



Manual

Change Order Checklist

Tender Directorate

Tenders and Contracts Department



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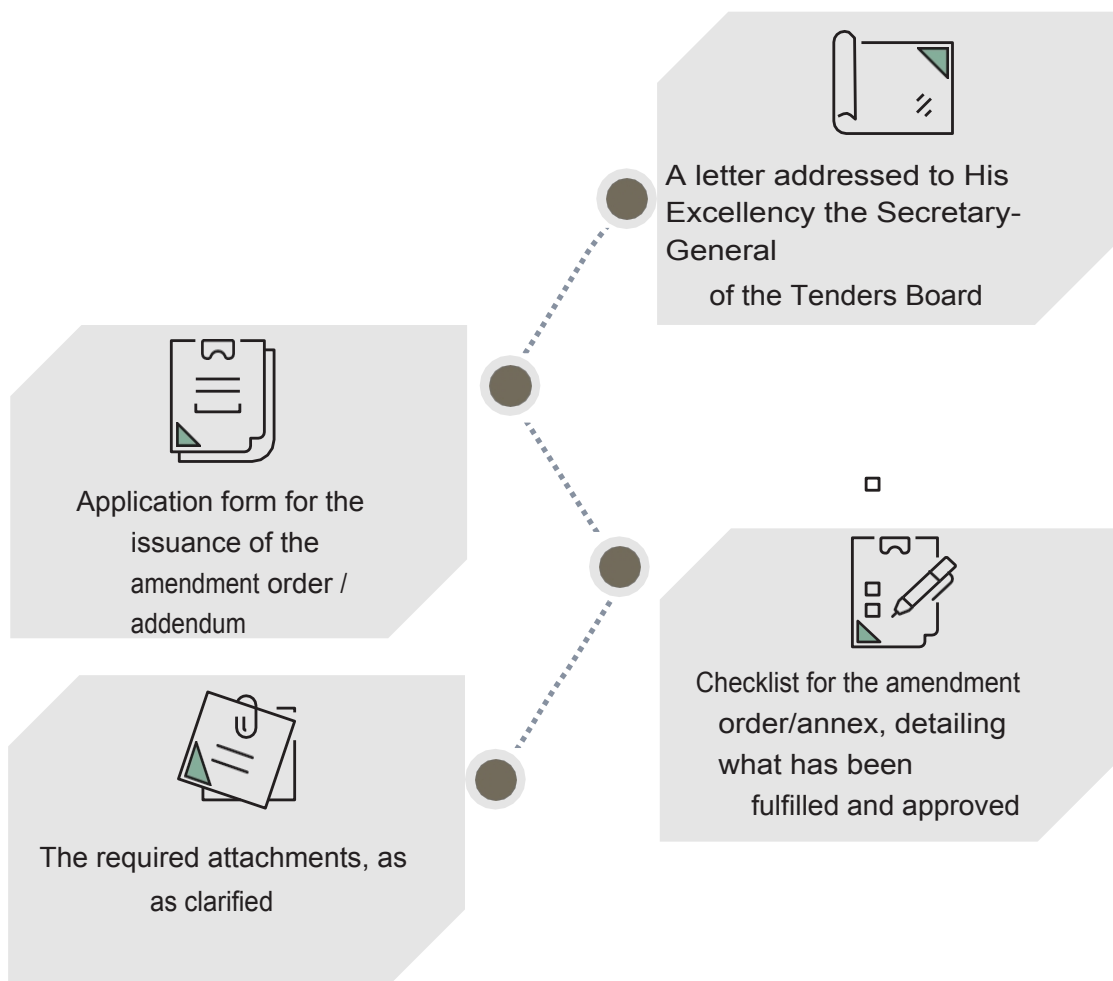
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1. Subject

The checklist for variation orders and addenda is a list of the requirements that must be met in every variation order or addendum submitted to the General Secretariat of the Tender Board by the various government bodies subject to the Tenders Law; this is to ensure that the documentation accompanying the variation order is complete, so that specialists at the General Secretariat can examine the variation order or addendum and submit it for a decision.

The aim of issuing this form is to expedite the review of the amendment and reduce the number of working days required, whilst improving the quality of the final outcome. The amendment/addendum must be submitted to the General Secretariat of the Tender Board as follows:



2. Scope of Application

The checklist for variation orders shall be applied to all requests for the issuance of variation orders received from entities subject to the Tender Law.

3. Checklist for Amendment Orders

M	(√)	Description
1		Letter addressed to His Excellency the Secretary-General
2		Application form for approval to issue an amendment order / addendum, setting out all the details required in the attached form, including the following
1.2		Availability of financial appropriations to fund the amendment order
2.2		Decision of the Internal Tenders Committee to recommend
2.3		The extent of the change falls within the remit of the Tenders Board, provided that it exceeds 10 per cent or 100,000, whichever is greater
2.4		The contingency amounts in the original contract and the remaining balance thereof
2.5		Quantity schedules and a clarification of the method for calculating the cost of the variation order/addendum
2.6		Value of approved invoices for the contractor to date
2.7		Amounts paid to the contractor to date
3		Attach the approved award decision
4		Attach the original contract for the contractor/consultant
5		Attach the contractor's/consultant's work order
6		Reasons why the works covered by the change order or addendum were not included in the original scope of the project
7		Work relating to the bill of quantities
7.1		Attaching the bills of quantities for the original contract
7.2		Attach the bill of quantities for the variation order
7.3		Apply the prices from the original contract to the variation order/current addendum
7.4		Price analysis for new items in the variation order/current addendum
7.5		Preparatory work item and analysis of its alignment with the actual cost of the variation order
7.6		Items relating to contingent sums, if any, in the original contract
7.7		Items relating to work involving potential amounts in the variation order
8		Assessment of the consultant's performance and the procedure to be followed in the event of a breach of contractual obligations
9		Attachment of change orders overseen by the required addendum to be issued (extension of the consultancy contract)

10		Attach the price schedules for the addendum prepared by the consultant and approved by the relevant authority
M	(√)	Description
11		Please attach the actual attendance sheets (SHEET) (TIME) to the application only along with the reasons
12		Explain the reasons if the contracting authority has deducted consultancy fees from the contractor
13		(Progress summary sheet) – Attach the project progress plan
14		Clarification as to whether the requested change order/addendum will be the final change order/addendum
15		Attach the original and revised project timelines
16		Attach a statement of payments to the contractor and subcontractors
17		Clarify the project timeline
18		Attach a log or report of maintenance work carried out on plant and equipment (in relation to operation and maintenance contracts)
19		Attach the performance evaluation form for the contractor and consultant
20		Risk analysis of issuing a change order for the project and analysis of alternatives for implementing the change order works
21		Completion of local content tables relating to the change order/addendum.

4. Explanation of the contents of the checklist

M	Description	Explanation
1	Letter addressed to His Excellency the Secretary-General	Letter requesting the Tender Board's approval to adopt the change order/addendum
2	Application form requesting approval for the issuance of a change order/addendum. There are four (4) forms available, depending on the nature of the work; the relevant party should select the appropriate form. The items below set out the required details:	
2.1	Availability of financial provisions to fund the amendment	Proof must be attached to demonstrate the availability of funds to finance this amendment order/addendum
2.2	Decision of the Internal Tender Committee recommending	Attach the decision of the Internal Tenders Committee recommending approval of the issuance of the amendment/addendum, certified by the signatures of the Chair and members of the Internal Tenders Committee
2.3	The internally approved percentage change shall not exceed 10 per cent or 100,000, whichever is greater	Where the value of the current amendment or addendum, combined with the value of previous amendments or addenda, exceeds one hundred thousand or (10 per cent) of the contract value, the relevant party shall submit it to the Board for approval. Clarification of the percentage of the change = (addition + deletion) / value of the original contract × 100 for change orders/addenda issued in respect of the contract
2.4	Reserve amounts	Clarify whether the contract value includes contingency sums and, if so, whether any part of the contingency sums has been used to fund change orders prior to the current change order
2.5	Calculation of the cost of the variation order/addendum	Clarification of the method for calculating the cost of the change order/addendum based on the actual cost concept (addition - Deletion) in the 'Details of the change order/addendum' section of the application form for approval to issue the change order, and a recommendation to the organisation's internal tender committee that the cost should be the same
2.6	Value of invoices approved for the contractor to date	Invoices approved by the consultant or the contracting authority up to the date of the request to issue the variation order or addendum, including amounts that have been approved, whether or not they have been paid
2.7	The value of sums paid to the contractor to date	Invoices paid by the client up to the date of the request for the variation order or addendum

M	Description	Explanation
3	Attach the approved award decision	To verify that the tender was issued by the Tender Board or by the relevant authority, and to verify the value of the original contract
4	Attach the original contract for the contractor or consultant	To view the details of the original contract
5	Attach the contractor's/consultant's consultant	To ascertain the actual start date of works
6	Reasons for not including the works covered by the variation order or addendum within the original scope of the project	Explain why the works covered by the variation order or addendum were not included within the original scope of the project and attach supporting documents
7	Work relating to the bill of quantities	
7.1	Quantity schedules for the original contract	Attach the bill of quantities for the original contract and the bill of quantities for the change order, prepared by the contractor and approved by the consultant and the relevant authority
7.2	Quantity schedules for the variation order	Attach a comparison table between the bill of quantities for the original contract and the change order bill of quantities prepared by the contractor and approved by the consultant and the relevant authority, in accordance with the table attached in Item 4(a)
7.3	Application of the prices in the original contract to the current amendment/addendum	Ensure that the prices of the original contract are applied to the current variation order/addendum for the items associated with the original contract
7.4	A price analysis of the new items in the current variation order/addendum	Provide a price analysis and breakdown of the new items in the current amendment/addendum, as follows - Provide three (3) quotations for each item in the case of new items in the current variation order/addendum, and provide a breakdown of these - Negotiate the new items with the contractor to determine whether the prices are appropriate and reflect market rates

M	Description	Explanation
7.5	Preparatory works item	Provide a detailed analysis of the preparatory works item, explain the method of calculation, compare it with the preparatory works item contained in the variation order and the original bill of quantities, and clarify its proportion of the value of the variation order.in question
7.6	Items relating to contingent sums, if any, in the original contract	Clarification of the value of contingent sums in the original contract and whether they have been utilised in full or in part
7.7	Work items for contingent amounts in the variation order	The variation order shall not contain contingent sums except where their value exceeds or falls short of that in the original contract; that is to say, if the value of the contingent sum for the relevant item increases, the increase must be treated as a variation order, whereas if it decreases, this reduction may be accounted for by a variation order or deferred to the final accounts and treated as a surplus on the project
8	Assessment of the consultant's performance and the procedure to be followed in the event of a breach of their contractual obligations	Assessment of the consultant's performance during the project implementation period; clarification of the procedure followed by the contracting authority in the event of the consultant's breach of their contractual obligations
9	Attach the change orders overseen by the annex	In the event of a request to extend the period of consultancy services (request for the issuance of an addendum), the change orders covered by the requested addendum must be attached, and it must be clarified whether or not they have been approved, in order to state the reasons and justifications for requesting the addendum to extend the period of consultancy services
10	Attach the price schedules for the addendum prepared by the consultant and approved by the relevant authority	Attach details of the team and the services provided by the consultant
11	Attach the actual time sheets for the consultant's (TIME SHEET)	Attach the actual attendance records (SHEET TIME for the (completed) amendments) that were implemented prior to obtaining the approval of the Tender Board Confirm the consultant's approval of the change in the event of a change in the actual cost of the addendum
12	Explain the reasons if the contracting authority has deducted the consultant's fees from the contractor's payments	Clarification of the reasons that led the contracting authority to impose penalties on the contractor by deducting the consultant's fees from the payments due to the contractor, and attachment of supporting documents

M	Description	Explanation
13	Attach the project progress plan summary sheet	Clarification of the project implementation stage when submitting a request for approval to issue a change order/addendum
14	Clarify whether the requested change order/addendum will be the final change order/addendum	To ensure the project is progressing in accordance with the specified timetable and that no further change orders are requested
15	Attach the project schedule	Attach the original and revised project timetables Baseline programme – detailed programme; Updated programme – detailed programme; Recovery programme – detailed programme; Revised baseline programme – detailed programme
16	Attach a statement of the contractor's payments	Attach a statement of the contractor's payments received and outstanding
17	Clarification of the project timeline	Clarify the project timeline from the date of award to the date of submission of the request for approval of the change order (the actual start date of the project in the event of a delay in the commencement of project works, and any meetings and correspondence, if any, relating to the justifications and reasons for the variation order, in accordance with the tables attached in Clause 4(b))
18	Attach a log or report detailing the maintenance work carried out on equipment under operation and maintenance contracts	(whether a quarterly, half-yearly or annual report) for the previous or current contract relating to the above matter, or the provision of data on spare parts consumed under the contract during its term
19	Attach the performance evaluation form for the consultancy contractor	In accordance with Article (14) of the Executive Regulations of the Public Procurement Law
20	Analysis of the risks to the project arising from the issuance of the change order and analysis of alternatives for carrying out the work under the change order	Analyse and assess the risks associated with issuing the change order and draw up plans to mitigate the risks expected to arise during the implementation of the change order works
21	Completing the local content table relating to the amendment/addendum	The contractor must complete the tables relating to the localised content items before submitting them to the General Secretariat of the Tender Board. With regard to the annexes, only the 'workforce' field must be completed, specifying the number of Omani and foreign engineers, and the total salaries, in accordance with the tables attached in Section 4(c)

5. Documentation

The Tenders Directorate will document the guidance manual for the checklist of amendment orders in the electronic tendering system (Isnad system).

6. References

- The Tenders Law and its Implementing Regulations. - Actual practices regarding variation orders.



Appendix

Appendix Number	Appendix Title
1	Application Form for Approval to Issue a Variation Order for Construction Contracts
2	Application Form for Approval to Issue an Addendum to Consultancy Services Contracts
3	Application Form for Approval to Issue a Variation Order for Services and Supply Contracts
4	Application form for approval to issue a variation order for operation and maintenance contracts
5	Bill of Quantities
6	Timeline
7	Local content requirements



To access the appendices, scan here

Team

M	Name	Job Title
1	Asma bint Majid Al-Marzouqia	Tender and Contracts Engineer
2	Mithla bint Mohammed Al-Wardiyah	Tender and Contracts Engineer
3	Kawthar bint Sultan Al-Bakriya	Quantity Surveyor
4	Talal bin Nasser Al-Jabri	Tenders and Contracts Engineer
5	Mahmoud bin Hamdan Al-Barashdi	Tenders and Contracts Engineer
6	Mohammed bin Rashid Al-Mukbali	Pricing Analyst
7	Ibrahim bin Abdullah Al-Harhi	Tenders and Contracts Engineer
8	Ali bin Abdullah Al-Nadabi	Tenders and Contracts Engineer
9	Mohammed bin Khalfan Al-Shuraiki	Tenders and Contracts Engineer