

Appendix E: Completed Commissioning Letter

Addressee name

Job Title

Company name

Address

Insert Date

Dear

PS21034 – Framework for Consumer Research on Product Safety Standard Issues for -
Insert detail of services to be provided

Thank you for your response to the Specification for the above Commission by The Department for Business, Energy and Industrial Strategy (BEIS) (the Customer) through PS21034 – Framework for Consumer Research on Product Safety dated [insert date] between (1) Department for Business, Energy and Industrial Strategy (BEIS); and (2) [insert tenderer's name] (the Framework Agreement).

Annexes: A. Tender dated [insert date]
 B. Specification for [insert title]

The Department for Business, Energy and Industrial Strategy (BEIS) accepts your Supplemental Tender from Appendix B – Call off Quote Template (Annex B), submitted in response to our Specification (Annex A), [as clarified or modified by the correspondence between us (Annex C)].

The Call-Off Terms and Conditions applicable to this contract are those set out in PS21034 – S3 – Services Purchasing Contract v1 to the Framework.

The agreed total charges are £xxxx exclusive of VAT which should be added at the prevailing rate. The agreed invoice schedule is as follows:

[Insert invoice schedule]

All invoices should be sent to [insert contact name and details]

You are reminded that any Customer Intellectual Property Rights provided in order to perform the Services will remain the property of the Customer. The following deliverables have been agreed:

[Insert deliverables]

The Services Commencement Date is XXX

The Completion date is XXX

The Contract may be terminated for convenience by giving 30 days notice in accordance with clause A3-8 of the PS21034 – S3 – Services Purchasing Contract, Call-off Terms and Conditions.

OFFICIAL-SENSITIVE (COMMERCIAL)

Your invoice(s) for this work must include the following information:

Commission number: [insert project number]

Where GDPR applies, The Supplier shall only process in accordance with the instructions as advised in Appendix C and comply with any further written instructions with respect to processing by the Contracting Authority.

The Authorised Representative for this Commission will be [insert name] who can be contacted at [insert contact details].

[Insert details of any Key Personnel, Contract monitoring, Management Information and meetings, and Confidential Information (what information is confidential and how long must its confidentiality be maintained)]

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

[Name of authorised signature of Customer]

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

Signed on behalf of (Contracting Authority)

Name and Title	
Signature	
Date	

Signed on behalf of (supplier)

Name and Title	
Signature	
Date	