



National Highways Limited

Pavement Delivery Framework

ECC Scope

Annex 18 - Cost Capture Data

Requirements

CONTENTS AMENDMENT SHEET

Amend. No.	Revision No.	Amendments	Initials	Date
0	0	Tender Issue	JW	15/03/2022

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COST CAPTURE DATA REQUIREMENTS

1.1 *Client's Requirements*

- 1.1.1 This annex sets out the *Client's* requirements in relation to the capture and reporting of the *Contractor's* Defined Cost incurred under the framework contract or any Work Orders.
- 1.1.2 The *Contractor* maintains and submits a Work Order cost capture report (using the Project Finance Template in Appendix A) upon each application for payment to the *Project Manager* showing the *Contractor's* and subcontractors' total resource, Defined Cost and quantities for the Work Order.
- 1.1.3 The *Contractor* provides all detail required to substantiate the Defined Cost (both for interim applications for payment and final assessment) to a Schedule of Cost Component granularity, and in a format specified by the *Project Manager*. A checklist provided in Appendix B should be used for guidance in relation to the level of detail typically required. Final assessment must be submitted within thirteen weeks of *completion date*.
- 1.1.4 The *Contractor* submits reports electronically using a format specified in Appendix A or a similar format specified by the *Project Manager*. Work Order cost capture reports are sent to the *Client's* mailbox(es) or system of choice.
- 1.1.5 The *Contractor* gives open access to the *Contractor's* costing system to the *Project Manager*, as is necessary for the *Project Manager* to verify the accuracy of the data being reported.
- 1.1.6 The *Contractor* properly captures all costs within a data collection system to output in a format specified by the *Project Manager* for use on the Work Order.
- 1.1.7 If the *Project Manager's* minimum requirements for the *Contractor's* data collection system are not met, the *Contractor* effects such modifications or enhancements to its own data collection system, or those of its supply chain, as are necessary, to meet the *Client's* requirements. Any investment costs associated with implementing such enhancements are borne totally by the *Contractor* or its subcontractor and not charged back to the *Client*.
- 1.1.8 The cost capture requirements do not preclude any other separate requirements that may be needed.
- 1.1.9 The *Project Manager* reserves the right to adjust the Project Finance Template (found in Appendix A). The *Contractor* makes the adjustments in a reasonable amount of time agreed between the Parties.

1.2 *Item Coverage*

- 1.2.1 The *Contractor* allocates its Defined Cost against the following cost headings in the cost capture report
- 1.2.2
- People,
 - Equipment,
 - Plant and Materials,

- Subcontractors / Others,
- charges and
- other.

1.3 Item Breakdown Structure

1.3.1 The *Contractor* allocates its Defined Cost and actual quantities against the following activity descriptions in the Project Finance Template:

02MMHW Code	Activity Description	Quantity Unit
0100	0100-100 Preliminaries (Excluding TM)	days
0200	0200-100 Site Clearance	item
0500	0500-100 Drainage & Service Ducts	lin m
0500	0500-300 Drainage - Chambers and Gullies	no.
0700	0700-100 Pavements - Sub Base	cu m
0700	0700-200 Pavements - Road Base	cu m
0700	0700-300 Binder Course	cu m
0700	0700-400 Surface (wearing) course	cu m
0700	0700-500 Planing	cu m
0700	0700-600 Rigid Pavement	cu m
0700	0700-700 Surface Treatment	sq m
0700	0700-800 Overbanding and Inlaid Crack Sealing Repair System	lin m
1100	1100-100 Kerbs and Channels	lin m
1100	1100-200 Footways and Paved Areas	sq m

1.3.2 The *Contractor* categorises all Defined Costs as either direct or subcontract.

1.3.3 The *Contractor* allocates its resources against the Commodity Breakdown Structure in Project Finance Template (Appendix A) or a similar format specified by the *Project Manager*.

Appendix A – Project Finance Template

Refer to “Project Finance Template” (see link in **Appendix 02**)

Appendix B – Detail Compliant Application for Payment Checklist

SoCC Reference	Information Required	Provided? Y/N
1) People	Approved timesheets / time booking reports, resource allocation schedules detailing as a minimum the hours allocated to each activity per day.	
2) Equipment	Hire rental agreements; resource sheets evidencing time spent on each activity; invoices; proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	
3) Plant and Materials	Invoices, proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	
4) Subcontractors	Payment certificates (including corresponding applications for payment and assessments), invoices and proof of payment.	
5) Charges	Invoices, proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	
6) Manufacture and Fabrication	Invoices, proof of payment, evidence of any supplier credits and payments received by the <i>Contractor</i> .	