

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Sirs

Letter of Appointment

This letter of Appointment dated 1st October 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 by Customer
From:	The Department for Transport with offices at Great Minster House, 33 Horseferry Road, London, SW1P 4DR
To:	National Centre for Social Research a company registered in England and Wales under Company Number 04392418 whose registered office is at 35 Northampton Square, London, EC1V 0AX

Effective Date:	5 th October 2020
Expiry Date:	End date of Initial Period: 4 th October 2024 End date of Maximum Extension Period: Not Applicable Minimum written notice to Supplier in respect of extension: Not Applicable

Services required:	Set out in Schedule 2 Statement of Work of the Call Off Contract Terms and Conditions and refined by: The Customer's Project Specification attached at Annex 2 and the Supplier's Proposal attached at Annexes 3-8.
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Key Individuals:	<u>Customer:</u> REDACTED <u>Supplier:</u> REDACTED
Guarantor(s)	Not Applicable.

Contract Charges (including any applicable discount(s), but excluding VAT):	£999,880.00 for the core contract • Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables; • Before each payment can be considered, each invoice must include a detailed elemental breakdown of work completed and associated costs; • Acceptance procedure for deliverables – the Customer will review and sign off each milestone deliverable as set out in Annex 2.
Insurance Requirements	No additional requirements.
Customer billing address for invoicing:	Invoices must quote the Purchase Order (PO) number and must be submitted as directed in the PO to: Arvato, Shared Service Centre, 5 Sandringham Park, Llansamlet, Swansea Vale, Swansea, SA7 0E REDACTED

GDPR	This can be found within RM6018 Contract Terms and Conditions, 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:

Name and Title:

REDACTED

REDACTED

Signature:

Signature:

REDACTED

REDACTED

Date:

Date