



Ministry of Housing,
Communities &
Local Government

KOSI Corporation Limited
Unit 3 The Old Gas Works
77 Kilmorey Street, Newry
Co Down
BT34 2DH
Northern Ireland

4th September 2020

For the attention of: **[Redacted]**

Contract Reference: CPD/004/121/071

The Provision of Due Diligence Activities for PortalPlanQuest

Please find attached a contract variation to extend the above mentioned contract, which is due to expire on Friday 4th September 2020. The variation will be to extend the contract until 31st October 2020, this will allow for the possibility of an additional work package.

Along with acceptance of this extension; the Authority requests a revised quote from KOSI to conduct due diligence checks on **[Redacted]** under the same criteria. If this quote is accepted the task will be incorporated under a separate contract amendment (Contract Amendment Number 02)

Please confirm acceptance of this amendment as soon as possible by signing and returning this document to the undersigned.

MHCLG will accept a signed Word or PDF version.

I look forward to hearing from you.

Yours faithfully

Joanna Means
Senior Procurement Advisor



CALL OFF SCHEDULE 12: VARIATION FORM

No of Call Off Order Form being varied: CPD/004/121/071

Variation Form No: 1

BETWEEN:

Ministry of Housing, Communities and Local Government ("the Customer")

and

KOSI Corporation Limited ("the Supplier")

1. This Call Off Contract is varied as follows:

The variation will be to extend the contract until 31st October 2020, this will allow for the possibility of additional work packages package. This will be at no additional cost to the contract value of £28,850.00.

2. Words and expressions in this Variation shall have the meanings given to them in this Call Off Contract.
3. This Call Off 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 Customer

Signature

Date

Name (in Capitals)

Address MHCLG, 2 Marsham Street, London SW1P 4DF

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

Signature

Date

Name (in Capitals)

Address.....