

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

To Whom it May Concern,

Letter of Appointment

This letter of Appointment dated 20/06/2019 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:	To be confirmed by the Customer during or before Inception meeting. Contract Reference: CCZ19A23
From:	Ministry of Housing, Communities & Local Government ("Customer")
To:	I.F.F Research Ltd ("Supplier")

Effective Date:	24 th of June 2019 Maximum of Fourteen (14) Month Duration
Expiry Date:	31 st of July 2020 No Extension Period Available

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none">· the Customer's Project Specification attached at Annex A andthe Supplier's Proposal attached at Annex B
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Key Individuals:	Contracting Authority Core contact: [REDACTED]
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	Supplier Core Contact: [REDACTED]
[Guarantor(s)]	Not Applicable

Contract Charges (including any applicable discount(s), but excluding VAT):	Maximum Contract Value: £40,000.00 exc VAT Further Details within Schedule 6 of the Contract Terms and Conditions.
Insurance Requirements	As required under the Research Marketplace Dynamic Purchasing System Agreement at Clause 10.8 to 10.12
Liability Requirements	Suppliers limitation of Liability as per Clause Error! Reference source not found. of the Contract Terms
Customer billing address for invoicing:	[REDACTED]

GDPR	As detailed within 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:

[REDACTED]

Name and Title:

[REDACTED]

Signature:

[REDACTED]

Signature:

[REDACTED]

Date:

[REDACTED]

Date:

[REDACTED]

ANNEX A
Customer Project Specification

[REDACTED]

ANNEX B

[REDACTED]

Part 2: Contract Terms

Please see Part 2 Contract Terms