|  |
| --- |
| **Request for Change or Variation to Standard Form Contract**  |
|  |  |  |
| **Date:** |
| **Requestor:** |
| **Requestor Department:** |
| **Requestor Branch:** |
|  |  |  |
| **Explain the nature of the contract:** | *Insert description of contract, what is be procured, good or service, any unique element or aspect.* |
| **Reason for requested change to Standard Contract:** | *Insert explanation* |
| **List specific provisions and requested Changes or Variations:** | *Insert detail* |
| **Response needed by date:** | *Insert the date the change is requested by and reason for urgency if applicable.*  |
| *The below section is for DTI use only.* |
| **APPROVED by:** |  |
| **DTI Director SCM** | x. Date: |
| **DTI Deputy Minister** | x. Date: |