**FORM G3**

**PENDING BILLS VERIFICATION COMMITTEE**

GENERAL PUBLIC

**WORKS SUBMISSION FORM**

**PART 1: DETAILS OF THE PENDING BILL CLAIM**

**Name of Individual submitting**/presenting the Pending Bill; …………………………………………. and **ID No**. …………………………………………….

**Name of Contractor:**…………….................................................................................. ............................................................................................................................................................

Of **P.O. Box** .......................**Code**................................**City/Town**.................................................

**Name of Entity/Institution** where the pending bill was related to: ............................................................................................................................................................ ........................................................................................................................................................................................................................................................................................................................

**Description of Works**: .........................……………………....……….........………................... ........................................................................................................................................................................................................................................................................................................................

**Contract Sum**..................................................................................................................................

**Amount Certified**…………………………… **Amount Paid to Date:**…………………………

**Pending Bill/Claim Amount**: ……………………………..........................................................

**Financial Year/Date When Contracted**: ....................................................................................

**Name of the Office/ Officer you dealt with** when the Contract was Signed ...................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**PART 2: PENDING BILL SUBMISSIONS**

|  |  |
| --- | --- |
| **S/No.** | **REQUISITE DOCUMENTS AS AT THE TIME OF SUBMITTING TENDER** |
|  | **BUSINESS COMPLIANCES**  |
|  | Certificate of Incorporation/Registration  |
|  | CR12 Certificate (where applicable) |
|  | Annual Practicing License at the time of tendering |
|  | National Construction Certificate (NCA) (where applicable) |
|  | AGPO Certificate if under the Category at the time of tender (where applicable) |
|  | Valid Tax-Compliance Certificate at the time of tender  |
|  | Confidential Business Questionnaire at the time of tender (where applicable) |
|  |  |
| **B.**  | **TENDERING DETAILS**  |
|  | Invitation to tender (Tender Notice) – Advertisements, Procuring Entity website etc.  |
|  | Notification to Award letter  |
|  | Acceptance of Award (Letter/Email) |
|  | Performance Bond |
|  | Signed Contract/Duly approved Local Service Order (LSO) Documents/ Purchase Order (PO) No. amount and date |
|  | ***Payments*** |
| i. | Duly signed Payment Certificate No., date and Amount (Approved by Project Manager) |
| ii. | Invoice No. Date and amount |
|  | Addendum (if any) |
|  | Any form of Commitment from the Procuring Entity (where applicable) |
|  | Any other information you may deem necessary |
|  |  |