

1. FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CALL-OFF



Department
for Environment
Food & Rural Affairs

T: [REDACTED]
helpline@defra.gsi.gov.uk
www.gov.uk/defra

Date: 2nd May 2019

Dear [REDACTED]

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3796) between CCS and the Agency dated 01.04.2019

Capitalised terms and expressions used in this letter have the same meanings as in the Call-Off Terms unless the context otherwise requires.

Order Number:	TBC
From:	Department of Environment, Food and Rural Affairs (Defra) ("Client")
To:	[REDACTED]

Effective Date:	01/04/2019
Expiry Date:	End date of Initial Period 31 March 2020 End date of Maximum Extension Period 31 March 2021 Minimum written notice to Agency in respect of extension: 4 weeks

Relevant Lot:	[Lot 4]
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Services required:	Set out in Section 2 (Services offered) and refined by: the Client's Brief attached at Annex A and the Agency's Proposal attached at Annex C
Statement of Work	The Parties may enter into such Statements of Work as are agreed between the Parties under Clause 1.2

Key Individuals:	[REDACTED]
[Guarantor(s)]	N/A

Call Off Contract Charges (including any applicable discount(s), but [REDACTED] VAT):	The maximum value is [REDACTED] The budget will be split as follows: [REDACTED] for the anti-littering campaign [REDACTED] for the domestic burning campaign
Insurance Requirements	Product liability insurance cover all risks in the provision of Deliverables under the Call-Off Contract, with a minimum limit of £1 million for each individual claim.
Client billing address for invoicing:	Accounts-Payable.def@sscl.gov.uk or Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ.

GDPR	As per Call-Off Schedule 6 (Authorised Processing Template)
Alternative and/or additional provisions:	N/A

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter a Call-Off Contract with the Client to provide the Services in accordance with the terms of this letter and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Terms. The Parties hereby acknowledge and agree that this Call-Off Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

For and on behalf of the Agency:

Name and Title:

Signature:

Date:

For and on behalf of the Client:

Name and Title: [REDACTED]

Signature: [REDACTED]

Date:

For and on behalf of the Agency:

Name and Title:

Signature:

Date:

For and on behalf of the Client:

Name and Title: [REDACTED]

Signature:

Date:

Yours sincerely,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]