

CHANGE ORDER POLICY

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Accessibility level	Limited	Effective date	27 April 2015

1. Impetus

Contracts may be subject to modifications in the form of variations to quantities and/or specifications of supplies, materials, equipment or works to better suit the university requirements and to technological advancements after the contract agreement.

This policy sets the rules and regulations governing the conditions under which change orders can issued, and the limits and authorities of such variations.

2. Definitions:

- 2.1 Adjusted contract amount: The contract price after the addition/reduction of the values of the change orders.

3. Policy

- 3.1 The Procurement Committee may, upon coordination with the requesting party, approve the change orders to:

- 3.1.1 Increase or decrease the quantity of any supplies, office materials, or works items in the Contract, provided that the price of the excess or reduced quantity are calculated at the prices stipulated in the Contract, and
- 3.1.2 Amend the Contract conditions or specifications, cancel contract items, or perform additional work that was not part of the Contract but is directly related to the contracted works.

Provided that the resulting net increase or decrease in the cost of the change orders do not exceed 25% of the contract amount.

- 3.2 If the total value of the increase or decrease exceeds 25% of the contract amount, the change order must be approved by the authorized party according to the sum of the adjusted contract amount.
- 3.3 The change order shall not be approved without prior financial allocation in the budget for the adjusted contract amount.