



AMBASSADE DE FRANCE - SERVICE DE COOPERATION ET D'ACTION CULTURE

LYCEE FRANCAIS JOSUE-HOFFET

**APE**  
**Hoffet**

=== Vote électronique <sup>13</sup> janvier 2016 ===

**Acte 2016-01-13-24**

**Objet : validation du contrat de l'AMO.**

Validation des termes de référence, de paiement, de la méthodologie et du contrat proposés à la signature de l'Assistant à Maîtrise d'Ouvrage, M Stefan Meenken.

**Votant(s) : 3**

**Oui : 3**

**Non : 0**

**Abstention : 0**

**La Présidente du CoGes**

  
**Président  
de l'A.P.E.**

**Lycée Français Josué HOFFET  
Vientiane - LAOS**



**LYCEE FRANCAIS JOSUE-HOFFET**

**CONTRACT**

**1 – DUTIES**

**Assisting the project manager** with the conception and construction of the extension of the French school Josué-Hoffet (Vientiane, Laos) at the Haxaykhao site.

**2 – OFFICIAL WITH POWER TO AUTHORISE EXPENDITURE**

Parents' Association of the French school Josué-Hoffet  
BP 2526, Thadeua road, Ban Beungkhanyong, Vientiane, Lao PDR  
Represented by: Vilayvanh LEFEBVRE, in her role as president of the management committee.

**3 – DESCRIPTION OF SERVICES TO BE RENDERED**

"Assisting the project manager " details of which can be found in the "terms of reference" and « methodology » annexed and forming an integral part of the present contract. The present commission deals with the following stages:

- Stage I: conception ;
- Stage II : construction ;
- Stage III : final handover .

**4 – HOLDER OF THE COMMISSION**

Stefan Meenken, freelance civil engineer  
No. 203, Unit 20, Dongpaina Road, Phonethan Village, Saysettha District, Vientiane, Lao PDR  
Tel: + 856 20 555 081 55  
Email address : [stefan.meenken@gmail.com](mailto:stefan.meenken@gmail.com)

**5 – PAYMENT**

This contract is based on a fixed sum covering the entire project. (see the following article for estimated duration)  
The sum for the present contract is fixed at 80,000 USD (Eighty Thousand American Dollars) spread out as explained below, following the stages mentioned in article 3.

- Stage I: conception ; payment of 20,000 USD (25 % of the total sum) ;
- Stage II : construction ; payment of 52,000 USD (65% of the total sum) + 4,000 USD at the provisional handover stage (5% of the total sum) ;
- Stage III : Final handover ; payment of 4,000 USD (5% of the total sum).

**6 – TIME FRAME**

In concordance with the contract of appointment of the architect; the deadlines have been set as follows:

- |  |  |
|--|--|
| - Stage I : conception                               | provisional duration of 5 months         |
| - Stage II : construction until provisional handover | provisional duration of 13 months        |
| - Stage III : final handover                         | 12 months after the provisional handover |

**7 – DETAILS OF PAYMENT**

The sum is fixed, all-inclusive, firm and final.

**8 – MODE OF PAYMENT (see « terms of payment » January 14<sup>th</sup> 2016)**

Payment will be made on a monthly basis, in segments corresponding to 5% of the overall sum and within the two weeks following the submission of the monthly report, and this for the provisional duration of stages I and II. If completion of Stages I and II exceeds the deadline set out by the architect, the service provider will not receive extra payment.

Stage I gives an entitlement to 5 monthly payments of 5% of the overall sum and Stage II is comprised of 13 monthly payments of 5% of the overall sum.



**LYCEE FRANCAIS JOSUE-HOFFET**

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A payment of 5% will be made at the provisional handover stage and a final payment of 5% at the final handover stage.

Payment will be made following the acceptance of the **monthly report** sent by Mr. Meenken to the management department : [daf@lyceehoffet.org](mailto:daf@lyceehoffet.org) with copies to [proviseur@lyceehoffet.org](mailto:proviseur@lyceehoffet.org) and [president@lyceehoffet.org](mailto:president@lyceehoffet.org)

**Account name: Meenken Stefan**

**Account number : 100 100 8497**

**Currency : USD**

**Bank name : ANZ in Vientiane.**

The maximum delay for payment is 15 days following the reception of the monthly report (judged acceptable by the managing committee, COGES), the provisional handover and the final handover.

**9 – SPECIAL CLAUSES**

- The consultant is responsible for finding a suitable replacement for the local engineer in the case of unsatisfactory task completion by the local engineer.
- Termination of contract: the consultant must give 3 months notice and will neither receive the 5% payment due at the provisional handover stage nor the 5% due at the final handover stage.
- Breaking the contract: the employer reserves the right to break the contract if no monthly report is given by the consultant for two consecutive months.

**10 – SIGNING AND NOTIFICATION**

Signed in Vientiane on January 15<sup>th</sup> 2016

The Representative of the Parents' Association of Lycée français Josué-Hoffet :

I, Stefan Meenken, hereby acknowledge reception of the mission statement, for which I agree to all stipulated clauses.

Vientiane, January 15<sup>th</sup> 2016

*Annexes to the contract:*

- *Programme completed by Mr. Carsault*
- *Terms of reference*
- *Terms of payment*
- *Methodolgy*