

## DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

### Part 1: Letter of Appointment

Dear Sirs,

This Letter of Appointment, dated 18<sup>th</sup> January 2022, 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:	TBC
From:	The Competition and Markets Authority The Cabot 25 Cabot Square London E14 4QZ  ("Customer")
To:	Savanta ComRes The Woolyard 54 Bermondsey Street London SE1 3UD  ("Supplier")
Effective Date:	18 <sup>th</sup> January 2022
Expiry Date:	End date of Initial Period: 30 <sup>th</sup> April 2022. End date of Maximum Extension Period: N/A Minimum written notice to Supplier in respect of extension: N/A
Services required:	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.
Key individuals	For the Customer: ██████████ ████████████████████  ██████████

	For the Supplier: [REDACTED] [REDACTED]
Guarantor(s):	NOT USED
Contract Charges (including any applicable discount(s), but excluding VAT):	Charges to be: £19,300.00 as specified in Supplier Proposal.
Insurance Requirements:	The insurance(s) required will be: employers' liability insurance with a minimum limit of £1,000,000 or any higher minimum limit required by Law.
Liability Requirements:	125% of the Contract Charges.
Customer billing address for invoicing:	<a href="mailto:invoices@cma.gov.uk">invoices@cma.gov.uk</a>  The Cabot 25 Cabot Square London E14 4QZ
GDPR	Schedule 7 (Processing, Personal Data and Data Subjects)
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	NOT USED

## 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:**  
Name and Title:

[REDACTED]

Signature:

[REDACTED]

Date: 18<sup>th</sup> Jan 2022

**For and on behalf of Customer:**  
Name and Title:

[REDACTED]

Signature:

[REDACTED]

Date: 18 Jan 2022



## **ANNEX A**

### **Customer Project Specification**

Please see attached Annex A – Customer Project Specification

## **ANNEX B**

### **Supplier Proposal**

Please see attached Annex B – Supplier Proposal.

## **Part 2: Contract Terms**

Please see separate attached "Part 2 Contract Terms"