



**UK Health
Security
Agency**

DPS Framework Schedule 4: Letter of Appointment & Contract Terms

Part 1: Letter of Appointment

Basis Research
264 Banbury Road
Oxford
OX2 7DY

Dear [REDACTED],

Re: Letter of Appointment – R&M105-25 Attitudes to routine vaccinations tracker – Attitudinal study of parents

This letter of Appointment dated 13th December 2022 is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Letter of Appointment R&M105 – Call off Contract Quant between the Customer 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&M105-25 Attitudes to routine vaccinations tracker – Attitudinal study of parents
From:	Secretary of State for Health and Social Care acting as part of the Crown through the UK Health Security Agency ("Customer") Nobel House, 17 Smith Square, London SW1P 3HX
To:	Basis Research. Co Registration Number: 03211544 Registered Address: 264 Banbury Road, Oxford, OX2 7DY ("Supplier")

Effective Date:	13th December 2022
Expiry Date:	End date of Initial Period: 30 th April 2023

	Minimum written notice to Supplier in respect of termination: two (2) weeks
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Services required:	Quantitative research to explore the attitudes of teenagers and their parents to the adolescent vaccination programme
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Key Individuals:	Customer: [REDACTED] Supplier: [REDACTED]
Guarantor(s)	n/a

Contract Charges (including any applicable discount(s), but excluding VAT):	The total contract value shall not exceed fifty-two thousand pounds Sterling excluding VAT (£52,000) [REDACTED] [REDACTED]
Insurance Requirements	Additional cover is not required
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:	Invoices should be e-mailed to [REDACTED] Please ensure the details in the invoice contain the UKHSA issued Purchase Order reference and are addressed as follows: UKHSA Accounts Payable Team Manor Farm Road, Porton Down Salisbury SP4 0JG UK

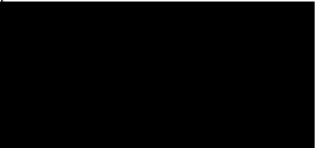



	VAT registration number: 888 851 648
GDPR	N/A
Alternative and/or additional provisions	None

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 behalf of the Supplier:	For and behalf of the Buyer:
<div></div> <div>Full Name: </div> <div>Job Title/Role: </div> <div>Date Signed: 15th Dec 2022</div>	<div></div> <div>Full Name: </div> <div>Job Title/Role: </div> <div>Date Signed: 20th Dec 2022</div>

Annex A

[REDACTED]

DELIVERABLES:

Questionnaire design

[REDACTED]

Annex B

[REDACTED]

Part 2. Contract Terms

R&M105 – Letter of Appointment – Ad-hoc Quantitative Market Research

[OBJ]



RM105 LoA
Quantitative Research

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



Contract Terms v6.0

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