

Project Administration Instructions

PAI 3.12
Revised in January 2022
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CREATING AND UPDATING EXECUTING AGENCY-ADMINISTERED CONTRACT RECORD

1. The Executing Agency (EA)-administered contract record¹ (contract record) is used to record procurement contracts financed in whole or in part by a loan or grant from ADB.² The original or subsequently updated contract record is essential in processing disbursements against the contract and generating Board and management reports.

2. After contract signing with the winning bidder, the EA³ should promptly provide the sector division⁴ administering the project with a copy of the signed procurement contract and its supporting documents such as the electronic Procurement Approval Form (ePAF)⁵ or the consultant recruitment submission forms.⁶ The sector division creates and updates the contract details in the EA admin contracts module of the Integrated Disbursement System (IDS) using these documents as reference. The contract record should:

- (i) summarize the main features of the procurement process (contract type, procurement method, name and nationality of bidders, confirmation that the winning bidder is not in the sanctions list, bid amounts as opened and as evaluated, etc);
- (ii) contain the essential contract information (winning bidder's name and address, country of procurement; country(ies) of origin(s) of goods, works and consulting services; contract amount; ADB-financed contract amount; currency, terms of payment, description of goods, works and consulting services, etc.); and
- (iii) include small value contracts and statement of expenditures (SOE).

3. The project team leader approves the contract record as a confirmation of the accuracy and completeness of the encoded contract information. Information can only be entered in the IDS when the loan is declared effective even for contracts processed under advance contracting or retroactive financing.

4. When amendment to an existing contract is needed, the sector division will update the contract record to reflect changes in the contract information including price escalation and reason for modification. Any update to the contract record should be recorded after securing ADB approval of the contract amendment. The procedures and conditions for contract modifications are indicated in PAI 3.11 (Procurement Contract Monitoring, Supervision and Review). The contract update shows the revised contract amount, not the difference between the original and the revised amount.

¹ Formerly known as Procurement Contract Summary Sheet (PCSS)

² The term "loan(s)" in this PAI also refers to grant(s), unless the context requires otherwise. This PAI also applies to loans and grants from external funding sources that are administered by ADB unless agreed otherwise between ADB and such cofinanciers, but does not apply to policy-based loans or technical assistance (TA) provided under a TA agreement, TA framework agreement, and small-scale TA.

³ The term "Executing Agency (EA)" in this PAI also refers to implementing agencies, unless the context requires otherwise.

⁴ The term "sector division" also refers to the regional office or resident mission administering the project.

⁵ Refer to PAI 3.10 (Functions and Rules of the Procurement Committee) for the ePAF template.

⁶ Refer to PAI 2.05 (Specific Requirements for Recruiting Consultants by the EA) for the consultant recruitment submission forms.

5. Before creating or updating a contract record, the sector division should review the adequacy of the loan category balance against the ADB financing amount of the contract. If the category balance is insufficient, reallocation of loan proceeds⁷ should be considered in consultation with the EA and, where required by the loan agreement, must be agreed between ADB and the borrower⁸ prior to such reallocation.

6. Detailed instructions in creating and updating EA-administered contract records for goods, works and consulting services contracts are contained in the IDS user guide on [User Guide Creating and Updating EA-Administered Contract Records](#)

⁷ Refer to PAI 5.03 (Reallocation of Loan Proceeds, Change in Financing Plan and Change in Disbursement Percentage).

⁸ The term "borrower" also refers to recipient of grant, unless the context requires otherwise.