter I (Section 1.05) for consultant and Chapter II (Section 1.06) for procurement of the products and services. \*以下の(a)~(k)は調達ガイドラインのJICAの確認事項を示す。コンサルタントについては第1章(Section 1.05)、物品又は役務については第2章(Section 1.06)参照。

Note: The amendment of the contract/agreement shall be recorded by revising the check list in red. \*修正契約の場合は概要表(チェックリスト)を朱書き修正して、記録すること。

Items/Check points	Corresponding Clause (契約書対応条)	Result			
		Client/ Consultant	JICA		
<b>I General Information on the Agreement/the Contract</b>					
Type of Budget	<input type="checkbox"/> Single Japanese fiscal year (単年度) Project whose budget of the Grant is appropriated in multiple Japanese fiscal years (Multiple Japanese fiscal Year Project) (国債案件) <input type="checkbox"/> A ( <input type="checkbox"/> D/D, <input type="checkbox"/> Procurement/Construction (本体) ) <input type="checkbox"/> B				
Type of Contract	<input type="checkbox"/> Consulting Service				
	<input type="checkbox"/> Construction				
	<input type="checkbox"/> Procurement				
	<input type="checkbox"/> Construction and Procurement Combined				
Breakdown of the Contract/Agreement					
In case of the Consultant Agreement, check the component(s) of the Project in Procurement of the Products and Services. コンサルタント契約の場合には、財及び役務の調達の項目についてもプロジェクトのコンポーネントを選択すること。					
Consulting Service	<input type="checkbox"/> Detailed Design 詳細設計 <input type="checkbox"/> Detailed Design, Bidding and Supervision 詳細設計、入札支援、施工・調達監理 <input type="checkbox"/> Assistance in the start-up or operation and maintainace ソフトコンポーネント				
Procurement of the Products and Services	<input type="checkbox"/> Construction works 施設建設 <input type="checkbox"/> milestone type (マイルトーン方式) <input type="checkbox"/> progress type (出来高方式) <input type="checkbox"/> Procurement of Equipment 機材調達 <input type="checkbox"/> payment on shipment (船積払) <input type="checkbox"/> payment on delivery (引渡払) <input type="checkbox"/> Installation works of Equipment (機材据付工事) <input type="checkbox"/> Operation training by the Contractor (操作指導) <input type="checkbox"/> Building of Ship 船舶建造				
(d) The scope of the services or works is consistent with the purpose of the Grants and description of the project.					
The scope of the services or works is consistent with the purpose of the Grants and description of the project.					

<b>II General Information on the E/N and G/A</b>						
(a) The project title, signing date of the G/A and the E/N is consistent with the G/A.						
Name of Recipient Country/Client (Buyer) Country	<i>name of the Client (Buyer)'s country</i>					
Project Title	<i>name of the project</i>					
Client (Buyer)'s Name	<i>name of the Client (Buyer)</i>					
	Client (Buyer) is the same as the Recipient or the Executing Agency specified in the G/A.					
Signing date of the G/A and E/N and the end date of availability of the Grant						
(1) E/N	signing date: 20**/**/**					
	end date of availability 20**/**/**					
(2) G/A	signing date: 20**/**/**					
	end date of availability 20**/**/**					
	commencement date of each Term for Multiple Japanese Fiscal Year Project					
	Term I 20**/**/**					
	Term II 20**/**/**					
	Term III 20**/**/**					
(3) Amendment of G/A	signing date: 20**/**/**					
	extended end date of availability 20**/**/**					
Applicable Guideline	The Procurement Guidelines are the same as those specified in the G/A.					
<b>III General Information on Eligibility :Consultant and Contractor (Supplier), country of origin</b>						
(e) Consultants, contractors, country of origin of the product and/or service meets the eligibility as specified in the G/A and the Procurement Guidelines.						
Information on the Consultant, the Contractor and the Supplier						
(1) Name of company						
(2) Contact Information	Department/Section in charge: Person in charge: tel:					
The Consultant or Contractor(s) meets the eligibility as specified in the G/A and the Procurement Guidelines.						
Information on the country of origin						
The eligible source countries are limited to the eligible source countries specified in the bidding documents.						

IV Other Points to be reviewed by JICA							
<b>Period of execution</b>							
(c) The period of the execution of the service or work of the contract(s) does not exceed the terms of validity of the Grants as prescribed in the G/A.							
(i) The contract price and the period of the execution of the service or works are precisely and correctly worded.							
Period of the execution of the service or works							
(1) signing date of the contract/agreement	20**/**/**						
(2) end of the execution of the service or works (consulting service) end date of the Service	20**/**/**						
(3) Effective conditions other than signing of the agreement/contract (署名以外の契約発効条件)							
Note: The contract/agreement shall be amended within the original period of the execution of the service or works . * 修正契約は原契約の履行期限内に行うこと。							
Note: The period of the execution of their service or works is properly set so as to secure appropriate time for completing payment procedures within the availability of the Grant. * 履行期限はG/A供与期限内に支払手続きを完了するために必要な時間を確保し、適正な期間で設定すること。							
<b>Contract/Agreement Price &amp; Payment</b>							
(b) The total amount of the contract including other contract(s) of the same project to be covered by the Grants does not exceed the amount of the Grants.							
(1)Amount of the Grant (excluding the contingencies not concurred by JICA) (JICAが未同意の予備的経費を除く)							
Total		JPY	***,***,***				
Breakdown of each Term for Multiple Japanese Fiscal Year Project							
Term I	JPY	***,***,***					
Term II	JPY	***,***,***					
Term III	JPY	***,***,***					
* Contingencies	JPY	***,***,***					
(2)Agreement/Contract amount to be covered by the Grant							
Total		JPY	***,***,***				
Breakdown of each Term for Multiple Japanese Fiscal Year Project							
Term I	JPY	***,***,***					
Term II	JPY	***,***,***					
Term III	JPY	***,***,***					
(3)Exsiting Agreement/Contract amount to be covered by the Grant (贈与資金充当 (予定) 分既契約済金額)							
Total		JPY***,***,***					
Breakdown of each Term for Multiple Japanese Fiscal Year Project							
Term I	JPY	***,***,***					
Term II	JPY	***,***,***					
Term III	JPY	***,***,***					
(4)Balance ((1)-(2)-(3))							
Total		#VALUE!					
Breakdown of each Term for Multiple Japanese Fiscal Year Project							
Term I	#VALUE!						
Term II	#VALUE!						
Term III	#VALUE!						

(h) The currency, conditions and method of the payment is consistent with the terms and conditions set forth in the G/A and the Procurement Guidelines.					
(i) The contract price and the period of the execution of the service or works are precisely and correctly worded.					
<b>Contract Price</b>					
(1)The contract shall state clearly the total amount of fees to be paid to the consultant in Japanese yen using both words and figures.					
(2) Total and subtotal amount of contract/agreement price are precisely added up. 契約金額の合計・小計が正しいこと。					
(3)There is no discrepancy between the price in words and that in figures. 文字表記と数字表記に齟齬がないこと。					
Note: Unite(JPY) and amount in figures shall be written in the same line. 単位記号(JPY)と数字が2行にまたがらないこと。(JPYと金額の間にスペースを空けない)					
<b>Conditions of Payment</b>					
(1) Payment shall be made in accordance with the criteria stipulated by JICA and the scope of the Project in No. 2 [Type and Scope of the Project] . JICAの定める支払条件の基準に従い、プロジェクト内容（コンサルティングサービスの内容、施設、機材（船積・引渡し、据付工事）、操作指導、ソフトコンポーネント等の有無）に従い、適切な支払い方法になっているか。					
(2) The details of the payment conditions for partial payment are consistent with the scopes of the service or works. 部分払いの詳細は全体の業務内容と整合していること(重複して記載しないこと。特にマイルストーン、国債案件の場合)。					
(3) The details and timing of the conditions for partial payment are consistent with the implementation schedule. 部分払いの詳細及び時期が実施工程と一致していること。					
[Consulting Service]					
(1)The advance payment assistance for the start-up or operation and maintenance is allowed for the service with its implementation period for more than four months (For Multiple Japanese fiscal Year Project, more than four months in case of each Term). 4か月以上のソフコン実施期間がある場合は、前払いが可能。 (出来高表等により確認)					
(2) Inspection & Search over before the expiry of the Defect Notification Period shall be paid after its completion. 瑕疵通知期間満了前検査（メーカー保証満了前検査を含む）は、当該業務の終了時点で支払われること。					
[Consulting Service & Construction]					
(1) There are no discrepancy from Consultant Agreement in terms of the type of payment (milestone or progress type) and the details of the conditions for partial payment. コンサルタント契約との間で支払方法（マイルストーン・出来高の別）及び部分払いの条件の詳細も一致していること。					
Construction (Progress type)					
(2)Expected work value for each term and partial payment is properly set in accordance with the payment criteria. 出来高の%設定は支払い条件に係る基準に準拠している(ターム、部分払いを含めて)。					
<b>Obligation under the E/N and G/A</b>					
(d) The rights and obligations of the Recipient and the consultant are in accordance with the E/N and G/A.					
The obligations of the Client are properly stated in accordance with the E/N and G/A (including attachment of schedule 4 [Obligation of the Recipient].					

Items/Check points	Corresponding Clause (契約書対応条項)	Result			
		Client/ Consultant	JICA		
(j) The provisions and sentences required to be included in accordance with the Procurement Guideline are properly and clearly stated. Note: The following number of Section means the relevant section in the Applicable Guidelines.					
Section 1.07 Conflict of Interest					
The conditions for not disqualifying or excluding the Consultant under Sub-Clause 5.2.2 are acceptable to JICA.					
Section 1.08 Language					
All documents relating to employment of consultants, including the contract, shall be prepared in one of the following languages, selected by the Recipient: <input type="checkbox"/> English, <input type="checkbox"/> French or <input type="checkbox"/> Spanish]					
Section 4.02 Reference to the the Grants					
The contract shall refer to the Grants in accordance with the Applicable Guidelines					
Section 4.03 Scope of the Project and of the Consulting Services					
The consultants shall assist the Recipient in preparation of the safety requirements in accordance with the laws and regulations in the Government of the Recipient, relevant international standards, if any, and also in consideration of “the Guidance for the Management of Safety for Construction Works in Japanese ODA Projects”, and review the content of the plan for safety measures prepared by the Contractor for the project.					
Section 4.15 Governing Laws					
The contract shall stipulate which laws shall govern its interpretation and performance.					
Other sections					
The other provisions and sentences required to be included in accordance with the Procurement Guideline are not deleted or modified in the Special Conditions of Agreement (SCA). 調達ガイドライン上定めるべきその他の条項及び文章がSCAにおいて削除又は修正されていないか。					

Items/Check points	Corresponding Clause (契約書対応条項)	Result			
		Client/ Consultant	JICA		
(k) The provisions and sentences required to be included in accordance with the Procurement Guideline are properly and clearly stated. Note: The following number of Section means the relevant section in the Applicable Guidelines.					
Section 4.15 Advance Payment Securities					
(1) The percentage of the total payment to be made in advance, upon entry into effect of the contract, for mobilization and similar expenses shall be reasonable and specified in the bidding documents.					
(2) The bidding documents shall specify the arrangements for any security required for advance payments.					
Section 4.15 Insurance					
The contract shall state precisely the types and terms of insurance (e.g. liabilities to be covered and duration of the insurance) to be obtained by the successful bidder.					
Section 4.18 Settlement of Disputes					
The contract shall stipulate which laws shall govern its interpretation and performance.					
Section 4.18 Governing Laws					
The contract shall stipulate which laws shall govern its interpretation and performance.					
Othe sections [Section 4.04 Conditions of Contract]					
(j) The risks and liabilities among the parties shall be allocated in a balanced manner, and modification of such allocation in customary general conditions of contract shall be reasonable in view of smooth implementation of the project.					
The other provisions and sentences required to be included in accordance with the Procurement Guideline are not deleted or modified in the Particular Conditions. The modification in the Particular Contiditions shall be reasonable in view of smooth implementation of the project and not affect the allocation of the risks and liabilities. 調達ガイドライン上定めるべきその他の条項及び文章が特記条件において削除又は修正されていないか、特記条件における修正は合理的なものであるか。リスクや責任の分配に影響を与えていないか。					

Record of Amendment of the Contract/Agreement

Date of Amendment	The Clause amended/ to be amended	Contents of Amendment	Major amendments to be reviewed and concurred by JICA	
			Concurrence date	Concurrence (verification) No.
<b>Consultant</b>				
[sample] **/**/20**	SCA 1.1(Definition)	Original: Mr. A Amended:Mr. B		
[sample] **/**/20**	SCA 6.2 (Payment) (2)	Original: The Agreement price to be paid from the Grant is:[ ***** million ***** thousand ***** Japanese Yen (JPY***, ***, ***) Amended:The Agreement price to be paid from the Grant is:[ ***** million ***** thousand ***** Japanese Yen (JPY***, ***, ***)	**/**/20**	25-VJ-**B
<b>Construction</b>				
<b>Procurement of Equipment</b>				

Note: In case of Multiple Japanese Fiscal Year Project, clearly set the segmentation by Term. (国債案件の場合、契約書の支払条件に即して、タームごとに区分して記載すること)

### 1. Consulting Services

Period of Service Completion Period  
Date of issue of Authorization to Pay (A/P)

Date of concurrence  
Deadline of presentation of the required document in A/P

	Amount	Terms of Payment	Schedule of payment (expected/actual) 支払予定時期
(1) Service for the design, bidding and supervision stages			
(a) Service for the design, bidding and supervision stages other than (b)			
Advance Payment			
First Interim Payment			
Second Interim Payment			
Final Payment			
sub-total (a)			
sub-total (b)			
Sub-total (1)			
(2) Service for the Assistance in the start-up or operation and maintenance Stage			
Advance Payment			
Final Payment			
Sub-total (2)			
Grant Total			

### 2.1 Construction Works

Time for Completion  
Date of issue of Authorization to Pay (A/P)

Date of concurrence  
Deadline of presentation of the required document in A/P

	Amount	Terms of Payment	Schedule of payment (expected/actual)
Advance Payment			
First Interim Payment			
Second Interim Payment			
Final Payment			
Total			

### C. Operation training

	Amount	Terms of Payment	Schedule of payment (expected/actual)

### 2.2 Procurement of Equipment

Time for Completion  
Date of issue of Authorization to Pay (A/P)

Date of concurrence  
Deadline of presentation of the required document in A/P

#### A. Equipment

	Amount	Terms of Payment	Schedule of payment (expected/actual)
a. Payment on shipment			
1st Shipment			
2nd Shipment			
sub-total (a)			
b. Payment on delivery			
1st Delivery			
2nd Delivery			
sub-total (b)			
Grant Total			

	Amount	Terms of Payment	Date of payment request (expected/actual)

#### B. Installation

	Amount	Terms of Payment	Schedule of payment (expected/actual)

#### C. Operation training

	Amount	Terms of Payment	Schedule of payment (expected/actual)