**APPENDIX 4**

**MONTHLY REPORT TEMPLATE**

*Request for Proposal (RFP) no.:XX/XX*

***Construction of concrete bases for water storage tanks and installations of plastic water storage tanks with fittings in Nauru***

**MONTHLY REPORT TEMPLATE**

|  |
| --- |
| **Pacific Community (SPC)** |
| **Contract Number**:- insert contract number  **Contract Name**:- Supply of materials and construction of concrete bases for plastic water storage tanks in Nauru  **Contractor Name**:- insert name  **Monthly Report**  Insert date |
|  |

**Contents**

1.0 SUMMARY

2.0 CONTRACT AND FINANCIAL DETAILS

3.0 OUTSTANDING ACTIONS

4.0 PHOTOGRAPHIC RECORD

1. **SUMMARY**

**1.0 Progress Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Progress to Date in % (Summary BoQ Items)** | | | |
| **Description** | | **Target** | **Achievement** |
| 1 | e.g. Excavation | 100% | 100% |
| 2 | e.g. Concrete Works | 100% | 80% |
| 3 | e.g. Laying of Reinforcements |  |  |
| **Physical Overall** | | **XX%** | **XX%** |

**1.1 Description of Progress to Date**

- Word description of progress made during the month

**1.2 Goals and Risks**

|  |  |
| --- | --- |
| **1.2.1 Achievements Against Goals Set Last Month** | |
| 1 |  |
| 2 |  |

|  |  |
| --- | --- |
| **1.2.2 Goals for Next Month** | |
| 1 |  |
| 2 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.2.3 Challenges/Risks Ahead** | | | |
| 1 |  | | |
| 2 |  | | |
| 3 |  | | |
| **1.2.4 Risk Matrix Profile (List Top 5 Risks)** | | | **Mitigations** | |
| 1 | |  |  | |
| 2 | |  |  | |

**1.3 Health and Safety/Quality**

*Describe any issues with Health and Safety of Quality during the month.*

1. **CONTRACT AND FINANCIAL DETAILS**

**2.1 Contract Details**

|  |  |
| --- | --- |
| **Contract Details:** |  |
| Commencement Date |  |
| Original Contract Period (days) |  |
| Original Completion Date |  |
| Extension of Time Requested |  |
| Extension of Time Approved |  |
| Revised Completion Date |  |
| Forecasted Completion Date |  |
| Defects Period |  |

**2.2 Financial Details**

|  |  |
| --- | --- |
| **Forecast Final Contract Price** | **Amount (VEP)** |
| Accepted Contract Amount | $ |
|  |  |
| **Subtotal** | **$** |
|  |  |
| Approved Variations | $ |
| Proposed Variations | $ |
| Amendments to schedule items (+ or -) | $ |
|  | $ |
| **Forecast Final Cost** | **$** |

1. **OUTSTANDING ACTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1 Contractor Actions** | | **By** | **When** |
| 1 | None |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2 Engineer Actions** | | **By** | **When** |
| 1 | None |  |  |

1. **PHOTOGRAPHIC RECORD**