

Joint Schedule 2 (Variation Form)

Document Management			
Ver	Date	Version	Author
0.1	July 2023	SQ Stage Version	CCS
0.2	August 2023	Dialogue Stage Version	CCS
0.3	October 2023	Initial Tender Stage Version <i>(No changes from Dialogue Stage Version)</i>	CCS
0.4	November 2023	Final Tender Stage Version <i>(No changes from Initial Tender Stage Version)</i>	CCS
1.0	February 2024	Award Version <i>(No changes from Final Tender Stage Version)</i>	CCS

How the supplier, CCS and the buyer can make a change to an existing contract.

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

Contract Details		
This variation is between:	[delete as applicable: CCS / Buyer] ("CCS" "the Buyer") And [insert name of Supplier] ("the Supplier")	
Contract name:	[insert name of contract to be changed] ("the Contract")	
Contract reference number:	[insert contract reference number]	
Details of Proposed Variation		
Variation initiated by:	[delete as applicable: CCS/Buyer/Supplier]	
Variation number:	[insert variation number]	
Date variation is raised:	[insert date]	
Proposed variation		
Reason for the variation:	[insert reason]	
An Impact Assessment shall be provided within:	[insert number] days	
Impact of Variation		
Likely impact of the proposed variation:	[Supplier to insert assessment of impact]	
Outcome of Variation		
Contract variation:	This Contract detailed above is varied as follows: <ul style="list-style-type: none"> [CCS/Buyer to insert original Clauses or Paragraphs to be varied and the changed clause] 	
Financial variation:	Original Contract Value:	£ [insert amount]
	Additional cost due to variation:	£ [insert amount]
	New Contract value:	£ [insert amount]

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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 **[delete as applicable: CCS / 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 **[delete as applicable:
CCS / Buyer]**

Signature

Date

Name (in Capitals)

Address

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

Signature

Date

Name (in Capitals)

Address