

## RM6003 - MEDIA BUYING - LETTER OF APPOINTMENT



Ministry of Housing,  
Communities &  
Local Government

Dear Sirs

### Letter of Appointment

This letter of Appointment is issued, in accordance with the provisions of the Framework Agreement (RM6003) between CCS and the Agency, dated 21/06/2018.

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:	CPD4122022
From:	The Ministry of Housing, Communities & Local Government ("Client")
To:	Manning Gottlieb OMD ("Agency")

Effective Date:	12 April 2021
Expiry Date:	End date of Initial Period: 11 April 2022. End date of Maximum Extension Period: 21 May 2022. Minimum written notice to Agency in respect of extension: 30 days.

Services required:	Set out in Section 2 (Services offered) and refined by: · the Client's Brief attached at Annex A and the Agency's Proposal attached at Annex B.
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Key Individuals:	To be agreed on the basis of each completed project submission based on Schedule 2.
Guarantor(s)	Not applicable.

Call-Off Charges (including any applicable discount(s), but excluding VAT):	Agreed value of Schedule 2 submissions.  There are no guaranteed minimum or maximum volumes set out for this Call-Off Contract.
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of £1 million for each individual claim.  Additional employers' liability insurance with a minimum limit of £5 million indemnity.  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.
Client billing address for invoicing:	clginvoices@communities.gov.uk  CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.
Alternative and/or additional provisions:	Not applicable.

#### **FORMATION OF CALL-OFF CONTRACT**

**BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter a Call-Off Contract with the Client 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 Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.**

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

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

Name and Title:

Name and Title:

Signature:

Signature:

Date:

Date:

## **ANNEX A**

### **Client Brief**

The format of the Brief is as set out in the Call-Off Contract template.

## **ANNEX B**

### **Part 1: Agency Proposal**

To be used when framework is live.

## **Part 2: Call-Off Terms**

To be used when framework is live.