

DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Rob

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the DPS Agreement (RM6018) between HSE and the Supplier dated 20 December 2019.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	1.11.4.3520
From:	Health & Safety Executive ("Customer")
To:	IFF Research ("Supplier")

Effective Date:	06 January 2020
Expiry Date:	31 March 2020

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 and the Supplier's Proposal attached at Annex B;
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Key Individuals:	[N/A]
[Guarantor(s)]	[N/A]

Contract Charges (including any applicable discount(s), but exc VAT):	£18,431.37
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Insurance Requirements	<p>[Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £[x] million for each individual claim]</p> <p>[Additional employers' liability insurance with a minimum limit of £[x] indemnity]</p> <p>[Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £[x]1 million for each individual claim.]</p> <p>[Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £[x] million for each individual claim]</p>
Customer billing address for invoicing:	<p>APinvoices-HAS-U@sscl.gse.gov.uk (in pdf format only)</p> <p>Please send copy invoice to the Contract Manager</p>

Alternative and/or additional provisions (including Schedule 6 (Additional clauses)):	<p>Health and Safety Executive – Standard Travel & Subsistence Policy</p>
	<p>The price shall be inclusive of all out of pocket expenses, including telecommunication, copying, printing, photography, materials, report preparation and publication, presentation materials, travel, subsistence and accommodation. All out of pocket expenses shall be charged in line with HSE's expenses policy as follows;</p> <ul style="list-style-type: none"> • All claims must be accompanied by all receipts showing the items purchased. • Credit card receipts are not acceptable. • The expenses shall be capped at the maximum amount specified below for the duration of the contract. • The expenses shall be paid at the following rates in line with HSE's expenses policy embedded below. • The Contractor will ensure where VAT is invoiced on expenses it is applied to the net value of the expense, not the gross value. <div style="text-align: center;">  <p>HSE Standard Travel and Subsistence Rates</p> </div>

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

Signature: [Redacted]

Name in Capitals: [Redacted]

Position: Director

Date: 20 December 2019

Duly authorised to sign on behalf of

IFF RESEARCH

5TH Floor, St Magnus House, 3 Lower Thames Street, London, EC3R 6HD

Signature [Redacted]

Name in Capitals [Redacted]

Position [Redacted]

Date 20/12/19

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE

Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

ANNEX A

Customer Project Specification

To be determined by the Customer at Call for Competition stage



Call for Competition
against RM6018 Marke

ANNEX B

Supplier Proposal

To be determined at Call for Competition stage



IFF research Proposal
- Construction Sector



HSE construction
software clarification r

Part 2: Contract Terms



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