

NATIONAL CONTRACTS COMMISSION

VARIATION FORM

REQUEST FOR APPROVAL OF VARIATION TO EXISTING CONTRACT

To Be Completed in Triplicate

The Completion of all Sections is mandatory

SECTION A (to be completed by Procuring Entity)

1. SECTOR COMMITTEE HOST:

J.S.I.F. [] N.W.A. [] P.A.J. [] U.D.C. [] MINISTRY OF EDUCATION [] HEALTH [] WATER AND HOUSING []

2. NAME OF PROCURING ENTITY:

3. NAME OF CONTRACT:

4. CONTRACT TYPE:

GOODS []

SERVICES []

WORKS []

5. NAME OF CONTRACTOR:

6. NCC Approval/Meeting Date:

7. Original Contract Sum:

8. DESCRIPTION OF ORIGINAL CONTRACT ACTIVITY:

9. Original Contract Duration:

10. Actual Contract Start Date:

11. Percentage of Contract Executed:

(a) Period:

(b) Sum:

12.A. Consultant's Name:

12.B. Consultant's Function & role:

13. Variation Activity

Contract Amount \$

Net Variation (+/-)

TOTAL

13A. Status of Variation Works: (a) Started [], (b) Completed [], (c) Pending approval []

14. Justification for Variation:

15. Additional Time Required:

16. Justification for Additional Time:

General Comments:

Note: Approval will not be given retroactively