

COUNTY GOVERNMENT OF VIHIGA



DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

PROJECT MANAGEMENT DOCUMENTATION CHECKLIST

PROCURING DEPARTMENT: _____

PROJECT NAME: _____

CONTRACT DURATION: _____

MAIN CONTRACTOR: _____

NO	DOCUMENT DESCRIPTION	STATUS	DATED	REMARKS
1	Request for Drawings and BoQs			
2	County Development control approved drawings			
3	NEMA Environmental Impact Assessment registration			
4	NCA project registration			
5	Tender advertisement			
6	Pre-tender site visit register			
7	Original filled BoQs from bidders			
8	Tender opening register			
9	Appointment letter for tender evaluation committee			
10	Minutes of tender opening committee			
11	Signed tender evaluation report, and DSCM's opinion			
12	Notification letters to bidders			
13	Acceptance letter from successful bidder			
14	Contract agreement			
15	Commencement letter			
16	Appointment letter of Contract Implementation Committee			
17	Site handover minutes			

18	Minutes of site meetings and copies of site Instructions in site instruction book			
19	Requests for valuation			
20	Technical inspection reports			
21	Interim Payment Certificates			
22	Payment Vouchers			
23	Appointment of Inspection and Acceptance Committee			
24	Minutes of Inspection and Acceptance Committee			
25	Practical Completion Certificates.			