



**MINISTRY OF DEVELOPMENT
NEGARA BRUNEI DARUSSALAM**

GUIDANCE DOCUMENT

GUIDELINES FOR PREPARATION

AND PRESENTATION OF

PROGRESS PAYMENT

CERTIFICATES

**GUIDELINES FOR PREPARATION
AND PRESENTATION OF
PROGRESS PAYMENT
CERTIFICATES**

(EDITION 2 - JULY 1996)

**CONSTRUCTION PLANNING AND RESEARCH UNIT
MINISTRY OF DEVELOPMENT**

**GUIDELINES FOR PREPARATION
AND PRESENTATION OF PROGRESS
PAYMENT CERTIFICATES**

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GUIDELINES FOR PREPARATION AND PRESENTATION OF PROGRESS PAYMENT CERTIFICATES

1.0 PURPOSE OF GUIDELINES

The purpose of these guidelines is to provide an indication of the documentation required to be submitted by Consultant Quantity Surveyors/Superintending Officers with interim progress payment certificates on projects for the Government of Negara Brunei Darussalam which have a Bill Quantities as part of the Contract documents.

The guidelines aim to ensure some conformity of submission whilst recognising that every project is different and that methods of preparing valuations and available computer software will vary from Consultant to Consultant.

The objectives of the Government in issuing these guidelines are to lessen the volume of paperwork submitted and to reduce the time taken to process progress certificates by Consultants and Government whilst maintaining accountability and professional standards.

Issue 2 is an update of the original guidelines which have been amended following feedback from all parties. The major changes are a reduction in the number of copies of documents to be supplied and the deletion of the requirement for summary back up sheets.

2.0 INTERIM PAYMENT CERTIFICATES

Under terms of Contract clause 37 (a)"... the Superintending Officer shall... once (or more often...) during the course of each... month issue... a certificate showing the estimated total value of work done...

The guidelines in this document relate to information required to be provided with all such certificates except for the penultimate and final certificates for which full details of the value of work certified against each Bill item or Variation Order shall be provided to enable a full and detailed check to be made by relevant Government Ministries and Departments.