

Joint Schedule 2 (Variation Form)
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Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details	
This variation is between:	Ministry of Defence (" the Buyer ") And Capita Business Services Limited (" the Supplier ")
Contract name:	Defence Digital Procurement Support
Contract reference number:	PS285
Details of Proposed Variation	
Variation initiated by:	Buyer
Variation number:	1
Date variation is raised:	01/11/2023
Proposed variation	Adding an additional resource at no additional cost as a result of unused days being available due to onboarding delays and leave.
Reason for the variation:	To bring in additional resource to support reducing the demand backlog at no additional cost to that currently approved
Impact of Variation	
Likely impact of the proposed variation:	Increase of commercial support resource levels from 3 to 4 FTEs until 31 Dec'23 when it will revert back to 3 FTEs for the remainder of the contract (23 Jan 24)
Outcome of Variation	
Contract variation:	<p>This Contract detailed above is varied as follows:</p> <p>Delete:</p> <p><u>Procurement Resource</u></p> <p>Capita to provide the following procurement resources to support the programme of work as required:</p> <div style="background-color: black; width: 100%; height: 30px; margin-bottom: 10px;"></div> <p>Insert:</p> <p><u>Procurement Resource</u></p> <div style="background-color: black; width: 100%; height: 100px;"></div>

	<p>Delete:</p> <p>“Call-off Charges</p> <div style="background-color: black; width: 100%; height: 40px;"></div> <p>Insert:</p> <p>“Call-off Charges</p> <div style="background-color: black; width: 100%; height: 150px;"></div> <p>This Call-Off shall have a maximum price of £297,460.00 (ex: VAT)</p>	
Financial variation:	Total Contract Value:	£297,460.00 (ex VAT).

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by Buyer.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Buyer.

Signature	
Date	
Name (in Capitals)	
Address	

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Signed by an authorised signatory to sign for and on behalf of the Supplier.

Signature	
Date	
Name Capitals)	(in
Address	