

Project Administration Instructions

PAI 3.12
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PROCUREMENT CONTRACT SUMMARY SHEET (PCSS) PROCUREMENT CONTRACT UPDATE SHEET (PCUS)

1. The executing agency (EA) is to promptly provide ADB with copies of procurement contracts as executed. This includes the bid evaluation report and information on the origin of goods, related services and works, and consulting services by the successful bidder. After receiving a signed contract and related documents, the originating unit¹ is to check immediately if they are in order and prepare a procurement contract summary sheet (PCSS). The PCSS

- summarizes the main features of the procurement process (nature of contract, mode of procurement, name and nationality of bidders or consultants, bidders are not in the sanction list, bid amounts as opened and as evaluated, country of procurement, country(ies) of origin(s) of goods and related services and works, and consulting services, for the successful bidders,² etc); and
- contains essential contract data (amount, currency, description of goods and related services and works, and consulting services, etc).

2. Once the PCSS is prepared and approved by the originating unit, the information is inputted into the loan financial information system (LFIS). Information can only be entered into the system when the loan is declared effective. For instance, when advance procurement or retroactive financing is approved, PCSS data can be entered into the LFIS only after loan effectiveness.

3. The originating unit sends to the Central Operations Services Office (COSO) all contracts valued at \$10,000,000 and above together with related documents. Contract documents for contracts below \$10,000,000 are given to COSO on request. COSO verifies all nonfinancial data contained in the PCSSs prepared by the originating unit for contracts of \$10,000,000 and above.³ For contracts below \$10,000,000, verification is selective and at random. The objective is to ensure compliance with the requirements of the PCSS by originating units so that the required quality of procurement statistics is achieved.

4. If nonfinancial data are found to be incomplete or incorrect during verification, COSO will print a copy of the PCSS, note on the printout the required corrections and missing data, and send it to the originating unit for inputting. If missing data cannot be provided by the originating unit, it must be obtained by the originating unit from the EA directly or through the regional or resident mission. After COSO has completed verification, all contract documents are returned to the originating unit.

5. Contracts are sometimes amended by the EA. In such cases, the originating unit will issue a procurement contract update sheet (PCUS) by inputting the amended data into the LFIS only after the approval of contract amendment by ADB. If the ADB-financed amount is amended, the PCUS will show

¹ The originating unit covers sector divisions, Pacific operations divisions, and regional or resident missions.

² See standard bidding documents and PAI 3.02 for definition of country of origin of goods and related services and works, and consulting services. Standard bidding documents can be obtained from COSO.

³ Financial data relate to contract amounts and currencies of payment requested by the contractor.

the revised value, not the difference between the original and the revised value. The reasons for contract amendment must be stated in the appropriate section of the PCUS.

6. Detailed instructions for completing PCSS and PCUS forms for individual contracts are in the *Manual for the Preparation of the Procurement Contract Summary Sheet* and the *Procurement Contract Update Sheet*. For a group of small contracts not exceeding \$100,000 per contract, the procedure for completing PCSS and PCUS forms is attached (Appendix 1).

7. All communication on contracts from originating units is to include PCSS and PCUS serial numbers.

8. The PCSS (and PCUS) confirms that a procurement contract is in order and will be used for loan disbursements. It also provides essential input data for the LFIS, which is used to prepare reliable procurement data and statistics.

**Procurement Contract Summary Sheet for a Group of Small Contracts
not Exceeding the Ceiling under the Shopping Procedure**

A. Basic Features

- (i) A group of small contracts each not exceeding the ceiling of procurement under the shopping procedure.
- (ii) Issue PCSS No. 8801 for each loan covering the first calendar year of disbursement projections of small contracts.
- (iii) Issue PCSS No. 8802 for each loan covering the second calendar year of disbursements of small contracts, after canceling the undisbursed balance under 8801.
- (iv) Subsequent PCSSs are consecutively numbered for succeeding years following similar procedures as above.
- (v) Use only for statement of expenditure, reimbursement, replenishment, and liquidation of imprest advance applications.
- (vi) Direct payment and commitment letter procedures are not applicable.
- (vii) Controller's Department (CTL) disburses and then sends processed applications to originating units for review.
- (viii) CTL adjusts disbursements, if needed.

B. Procedures

- (i) The originating units assign PCSS No. 8801 for each new loan before the first disbursement under small contracts and assigns an amount to each category based on projections for the first calendar year disbursement under a group of small contracts (local currency and \$).
- (ii) Upon receipt of a withdrawal application, CTL processes and disburses (charges to relevant categories under PCSS No. 8801).
- (iii) Contracts over \$100,000 equivalent are charged to their individual PCSS.
- (iv) Upon disbursement, CTL sends a copy of the application/voucher to the originating units for review.
- (v) The originating unit reviews and advises CTL on the need to make any adjustments.

- (vi) If the amount allocated to any category is not enough for the year, the originating unit increases the PCSS amount by issuing a PCUS.
- (vii) At the beginning of the second calendar year, originating units issue a new PCCS No. 8802 and assign an amount to each category based on the year's projections (local currency and \$).
- (viii) Any undisbursed contract balance at the end of each year is canceled by the originating unit or CTL on advice from the originating unit.