



UK Health
Security
Agency

DPS Framework Schedule 4: Letter of Appointment & Contract Terms - Letter of Appointment

Dear [REDACTED],

Re: Letter of Appointment – R&M105 Quantitative (Market) Research (ad-hoc)

This letter of Appointment dated 03 November 2021, 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:	R&M105 Quantitative (Market) Research
From:	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency Nobel House, 17 Smith Square, London SW1P 3HX ("Customer")
To:	Basis Research. Co Registration Number: 3068609 Registered Address: [REDACTED] ("Supplier")

Effective Date:	06 September 2021
Term & Expiry Date:	The contract term is two years or until the value of commissions instructed reach the maximum contract value, whichever is the earlier. End date of Initial Period 05 September 2023 Minimum written notice to Supplier in respect of termination: two (2) weeks
Services Required:	An ongoing programme of qualitative research to understand public perceptions and attitudes towards COVID and broader health outcomes, future pandemics, and UKHSA.

	As 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:	<p>Customer:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Supplier:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Key individuals for individual commissions will be named in the subsequent LoA.</p>
Guarantor(s)	n/a

Contract Value and Contract Charges (excluding VAT):	<p>The total contract value shall not exceed one million two hundred thousand Pounds Sterling excluding VAT (£1,200k)</p> <p>Contract charges for commissions should not exceed the rates stipulated in the Suppliers proposal in Appendix B</p> <p>As this is a call-off contract there is no spend commitment from the Customer, individual commissions are to be called off via subsequent LoA (R&M123-01, R&M123-02, etc)</p> <p>Invoicing arrangement will be agreed as appropriate for each subsequent commission</p>
Insurance Requirements	Additional cover is not required for this call-off contract and will, if required, be detailed in the LoA for commissions

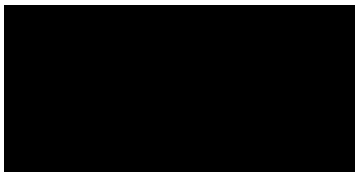
Liability Requirements	Suppliers limitation of Liability as detailed in Clause Error! Reference source not found. of the Contract Terms pursuant to the DPS Agreement
Customer billing address for invoicing:	<p>Invoices should be e-mailed to [REDACTED]</p> <p>Please ensure the details in the invoice contain the UKHSA issued Purchase Order reference and are addressed as follows:</p> <p>UK Health Security Agency Windsor House 50 Victoria Street London SW1H 0TL VAT registration number: 888 851 648</p>
GDPR	Any GDPR requirements for individual commissions will be detailed in the LoA which will incorporate a completed Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects
Alternative and/or additional provisions	None required for this call-off contract and will, if required, be detailed in the LoA for individual commissions

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:
	
Signature:	Signature:
	
Date:	Date:
4 th November 2021	4th November 2021

Annex A

Customer Project Specification and Key Deliverables

To be determined by the Customer's Call for Competition – Capability Assessment and tender documents issued by email by [REDACTED] on 03 August 2021 at 08:45, and any subsequent clarifications



Quant ITT - ad hoc
projects - ISSUED.doc

Annex B

Supplier Proposal dated 02 August 2021



RE_ Basis R&M105a -
ad-hoc Price Schedule



Basis R&M105ab -
Quantitative Research

Part 1: Contract Terms

- RM6018 DPS Agreement Terms
- RM6018 Call-off Contract Terms 2



Contract Terms v6.0

<https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6018-DPS-Agreement-Terms.pdf>