

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Letter of Appointment

Highways England
The Cube
Birmingham
B1 1PR
<http://highwaysengland.co.uk/>

Ipsos MORI
3 Thomas More Square,
London.
E1W 1YW

Dear Miss Copp

Letter of Appointment

This letter of Appointment dated 23/10.2020, 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:	TBC
From:	Highways England Company Limited ("Customer")
To:	Ipsos MORI ("Supplier")

Effective Date:	November 2 nd 2020
Expiry Date:	End date of Initial Period 30 th April 2021 End date of Maximum Extension Period 30 th April 2022 Minimum written notice to Supplier in respect of extension: 14 days

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B
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Key Individuals:	██████████
[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	Charges up to £30,000
Insurance Requirements	<p>Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £1 million for each individual claim</p> <p>Additional employers' liability insurance with a minimum limit of £1 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 £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 £1 million for each individual claim</p>
Liability Requirements	Suppliers limitation of Liability (Clause 18 of the Contract Terms)
Customer billing address for invoicing:	3 Thomas More Square, London. E1W 1YW

GDPR	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:

[Redacted]

Signature:

[Redacted Signature]

Date: 30 October 2020

For and on behalf of the Customer:

[Redacted]

Signature:

[Redacted Signature]

Date: 5 November 2020

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

Part 1: Contract Terms