

Project Administration Instructions

PAI 3.12
Revised in October 2018
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PROCUREMENT CONTRACT SUMMARY SHEET (PCSS) PROCUREMENT CONTRACT UPDATE SHEET (PCUS)

1. The Procurement Contract Summary Sheet (PCSS) is used to record procurement contracts financed in whole or in part by a loan or grant from ADB.¹ The PCSS and Procurement Contract Update Sheet (PCUS) are essential in processing disbursements against the contract and generating Board and management reports.

2. After contract signing with the winning bidder, the executing agency (EA)² should promptly provide the sector division³ administering the project with a copy of the signed procurement contract and its supporting documents such as the electronic Procurement Approval Form (ePAF)⁴ or the consultant recruitment submission forms.⁵ The sector division creates and updates the contract details in PCSS using these documents as reference. The PCSS 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 PCSS record as a confirmation of the accuracy and completeness of the encoded contract information. Information can only be entered in the PCSS 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 prepare the PCUS to record changes in the contract information including price escalation and reason for modification. The PCUS 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 PCUS shows the revised contract amount, not the difference between the original and the revised amount.

¹ 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.

² The term "Executing agency (EA)" in this PAI also refers to implementing agencies, unless the context requires otherwise.

³ The term "sector division" also refers to the regional office or resident mission administering the project.

⁴ Refer to PAI 3.10 (Functions and Rules of the Procurement Committee) for the ePAF template.

⁵ Refer to PAI 2.05 (Specific Requirements for Recruiting Consultants by the EA) for the consultant recruitment submission forms.

5. Before issuing a PCSS or PCUS, the sector division should review the adequacy of the loan category balance against the relevant PCSS or PCUS to be charged. If the category balance is insufficient, reallocation of loan proceeds⁶ should be considered in consultation with the EA and, where required by the loan agreement, must be agreed between ADB and the borrower⁷ prior to such reallocation.

6. Detailed instructions in preparing the PCSS and PCUS for goods, works and consulting services contracts are contained in the [Procurement Contract Summary Sheet \(PCSS\) / Procurement Contract Update Sheet \(PCUS\) User Guide](#).

⁶ Refer to PAI 5.03 (Reallocation of Loan Proceeds, Change in Financing Plan and Change in Disbursement Percentage).

⁷ The term "borrower" also refers to recipient of grant, unless the context requires otherwise.