

GTB EXTENSION OF AWARD/ADDITIONAL PURCHASE 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

CATEGORY E - EXTENSION OF AWARD/ADDITIONAL PURCHASE

- 1 Memo from the line Ministry signed by the PS or HOD on such request
- 2 Justification on the request (evidences of each extension of contract (s) with initially signed contracts/addendums / additional purchase should be attached)
- 3 Price confirmation letter from the current contractor(s) / supplier(s)
- 4 Date of project commenced and expiry date

Pages No
box provided

E.1
E.2
E.3
E.4

Checked By _____
Signed _____
Date _____

Reviewed By _____
Signed _____
Date _____