Insert logo

**Contract extension Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| What the contract (FWA or other) is for |  | | |
| What process was followed for the original contract award? |  | | |
| Original contract start date |  | Original contract end date |  |

|  |  |  |
| --- | --- | --- |
| Previous extensions for this contract  *maximum 3 extensions allowed* | Start Date | End Date |
| Extension 1 |  |  |

|  |  |  |
| --- | --- | --- |
|  | Local Currency | GBP |
| Amount of money paid against the contract to date |  |  |
| Estimated amount of money expected to be paid on the contract during the proposed extension  *The amount must be equal or inferior to the original contract value* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed extension end date  *Extension cannot be for longer than original contract period* |  |  |  |
| Is there a fee/price change in the contract extension (if yes, provide details)? |  | | |
| Why you are not doing a new tender for the required product? | a market survey was completed and it was found that the current contract provides value for money (attached market survey)  an extension is required to complete a proper procurement process;  the service provider is agreed with the donor    other (please provide details) | | |

|  |  |  |
| --- | --- | --- |
|  | **Procurement lead** | **Head of Logistics** |
| Approved [[1]](#footnote-1) | Yes/No | Yes/No |
| Name |  |  |
| Date |  |  |
| Signature |  |  |

1. *If not approved then the agreement must be terminated and a new tender process must be completed for the required product, with quotes sought per purchase until the new FWA is in place.* [↑](#footnote-ref-1)