

# GTB VARIATION CHECKLIST

All papers seeking Boards consideration should ensure that the followings are satisfied. All Officers to ensure references are placed on the respective columns once necessary checks are done.

**REQUIREMENTS**

Pages No  
box provided

**CATEGORY C - PRICE INCREASE**

- 1 Memo from the line Ministry signed by the PS or HOD on such request
- 2 Memo submitted to includes the following
  - (i) Signed Request from the Company
  - (ii) Justification on increase/variation with documentary evidence from 'source', e.g. Manufacturer
  - (iii) Documents from the supplier's source showing price variation and justification such as:-  
Copy of Bill of Lading  
Invoice from supplier's source  
Custom Clearance documents
- 3 Price Confirmation from other conforming bidder on the same tender
- 4 Price analysis comparing the revised price requested and other conforming bids prices
- 5 Recommendation from such authority if so (in-terms of quality and standard)


**CATEGORY D - PRICE VARIATION IN CONSTRUCTION & CIVIL WORKS**

- 1 Memo from the line Ministry signed by the PS or HOD on such request
- 2 Memo submitted to includes the following
  - (i) Signed Request from the Company
  - (ii) Engineer/ consultant to provide thorough engineering assessment report to prove that the variation work is necessary, estimated cost of variation & variation order
  - (iii) Funding Confirmation
  - (iv) Evidences of each price variation should be attached with initially signed contract/addendums


Checked By \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Date \_\_\_\_\_

Reviewed By \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Date \_\_\_\_\_