
Appendices

APPENDIX 1: HOUSEHOLD AGREEMENT WITH CRS

PROJECT NAME

Household Agreement for receiving assistance from Project

Household Name

Date

In immediate assistance to people affected by _____, **Project** _____

is providing the following _____.

Project (insert scope of works/ technical assistance, etc. here):

The above named household agrees to the following (give details here):

Project:

_____/_____/2012

Head of Office / Date

Signature

Program Participant:

_____/_____/2012

Household Representative / Date

Signature

CRS Hotline for Questions, Comments or Suggestions (Tel number here):

APPENDIX 2: HOUSEHOLD DECLINE OF PARTICIPATION

PROJECT NAME

Household Agreement for receiving assistance from Project _____

Household Name

Date

In immediate assistance to people affected by _____, Project _____

will provide the following _____.

I, _____, understand that I qualify for Project _____

assistance _____ (detail of project here)

and of my own free will, decided to **DECLINE** the assistance of CRS.

Project:

_____/_____/2012

Head of Office / Date

Signature

Household Program Participant:

_____/_____/2012

Household Representative / Date

Signature

CRS Hotline for Questions, Comments or Suggestions (Tel number here):

APPENDIX 3: SHELTER PROGRAM PARTICIPANT IDENTIFICATION CARD

Name of the program participant _____ CARD NO- _____

Address _____

Identity Type and No _____

The proposed shelter involves (e.g.: improved techniques and locally available materials. The five disaster resilient construction techniques are as follows)

Detail description _____

Paste Photo here

Support from the Project		Program participant contribution	Program participant responsibilities
Skilled Labor @ _____	_____workdays	List here	List here
Labor @ _____	_____workdays		
Materials	Quantity		

Material received by the program participant:

Date	Type of material/ work	Quantity			Signature of the recipient	Witness
		Pcs.	Length/weight	Money for labor payment		

Monitoring of Construction Progress:

SI No	Item of work	Date of completion	Signature of Project staff	Remarks
1	e.g: layout			
2	e.g.: foundations			
3	e.g.: plinth			
4	e.g: main structural fame			
5	e.g: wall infill			
6	e.g: roof structure/ connections			
7	e.g: roofing			
8	e.g: internal finishes			

This card is valid for the registered program participant with the attached photograph and the identification proof mentioned here. If the card is lost, charges will be made for reprinting of the same.

Signature of Program Participant (Director) _____

Signature of Issuing Authority & Seal _____

APPENDIX 4: STANDARD HOUSE BILL OF QUANTITY

Project Location _____ Project Title _____

Project _____ Date _____

NO	ITEM OF WORK PLUS SPECIFICATION	UNIT	QUANTITY	MATLS.	LABOR	EQPT.	UNIT PRICE	TOTAL COST
A	Preliminary Works							
	e.g: Land Clearing, Site Preparation, Mobilization and Demobilization	m ²						
	Sub Total A							
B	Excavation and Backfilling							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all accessories (compaction if necessary) to complete the following							
	Sub Total B							
C	Masonry Works and Internal Partition							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all accessories to complete the following							
	Sub Total C							
D	Reinforced Concrete Works							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all accessories to complete the following							
	Sub Total D							
E	Tinsmithry Works							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all accessories to complete the following							
	Sub Total E							
F	Ceiling Works							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all accessories to complete the following							
	Sub Total F							
G	Sash Work							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all necessary Ironmongeries/accessories and finishes to complete the following							
	Sub Total G							
H	Plumbing System Work							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all miscellaneous work to complete the following							
	Sub Total H							

NO	ITEM OF WORK PLUS SPECIFICATION	UNIT	QUANTITY	MATLS.	LABOR	EQPT.	UNIT PRICE	TOTAL COST
I	Concrete Floor Work							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all miscellaneous work to complete the following							
	Sub Total I							
J	Painting Work							
	Sub Total J							
K	Electrical Work							
	Supply of Labor, Materials, Tools, Equipments and Supervision including all accessories to complete the following							
	Sub Total K							
	Estimated Cost							
	Estimated Cost (rounded)							
	Contingency for Estimating Error							
	Grand Total Cost							

Total cost for _____(multiple by number of structures):

APPENDIX 5: TENDER FORM TEMPLATE MATERIAL SUPPLY

Bid Form for _____

Material to be delivered to _____

ref. #	Description	Specification	Quantity Required	Units	Cost (Delivery to)	Units	Quantity currently in Stock
1							
2							
3							
4							
5							
6							

Note:

1) All costs must be inclusive of delivery to sites _____

2) All cost must be inclusive of VAT (___)

Indicate when the required quantities can be delivered: (Delivery Date) _____

Expiration date of the quotes (Expiration Date) _____

Prepared By: _____
(Name) (Signature) (Date)

APPENDIX 7: TENDER COVERING LETTER

Catholic Relief Services (CRS) is a US-based emergency relief and development organization which has been working in [description here](#)

CRS aims [what ,number, location, timeframe](#) _____.

Materials:_____.

CRS is looking for **interested suppliers** for the supply of_____.

All interested suppliers must fill in the information requested in the attached

1) Supplier Profile Form and 2) Tender Form.

All tender packages must be return it to CRS properly filled in and signed by [date, time, place](#)

BID AMOUNT

- Offers must be inclusive of taxes.
- Offer prices must be inclusive of transportation to delivery sites.

COMPOSITION OF BIDS

- The Bids are to be submitted in a **sealed envelope** and addressed to _____ and marked **“Bid for Construction Materials.”**

SUBMISSION DATES

All tenders must be submitted in sealed envelope and signed by an authorized representative of the company.

Delivery must be made to the following address:

Hours for delivery of tenders is _____. No tenders will be received after 5:00 p.m.

PAYMENT TERMS

CRS will make payments within 3 to 5 working days upon full and complete delivery of materials, inspection and acceptance by CRS and submission of invoice by the supplier.

OTHER

CRS reserves the right to reject, negotiate or accept any offer regardless of the proposed rates and to proceed with all or part of this tender.

Sincerely,

Name

Job Title

Catholic Relief Services

APPENDIX 8: SUPPLIER PRE-QUALIFICATION CHECKLIST

Identification of qualified goods and services suppliers is critical. Reliable suppliers are essential in meeting construction deadlines on time and budget.

The following points form part of the check list:

- Legal entity definition
- Business license, registration, insurance
- Business type (import, wholesale, retail)
- Materials and services provided and available
- Source of importation, frequency and lead time
- Storing capacity and minimum storage quantity
- Time required to deliver the materials after placing order
- Delivery terms
- Payment terms (cash, check, bank transfer, credit)
- Credit facility and time
- Production capacity per day
- Indication that Bridger Confirmation has been completed

APPENDIX 10: CONSTRUCTION MONITORING FORM

CONSTRUCTION MONITORING FORM

CRS Field Engineers and Social Mobilization Team to complete this form for each shelter, checking the “complete” boxes to confirm completion of work and obtaining signatures indicated.

Program Participant Household Name Program participant Household Number Village/Hamlet Name

Phase One:

Step	Work to be performed for completion of this phase
1.A	
1.B	
1.C	
1.D	
1.E	
1.F	
1.G	

Complete

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Phase One Completion Sign-off

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Program Participant Household

CRS Field Engineer

Phase Two:

Step	Work to be performed for completion of this phase
2.A	
2.B	
2.C	
2.D	
2.E	
2.F	
2.G	

Complete

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Phase Two Completion Sign-off

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Program Participant Household

CRS Field Engineer

Phase Three:

Step	Work to be performed for completion of this phase
3.A	
3.B	
3.C	
3.D	
3.E	

Complete

Phase Three Completion Sign-off

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Program Participant Household

CRS Field Engineer

Phase Four:

Step	Work to be performed for completion of this phase
4.A	
4.B	
4.C	
4.D	
4.E	
4.F	
4.G	
4.H	
4.I	

Complete

Phase Four Completion Sign-off

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Program Participant Household

CRS Field Engineer

Social Mobilization Team

CRS Shelter Supervisor

APPENDIX 11: TEMPLATE CHANGE ORDER FORM

Project _____ Variation Order No. _____

Contractor _____ Contract No. _____

Contract _____ Date _____

General Condition (Subject Contract is hereby amended to incorporate the following changes or additional work.)

Description _____ Amount _____

Quantity:

No.	Description	Unit	Qty	Unit Cost	Total Cost
Totals					

Additive Cost _____ currency (VAT EXCLUSIVE)

Total _____ currency (VAT EXCLUSIVE)

EFFECT ON SCHEDULE:

ADDITIVE AMOUNT DUE TO THIS CHANGE ORDER: (VAT EXCLUSIVE)

Amount in words:

REVISED CONTRACT AMOUNT INCLUDING THIS CHANGE ORDER:

Original Contract (VAT EXCLUSIVE)

Revised Contract Amount

Totals _____ (VAT EXCLUSIVE)

VAT _____

Grand Totals _____ (VAT EXCLUSIVE)

REFERENCES/CONDITIONS OF CHANGE ORDER:

Except as otherwise provided above all other terms and conditions of the Contract remained unchanged.

Prepared by:	Initiated and Inspected by:	Signed by:	Noted by:
_____	_____	_____	_____
Contract Manager, CRS	Field Engineer, CRS	Construction Manager, CRS	Engineering Manager, CRS

Approved by:		Accepted by:
_____	_____	_____
Head of Program	Field Office Director	Director
Catholic Relief Services	Catholic Relief Services	

APPENDIX 12: CONTRACTOR PRE-QUALIFICATION CHECKLIST

The following points should form part of the contractor evaluation checklist:

- Evidence of registration
- Tax registration number
- National business license
- Company or organization profile
- List of work undertaken
- List of current projects; magnitude of contract/project load the contractor/partner could undertake (request national classification for contractors)
- Letter of authorization (in case of signature delegation)
- Latest financial report
- Organizational structure
- List of equipment and assets
- Indication that Bridger Confirmation has been completed

The relevancy of the above items may vary between countries. Document relevance should be ascertained before sending request for interests.

APPENDIX 13: PUNCH LIST AND WORKSHEET

Ref. number Date Rev

Name of project By

IT. N°	DWG N°	DESCRIPTION OF WORK	COMMENTS	STATUS
1				in %
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

APPENDIX 15: PRACTICAL COMPLETION CERTIFICATE

For Contract ___/CRS-___/PROG/___/date

PRELIMINARIES

- Whereas, CRS (Catholic Relief Services) and _____ (Contractor) have entered into Contract referenced ___/CRS-___/PROG/___/date on date _____ for the construction of _____ (Detail the SOW).
- Whereas the referenced Contract was further amended on _____ (List all amendments as necessary).
- Whereas, CRS confirms completion as per clause _____ of the referenced Contract of the following items of the SOW: (List items) _____ to the satisfaction of referenced Contract specifications and drawings.
- Whereas, CRS has released a Practical Completion Certificate as per clause _____ of the referenced Contract to Contractor on _____.
- Whereas, CRS confirms completion of the _____ months defect liability period as defined by clause _____ of the Contract starting from date of the Practical Completion Certificate (dated) _____.
- Whereas, Contractor acknowledges that the following previous payments were made to the credit of the Contractor for compensation of previous progress and Practical Completion Certificate. (List payment tracking as necessary)
- Whereas, CRS agrees to pay within _____ days of the signature of this Final Completion Certificate the sum of _____ in compensation of the defect liability withholding defined as per sectio _____ of the Contract and as per the attached final payment calculation certificate.
- Whereas, Contractor confirms receipt from CRS of withholding taxes (break down all different taxes) certificate as per _____ (country) government regulation for an amount of _____ paid by CRS on behalf of Contractor for the execution of the Work.

FINAL COMPLETION CERTIFICATE

- Based on the above preliminaries, Contractor hereby releases CRS of any claim for additional compensation under the referenced Contract and certifies that all subcontractors and sub-suppliers have been paid and releases CRS from any unpaid debts which may have been incurred in the performance of the Work.
- Based on the above preliminaries, CRS hereby releases Contractor of any claim for additional services pertaining to the execution of the Contract Scope of Work as defined in the referenced Contract.

For CRS	For CONTRACTOR
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D. Instruction (Safety, Remark, Others)

Checked by:

Rechecked by:

Acknowledge:

Site Supervisor

Field Engineer

Construction Manager

FURTHER READING

- **CRS guidelines for shelter and settlement programming**
- **CRS pro pack I and II**
- **CRS purchasing policy**
- **CRS EFOM and Baltimore Purchasing Manuals**
www.global.crs.org/communities/EmergencyResponse/ShelterCommunity/Pages/ShelterinEmergency.aspx
- **Camp Management Toolkit**
Norwegian Refugee Council (NRC), 2008 edition
www.nrc.no
- **Guidelines for Assessment in Emergencies**
International Federation of Red Cross and Red Crescent Societies (IFRC), 2008.
www.ifrc.org
- **Owner Driven Housing Reconstruction Guidelines (ODHR)**
Guidance on the planning and implementation of assisted Owner-driven reconstruction projects.
International Federation of Red Cross and Red Crescent Societies (IFRC), 2010.
www.ifrc.org
- **Shelter after Disaster**
Strategies for transitional settlement and reconstruction,
Shelter centre, UN, DfID, 2010
www.shelterlibrary.org
- **Safer homes, stronger communities**
A Handbook for Reconstructing after Natural Disasters
The World Bank, 2010
www.gfdrr.org
- **Shelter projects, 2008-2010**
UNHCR, IFRC, UNHABITAT, 2008-2010
www.sheltercasestudies.org
- **The IFRC Shelter Kit**
International Federation of Red Cross and Red Crescent Societies (IFRC), 2009
www.ifrc.org
- **Uniform Building Code (UBC),**
International Conference of Building Officials:
“1997 Uniform Building Code – Volume 2”
- **The Sphere Project, Sphere**
Humanitarian charter and minimum standards in humanitarian response, 2011
www.sphereproject.org



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