



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

Part 1: Letter of Appointment

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3774) between CCS and the Agency, dated 23rd November 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:	con_12263
From:	Department for Education ("Client")
To:	M&C Saatchi (UK) Ltd ("Agency")

Effective Date:	16 th November 2021
Expiry Date:	End date of Initial Period 31 st March 2022 End date of Maximum Extension Period 31 st March 2023 Minimum written notice to Agency in respect of extension: 1 month

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; and the Statement of Works.
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Key Individuals:	██████████
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Guarantor(s):	N/A
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Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	The Contract Charges shall be calculated using the charge out rates shown in the Agency's bid as part of the tender and not exceeding the maximum call-off value of £1,200,000.
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Liability	Agency Liability: see clause 18.2 of Call Off Contract Client Liability: see clause 18.4 of Call Off Contract
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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 £1 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 £1 million for each individual claim</p>
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Client billing address for invoicing:	
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GDPR	See Schedule 8 of the Call-Off Contract (Authorised Processing Template)
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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 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:

Name and Title:

Signature:

Date: 24/11/2021

For and on behalf of the Client:

Name and Title:

Signature:

Date: 24/11/2021



Part 2: Call-Off Terms



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