

Supplier Variation Request Summary Template

(To be submitted to the Fiji Procurement Office for GTB Endorsement)

SECTION A: To Be Completed By Suppliers

This section must be completed by suppliers requesting a variation to an existing contract. Please provide all requested information and attach supporting documentation.

1.0 Supplier Information

Supplier Name	
Contact Person	
Position	
Phone	
Email	
Tender Number	RFT No.
Tender Title	

2.0 Request Summary

Date of Request	
Type of Request	<input type="checkbox"/> Price Variation <input type="checkbox"/> Scope Change <input type="checkbox"/> Other (Specify):
Reason for Variation (Brief summary)	<input type="checkbox"/> Raw material price increases due to global or local market shifts. <input type="checkbox"/> Product price increases due to manufacturer's increased production costs. <input type="checkbox"/> Change in product prices due to regulation changes. <input type="checkbox"/> Others (Please Specify) _____ _____ _____ _____ _____ _____ _____

3.0 Justification for Price Increase

Provide a brief explanation including factors market analysis, and how the changes directly impact your ability which in turn resulted in a request for variation.

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4.0 Itemized Price Variation Request

Item Description	UOM	Current Contract Price (VIP)	Proposed Price (VIP)

5.0 Supporting Evidence

Attach all relevant documentation supporting the variation request including factors such as cost increases, supply chain issues, market shifts, etc.

- ☐ Justification letter from manufacturer with detailed breakdown.
- ☐ Transport/Logistics Cost Documentation.
- ☐ Media/Weather Reports (if applicable).
- ☐ Forecasted Pricing or Seasonal Trends from wholesaler.

- ☐ Independent third-party reports or media releases (e.g. natural disasters, pandemics, geopolitical events).
- ☐ Revised technical specifications or catalogues.
- ☐ Justification memo from the contracting agency.
- ☐ Compliance certificates or updated approvals if specifications change.
- ☐ Official government notices or gazettes.
- ☐ Photos or damage reports (for natural disasters).
- ☐ Updated permits, customs declarations, or tax documents (natural disasters, pandemics, political unrest).
- ☐ Any Other Relevant Documents (Specify):

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6.0 Supplier Declaration

I, the undersigned, on behalf of (*insert company name*)..... confirm that the information provided in this variation request is accurate and that all supporting evidence has been attached for the Fiji Procurement Office and Government Tender Board's assessment.

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Full Name

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Signature

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Date

SECTION B: For Official Use Only (FPO)

1.0 Flying Minute Details

Item	Response
Government Tender Board Flying Minute No.:	
Date Flying Minute was Approved:	

2.0 FPO Market Analysis & Comparisons

[illegible]

(Attach appendix of market comparison evidence (e.g. supermarket price scans, vendor quotes, photos, etc.)

3.0 FPO Analysis

Insert detailed assessment here inclusive of but not limited to; verification of supplier's justification, FPO's independent market price research and competitive pricing comparisons, adherence to relevant contract clauses, any risks associated with approving or denying the variation and FPO's findings, highlighting whether the supplier's request is justified or not.

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4.0 FPO Recommendation

- ☐ Support variation request based on evidence provided
- ☐ Recommend partial approval (with justification)
- ☐ Do not support variation request (with justification)

Comments/Remarks:

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5.0 Checklist

- ☐ Verified supporting documents
- ☐ Market price research
- ☐ Competitive pricing comparison
- ☐ Contract clause reviewed for compliance
- ☐ Supermarket price scans, vendor quotes, photos

Checked By

Position

Date

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