



Crown  
Commercial  
Service

# Invitation to Tender

## Attachment 9

### Letter of Intent to Guarantee

#### **RM6123 Media Services**



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**[ON THE LETTERHEAD OF THE GUARANTOR]**

Crown Commercial Service

9th Floor, The Capital

Old Hall Street

Liverpool

L3 9PP

**[DATE]**

Dear Sirs

Letter of Intent to Guarantee – Framework Agreement **RM6123 MEDIA SERVICES** (the “Framework Agreement”)

Name of Agency: **[INSERT NAME OF AGENCY]**

1. We refer to the Framework Agreement. Unless otherwise defined in this Letter of Intent to Guarantee, capitalised terms used in this Letter of Intent to Guarantee have the meaning given to them in the Framework Agreement.
2. We acknowledge that the Agency relied on our capacity to meet the selection criteria relating to economic and financial standing that CCS set out in the procurement process for the Framework Agreement.
3. We have issued this Letter of Intent to Guarantee in consideration of CCS entering into the Framework Agreement with the Agency.
4. Please accept this Letter of Intent to Guarantee as an undertaking from us and as proof that the Agency will have at its disposal the resources necessary to achieve the economic and financial standing required in the relevant selection criteria.
5. We acknowledge that it is a condition of the Framework Agreement that:
  - 5.1. we provide this Letter of Intent to Guarantee to CCS)
6. We confirm that:
  - 6.1. we undertake to provide each Guarantee in accordance with the Framework Agreement; and
  - 6.2. we understand that CCS may terminate the Framework Agreement with the Agency as a material Default of the Framework Agreement if:



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- 6.2.1. we withdraw or revoke this Letter of Intent to Guarantee in whole or in part for any reason whatsoever;
  - 6.2.2. we refuse to enter into a Guarantee; or
  - 6.2.3. an Insolvency Event occurs in respect of the Guarantor.
7. Please find enclosed a certified copy of the extract of the board minutes and/or resolution of the Guarantor approving the intention to enter into a Letter of Intent to Guarantee in accordance with the provisions of Joint Schedule 8 of the Framework Agreement.
8. This Letter of Intent to Guarantee and any Disputes arising out of, or connected to it, are governed by English law. CCS and the Guarantor must resolve any Dispute in accordance with Clauses 16.4 to 16.3.6 of the Framework Agreement as if that clause applied to this Letter of Intent to Guarantee.

Yours faithfully

Name: .....

Job Title: .....

For and on behalf of

[INSERT NAME OF THE GUARANTOR]

Encs:

1. Certified copy of the extract of the board minutes and/or resolution of the Guarantor approving the intention to enter into a Letter of Intent to Guarantee