VARIATION ORDER (VO)[[1]](#footnote-1)[[2]](#footnote-2)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | Please write here | | |
| **Contract No.** | Please write here | | |
| **Employer** | Please write here | | |
| **Contractor** | Please write here | | |
| **VO issued on** | Please write here | **VO no** | Please write here |
| **Variation Category** | Please write here | | |
| **Reason for Variation** |  | | |
| **Reference (Contract Clause/Section/Drawing number)** | Please write here | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item no.** | **Variation Work** | **Description** | **Unit of Measurement** | **Omission** | | **Addition** | |
| **Estimated Qty.** | **Estimated Amount** | **Estimated Qty.** | **Estimated Amount** |
| Bill gr 7 | Landscaping | Preparation of the building premises as per the drawings and spec | Square meter |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Net addition/ omission** | |  |  |  |  |  |  |

#### VO approved by the employer’s representative

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

#### VO received by the contractor’s representative

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

Approval of the VO will be followed up with processing on IOM Procurement Variation Order Template FPU SF 19.30.

1. VO should be formally issued with a contract notice referring relevant contract clauses for Variation. [↑](#footnote-ref-1)
2. The VO should be supported by detailed breakdown of bill items for the varied works, spec. and drawings. [↑](#footnote-ref-2)