

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:	Home Office ("The Client") And Royal Mail Group Ltd. ("the Agency")	
Contract name:	Home Office Outbound Postal Services – Sub-Lot A: Premium and Secure Services (1st Class Equivalent and Special Services (" the Contract ")	
Contract reference number:	C13715	
Details of Proposed Variation		
Variation initiated by:	Buyer	
Variation number:	001	
Date variation is raised:	23/09/2024	
Proposed variation		
Reason for the variation:	The term of the contract has been extended to allow for the continuation of the services as outlined in the original agreement	
An Impact Assessment shall be provided within:	Not Applicable	
Impact of Variation		
Likely impact of the proposed variation:	Services to be delivered as per original contract but with additional spend £3,330,000 per year due to the extension of the contract.	
Outcome of Variation		
Contract variation:	This Contract detailed above is varied as follows: An extension to the term for the two available periods of 12 months each till 15 th September 2026.	
Financial variation:	Original Contract Value:	£ 10,000,000
	Additional cost due to variation:	£ 3,330,000 per year
	New Contract value:	£ 16,660,000

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 **UK Home Office**
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.

Joint Schedule 2 (Variation Form)
Crown Copyright 2018

Signed by an authorised signatory for and on behalf of the **UK Home Office**

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

