

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Department for Levelling Up,
Housing & Communities

Dear Sirs

Letter of Appointment

This letter of Appointment dated **04 Feb 2022**, 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:	CPD4122189
From:	Department for Levelling Up, Housing and Communities ("Customer")
To:	I.F.F Research Ltd ("Supplier")

Effective Date:	10 Feb 2022
Expiry Date:	End date of Initial Period 31 May 2022 End date of Maximum Extension Period TBC July 2022 Minimum written notice to Supplier in respect of extension: 1 month

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none">the Customer's Project Specification attached at Annex A (attached)and the Supplier's Proposal attached at Annex B [REDACTED]
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Key Individuals:	[REDACTED]
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[Guarantor(s)]	N/A
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Contract Charges (including any applicable discount(s), but excluding VAT):	<p>Total contract value for the Initial Period is capped at £129,272.75 (ex VAT) and as set out in Annex C – Price Schedule.</p> <p>[REDACTED]</p> <p>The total value for the Extension Period (Phase Two) is capped at £34,720.00 and as set out in Annex C – Price Schedule. Phase Two shall only apply if the extension option is executed in accordance with the terms and conditions.</p>
Insurance Requirements	Set out in Clause 19 of the Contract Terms
Liability Requirements	Suppliers limitation of Liability (Clause Error! Reference source not found. of the Contract Terms)
Customer billing address for invoicing:	<p>All invoices are to be submitted to: CP2P Team, DLUHC, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.</p> <p>Email address: CLGInvoices@communities.gov.uk</p>

GDPR	Set out in Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects)
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	N/A

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:

For and on behalf of the Customer:

Name and Title: [REDACTED]

Name and Title: [REDACTED]

Signature: [REDACTED]

Signature: [REDACTED]

Date: 08/02/2022

Date: 11/02/2022