

APPENDIX 12 - PROCEDURE FOR CHANGES

INSTRUCTIONS TO TENDERERS:

Appendix 12 is completed and therefore should not be completed by the tenderer.

Tenderer cannot make any reservations to the appendix.

1 Changes to the contract

Changes to the contract shall be made when requested by the customer or the supplier in accordance with clause 5 of the contract and the present Appendix 12.

2 Customer's change requests

As a minimum, the customer's change request shall contain the following information:

- description of the desired change,
- the customer's proposal for the priority to be assigned to the change, and
- date on which the change request is made.

3 Supplier's change requests

Change requests from the supplier shall have the same content as the content of a proposal for a solution to the customer.

Unless otherwise agreed, the supplier shall prepare the necessary corrections of the appendices affected by the change, and the proposal for a solution shall be included therewith.

4 Assessment and approval of a proposal for a solution

4.1 Assessment of a proposal for a solution

The customer may choose to reject a proposal for a solution, or request that the proposal for a solution be changed, or accept the proposal for a solution.

If the customer requests that the proposal for a solution be changed, the supplier shall immediately prepare an estimate of the fee expected for preparing a revised proposal for a solution. If the estimate is approved, the supplier shall prepare a revised proposal for a solution to the customer without undue delay and not later than 5 working days thereafter. If the revised proposal for a solution is accepted, the supplier's fee for preparing both the original and the revised proposals shall be cancelled.

A request for material changes in a proposal for a solution shall be regarded as a rejection of the existing proposal for a solution and making a new change request, to be dealt with separately in accordance with clause 5 of the contract and the present Appendix.

4.2 Approval

If the proposal for a solution or the supplier's change request is accepted by the customer, the customer shall have approved the proposal or request in writing before the work is commenced.

5 Change log

The supplier shall keep a change log. In the log, the following shall be recorded:

- dated requests for changes,
- dated estimates of fees for preparing proposals for a solution,
- dated proposals for a solution,
- approved proposals for a solution,
- updated time schedules,
- updated payment schedules, and
- other relevant documents.

Each change request shall be given a special identification number, so that the change request and the documents associated therewith can be tracked in the change log.