

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Dear Sirs

Letter of Appointment

This letter of Appointment dated 31 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:	C10935
From:	The Secretary of State for the Home Department acting through Her Majesty's Passport Office, whose principal office is at Globe House, 89 Ecclestone Square, London, SW1V 1PN ("Customer")
To:	Walnut Unlimited, First Floor, Orion House, 5 Upper St. Martin's Lane, London, England, WC2H 9EA Company Number 01317137 ("Supplier")
Effective Date:	31 August 2021
Expiry Date:	End date of Initial Period 31 August 2023 End date of Maximum Extension Period 31 August 2024 Minimum written notice to Supplier in respect of extension: three (3) months
Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Requirements attached at Annex A and the Supplier's Proposal attached at Annex B

Key Individuals:	Gregor Jackson, Director Jeanine Baichoo, Research Manager
Guarantor(s)	Not applicable

Contract Charges (including any applicable discount(s), but excluding VAT):	Detailed at Contract Terms Schedule 6
Insurance Requirements	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:	Home Office Shared Service Centre PO Box 5015 Newport Gwent NP20 9BB United Kingdom Tel. No.: 08450 100 125 Email: post-room-rescan@homeoffice.gov.uk

GDPR	Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	Not applicable

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:

Name and Title:

Signature:

Signature:

Date: 23/08/2021

Date: 31/08/2021

ANNEX A

Customer Project Specification



Requirements_Market Research_210521_V

ANNEX B
Supplier Proposal

Redacted

Part 2: Contract Terms



RM6018-Call-Off-Contract-Terms.docx