Executing Agency Consulting Recruitment
Submission 4: Draft Negotiated Contract
(All Selection Methods)

Part A [To be completed by the Executing Agency]

Loan/Grant (Country) (No.): Title
Package/Component: _______________________

Name of Executing Agency (EA): _______________________________________________________

Report Submitted by:
Name: ____________________________________________
Signature: __________________________________________
Designation: _________________________________________
Date Submitted: ___________________________
Date of EA Contract Negotiations: ___________________________

Checklist of Attached Documents:

Attachment 1: Minutes of EA Contract Negotiations ☐ Yes ☐ No
Attachment 2: Draft Negotiated Contract with Appendices A, B, C, and D ☐ Yes ☐ No
Attachment 3: Updated Consultant Recruitment Activities Monitoring (CRAM) Sheet (except for CQS and SSS) [Indicate in the CRAM the reasons for any delay, and any remedial action taken.]

1. **EA’s Comments on Contract Negotiations:**
   [In case of unsuccessful negotiations, ADB is to be informed in detail on the reasons for the failure of negotiations. ADB approval must be requested before the next-ranked firm can be invited for contract negotiations.]
   a) __________________________________________________________________________
   b) __________________________________________________________________________
   c) __________________________________________________________________________
   d) __________________________________________________________________________

2. **Proposed Modifications on ADB’s Standard Contract:**
   [Any changes to ADB’s standard contract should be highlighted and explained with adequate justification.]
   a) __________________________________________________________________________
   b) __________________________________________________________________________
   c) __________________________________________________________________________
   d) __________________________________________________________________________

3. **EA’s Request for ADB’s Approval:**
   We request ADB’s approval of the negotiated contract with the successful consulting firm.

   Name of the First-Ranked Firm: _____________________________
Part B [ADB Comments on EA’s Submission]

1. **Contract Negotiations:**
   a) __________________________________________________________________________
   b) __________________________________________________________________________
   c) __________________________________________________________________________

2. **Draft Negotiated Contract:**
   a) __________________________________________________________________________
   b) __________________________________________________________________________
   c) __________________________________________________________________________

3. **Other Issues:**
   a) __________________________________________________________________________
   b) __________________________________________________________________________
   c) __________________________________________________________________________

4. **Anticorruption Sanction/Terrorism Lists and Performance Evaluation Report (PER) Checking:**
   a) Is the consulting firm (including its Joint Venture Partner/s or Sub-consultant/s) or its experts in ADB Anticorruption Sanction Lists and Terrorism Lists?  
   [ ] Yes  [ ] No
   b) PER of the consulting firm (including its Joint Venture Partner/s or Sub-consultant/s) and its experts checked? (Attached as **Appendix 1**)  
   [ ] Yes  [ ] No
   [Note: Results of PER Checking (Appendix 1) should be retained with the Project Unit]
   c) Is the consulting firm an external ADB auditor?  
   If Yes, please obtain clearance from OAI before proceeding.  
   [ ] Yes  [ ] No

Reminder for the Project Unit

The Project Unit will convey the above decisions and recommendations to the EA.