

FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CALL-OFF TERMS

Part 1: Letter of Appointment

XXXXXX redacted under FOIA section 40

Senior Commercial Category Manager

Driver & Vehicle Standards Agency

The Axis Building, 112 Upper Parliament Street

Nottingham

NG1 6LP

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM6004) between CCS and the Supplier dated 10 September 2021.

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

Order Number:	K280021500
From:	Driver & Vehicle Standards Agency ("Customer")
To:	Kantar UK Limited ("Supplier")

Effective Date:	10 September 2021
Expiry Date:	End date of Initial Period: 9 September 2022 (12 months) Maximum Extension Period: 12 Months Minimum written notice to Supplier in respect of extension: 1 month

Services required:	Set out in Section 2 (Services offered) of the Framework Agreement and refined by: <ul style="list-style-type: none">- the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B.
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Key Individuals:	Key Personnel:
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	XXXXXX redacted under FOIA section 40
[Guarantor(s)]	Not applicable

Call-Off Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The Approved Maximum cost for this contract is £100,000 exclusive of Value Added Tax.</p> <p>The suppliers rate card is attached at Annex C</p>
Insurance Requirements	<p>Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of £5 million for each individual claim</p> <p>Additional employers' liability insurance with a minimum limit of £5 million indemnity</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Call-Off Contract with a minimum limit of indemnity of £5 million for each individual claim.</p> <p>Product liability insurance cover all risks in the provision of Deliverables under the Call-Off Contract, with a minimum limit of £5 million for each individual claim</p>
Customer billing address for invoicing:	SSa.invoice@sharedservicesarvato.co.uk

Alternative and/or additional provisions:	Not applicable
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FORMATION OF CALL-OFF CONTRACT

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

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Terms.

The Parties hereby acknowledge and agree that this Call-Off 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:

For and on behalf of the Customer:

Name and Title: XXXXXX redacted under FOIA section 40,

Name and Title: XXXXXX redacted under FOIA section 40

Signature: XXXXXX redacted under FOIA section 40
Signature: XXXXXX redacted under FOIA section 40

Date: 08/09/21

Date: 10/09/21

Annex A - Specification



Appendix-B-Specific
ation.docx

Annex B – Supplier Tender Response

XXXXXX redacted under FOIA section 43

Annex C – Pricing Schedule – Supplier Rate Card

XXXXXX redacted under FOIA section 43