



Crown
Commercial
Service

Bid Pack

Attachment 5 – Letter of Appointment

Contract Reference: TROO0281 – Quantitative rail research call-off contract

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DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Savanta
54 Bermondsey Street
London
SE1 3UD

Attn: [REDACTED]
[REDACTED]

Dear Sirs

Letter of Appointment

This letter of Appointment dated 14 October 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:	TROO0281
From:	Department for Transport, (DfT), 33 Horseferry Road, London, SW1P 4DR ("Customer")
To:	Savanta

Effective Date:	20th October 2021
Expiry Date:	End date of Initial Period 19th April 2023 End date of Maximum Extension Period 19 th October 2024 Minimum written notice to Supplier in respect of extension: 2 months

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Services required:	As per Attachment 3 – Statement of Requirements
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Key Individuals:	<div>██████████</div> <div>██████████████████████████████</div> <div>████████████████████</div> <div>██████████████</div> <div>██████████████████████████████████</div> <div>██████████████████████████</div> <div>██████████</div> <div>██████████████████████████████</div> <div>████████████████████</div>
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	The total contract value shall be £600,000 See Part 3 for Supplier Costings of this document for details
Insurance Requirements	No additional insurance required
Liability Requirements	Suppliers limitation of Liability as per Clause of the Contract Terms)
Customer billing address for invoicing:	Shared Services Arvato Department for Transport Accounts Payable Sandringham Park Swansea Vale Swansea SA7 0EA sscsasdesk@dftssc.gsi.gov.uk

GDPR	As per 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: 20/10/21

Date: 02/11/2021

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ANNEX A

Customer Project Specification

Attached as a separate document (Attachment 3 – Statement of Requirements
Quantitative rail research call-off contract
Contract Reference TROO0281)

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ANNEX B

Supplier Proposal

Attached as a separate document
(TROO0281_Savanta_technical response)

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Part 2: Contract Terms

Attached as a separate document

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Part 3: Supplier Costings

Attached as a separate document

(TROO0281_Attachment 4_Pricing schedule_Savanta response_final)

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