

## DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

### Part 1: Letter of Appointment



Department  
for Transport

Dear Sirs

#### Letter of Appointment

This letter of Appointment dated 12 August 2021, is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	TET110101
From:	The Department for Transport (DfT) ("Customer")
To:	NNFCC Limited ("Supplier")

Effective Date:	<b>13 August 2021</b>
Expiry Date:	End date of Initial Period <b>12 August 2023</b> End date of Maximum Extension Period: <b>12 August 2024</b> Minimum written notice to Supplier in respect of extension: <b>1 month</b>

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none"><li>· The Customer's Project Specification attached at Annex A and the Supplier's Proposal found in the contract documents on the DfT eSourcing Portal</li></ul>
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Key Individuals:	Set out in the Supplier's Proposal
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Contract Charges (including any applicable discount(s), but excluding VAT):	Contract charges are to be the Daily Rates Offered in the suppliers Attachment 4- Price Schedule attached at Annex B  To a maximum contract value of £300,000
Insurance Requirements	As defined in the call-off terms.
Liability Requirements	<b>Suppliers limitation of Liability</b>  Clause 18.2 of the Contract Terms.
Customer billing address for invoicing:	DfT Shared Service Centre, 5 Sandringham Park, Swansea Vale, Swansea SA7 0EA.  Or via email to <a href="mailto:SSa.invoice@sharedservicesarvato.co.uk">SSa.invoice@sharedservicesarvato.co.uk</a>

GDPR	complete Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects
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## FORMATION OF CONTRACT

**BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.**

**The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.**

**The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt**

**For and on behalf of the Supplier:**

Name and Title:

Signature:

Date:

**For and on behalf of the Customer:**

Name and Title:

Signature:

Date:16/8/2021

**ANNEX A**

**Customer Project Specification**

**ANNEX B**  
**Price Schedule**

## Part 2: Contract Terms



Contract Terms v6.0