

# **SPECIAL RULES CONCERNING BUILDING PROJECTS**

## **1. Inviting tenders**

Whenever possible, tenders should be invited before a building order is given. As stipulated in the General Agreement, the funds granted must be used economically and efficiently. In most cases, this requirement can be fulfilled best by inviting tenders.

Even if you build on your own, i.e. without involving a contractor, it may still make sense to invite tenders so as to be able to demonstrate that in your case building on your own is a more economical and efficient solution.

So may we ask you to please send us copies of three tenders and to explain the reasons for the choice you have made. It is not necessary to accept the lowest tender if this would not be the best solution. Reliability, soundness of work and previous performance of a tenderer are criteria which should of course also and adequately be taken into consideration.

If no tenders can be obtained, we would appreciate it if you could briefly inform us of the situation and explain the reasons to us so that we may decide whether an exception can be made. The same applies if you build on your own (i.e. with your own labour, e.g. trainees, etc.).

## **2. Contract documents**

If the building work is to be carried out by a contractor, would you please send us copies of the contract documents.

## **3. Interim reporting**

The interim Progress Reports and Statements of Receipts and Payments to be provided at three monthly intervals (cf. General Agreement) should be complemented by photographs and by statements of the architects explaining the progress made at the time of reporting.

## **4. Alterations**

The approved Building Plans must be complied with in the execution of building work. If there is a need for alterations to be made, you must inform us about it before any further action is taken. Any and all deviations from the approved Building Plans require prior consent from Misereor/KZE.

## **5. Final reporting**

The final narrative and financial reporting should include:

- a summary of the main events such as the starting date of construction work, alterations effected and difficulties met, if any, and the date of completion;
- a statement of the architect (or supervisor, or quantity surveyor) confirming conformity of the construction with the approved Building Plans and approved alterations, if any;
- photographs (with legend, caption) of the completed buildings, including
  - general view (if possible);
  - one view of each side of the larger buildings (front, rear and sides);
  - pictures of some typical rooms inside;
  - pictures of special equipment inside, if any.
- documentation relating to the award of construction works, tenders, an awarding note (indicating the criteria according to which a tenderer was selected).

## **6. The final Statement of Receipts and Payments**

Showing all building costs incurred, itemised according to Project Contract Section 3. 'Cost plan' and the Detailed Breakdown of the Cost Plan, and duly examined and certified by an independent auditor on the basis of the standard auditing contract. The services of an auditor are not required in cases where the project consists only of building work and a detailed building contract was concluded with a general contractor. In such cases, a statement by an independent quantity surveyor confirming conformity with the building contract, and appropriate proofs of the instalment payments must be submitted.