**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS**

* 1. **Letter of Appointment**

[Letterhead of Customer]

Dear Sirs

**Letter of Appointment**

This letter of Appointment dated 09/09/2021 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.

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| --- | --- |
| Order Number: | CCZZ21A20 |
| From: | Department of Work and Pension  REDACTED  ("Customer") |
| To: | I.F.F RESEARCH LT ("Supplier") |

|  |  |
| --- | --- |
| Effective Date: | 23/09/2021 |
| Expiry Date: | End date of Initial Period 22/09/2025  End date of Maximum Extension Period 22/09/2026  Minimum written notice to Supplier in respect of extension: 4 weeks |

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| --- | --- |
| Services required: | Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by:  · the Customer’s SOR attached at Annex A and the Supplier’s pricing attached at Annex B; and |

|  |  |
| --- | --- |
| Key Individuals: | REDACTED |
| [Guarantor(s)] | N/A |

|  |  |
| --- | --- |
| Contract Charges (including any applicable discount(s), but excluding VAT): | £492,483.21 |
| Insurance Requirements | Additional employers' liability insurance with a minimum limit of £1,000,000.00. |
| Liability Requirements | **Suppliers limitation of Liability** (Clause 18.2 of the Contract Terms) |
| Customer billing address for invoicing: | REDACTED |

|  |  |
| --- | --- |
| GDPR | Contract Terms Schedule 7 |

**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:REDACTED

REDACTED

Signature: Signature: REDACTED

REDACTED

Date: 27th September 2021 Date: 06th October 2021

**Annex A**

**Customer Project Specification**

To be determined by the Customer at Call for Competition stage

**Annex B**

**Supplier Proposal**

To be determined at Call for Competition stage

* 1. **Contract Terms**