

ADDENDUM 9

SUBMISSION FOR EXTENSION/EXPANSION OF A CONTRACT

1.	Type of process.	Extension of contract Yes / No		Expansion of contract Yes / No	
2.	Does the Accounting Officer's System make provision for expansions/extensions? (Make reference to the relevant sections of the AOS that details the applicable process)	Yes / No			
3.	Contract number/reference number.				
4.	Name of contractor.				
5.	Description of existing contract.				
6.	How was the existing contract procured?	Quotation	Competitive Bidding	Limited Bidding	Emergency Procurement
7.	Original contract value.				
8.	Original contract period.				
9.	Deliverables of the project.				
10.	Value of extension/expansion and percentage of deviation.				
11.	Period of extension.				
12.	Motivation for expansion/extension of contract.				
13.1	Was the current contract previously extended/expanded?				
13.2	If yes, provide reason and nature of previous extension/expansion.				

13.3	Value and period of previous extension/expansion.	
14.1	Description of expansion/extension. (attach terms of reference and proposal of service provider)	
14.2	How was the proposal evaluated and accepted. (process followed)	
14.3	How and when were the additional requirements identified?	
14.4	Why could the additional requirement not be conceptualized at the initiation of the contract?	
15.	Why was a new procurement process not initiated? (Provide reasons/motivation.)	
16.	Has the contractor/service provider agreed to render the expansion/extension at the same terms and conditions. Are there additional/amended terms and conditions?	
17.1	Has the Department considered the reasonableness of the proposal. Please explain, and is the proposal considered to be reasonable?	
17.2	If no to 17.1 – why is the Department continuing with the process?	

18.	Is the budget sufficient for the duration of the contract period?	
19.	How will the Department deal with additional expansion/extension?	
20.	Were all relevant stakeholders involved in the process? (Responsibility Manager/service provider/SCM unit and etc.)	
21.1	Has the case served before the Department Bid Committee? (attach proof of submission to DBC.)	
21.2	Was the extension/expansion approved by the relevant delegate? (Indicate relevant delegation and attach proof of approval.)	

Note:

- Submissions should be drafted in a meticulous manner, should not be prone to interpretation and should provide detail of the expansion/extension. (Attach copy of all submissions, if not provided for above.)
- Minutes of meetings should be clear, concise and should reflect all discussion or decisions that took place at the meetings. (Attach copy of all bid committee minutes and minutes of meetings with the contractor, if applicable.)