[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 – RM6232 Facilities Management & Workplace Services (the “Framework Agreement”)

Name of Supplier: [INSERT NAME OF SUPPLIER]

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 Supplier 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 Supplier.
4. Please accept this Letter of Intent to Guarantee as an undertaking from us and as proof that the Supplier 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:
   1. we provide this Letter of Intent to Guarantee to CCS (paragraph 2.1.1 of Joint Schedule 8 of the Framework Agreement); and
   2. on demand from a Buyer, the Supplier must procure that we enter into a Guarantee in the form set out in Annex 1 to Joint Schedule 8 of the Framework Agreement (paragraph 2.1.2 of Joint Schedule 8 of the Framework Agreement).
6. We confirm that:
   1. we undertake to provide each Guarantee in accordance with the Framework Agreement; and
   2. we understand that CCS may terminate the Framework Agreement with the Supplier as a material Default of the Framework Agreement if:
      1. we withdraw or revoke this Letter of Intent to Guarantee in whole or in part for any reason whatsoever;
      2. we refuse to enter into a Guarantee in accordance paragraph 2.1.2 of Joint Schedule 8 of the Framework Agreement; or
      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 Clause 34 of the Core Terms 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