KEFRI/F/ADM/019



**WORKS REQUISITION FORM**

**CONTRACT FOR LOCAL LABOUR/FIELD RESEARCH**

**Part 1: Job details**

**KEFRI (Project Name)** ---------------------------------------------------------------------------

**Detailed nature of work:** ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Outline of work done (**to be filled by contractor**) ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Duration of work**: FROM: ……………… TO: ………………………………………

Total contract sum: ------------------------------Payment mode:…………………………

The parties hereby agree that the consultant/worker shall perform and deliver services as required and specified in the terms of the contract.

Name of Contractor: --------------------- ID/NO. --------------- (attach Photocopy)

Telephone:………………Signature:……………………. Date:………………………..

Project Leader Name:………………………… Signature ………………………………..

**Part 2: Confirmation of job completion**

**WE THE UNDERSIGNED DO AGREE THAT THE CONTRACT WAS PERFORMED AND COMPLETED AS SPECIFIED IN THE TERMS OF CONTRACT**.

**Signature:** Contractor:……………………… Date: ………………………………

Project Leader: …………………………… Date: …………………………

Approved for payment: …………………………………………..

**Paid by:** Signed: ……………………………………. Date: …………………………

I, the Contractor, have received Kshs:…………………/Cheque No…………… as agreed in the terms of the Contract.

**Received:** Signed: ……………………………… Date: ……………………………