

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

Part 1: Letter of Appointment

CCCS18A03 - INTERNATIONAL ZERO EMISSION VEHICLE SUMMIT

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3796) between CCS and the Agency dated 19th July 2018.

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:	To be confirmed
From:	Great Minster House, 33 Horseferry Road, London, SW1P 4DR; ("Client")
To:	M Integrated Solutions Ltd, 10 Church Street, Isleworth, TW7 6DA ("Agency")

Effective Date:	19 th July 2018
Expiry Date:	End date of Initial Period 28 th September 2018 End date of Maximum Extension Period 28 th January 2019 Minimum written notice to Agency in respect of extension: 1 month The contract will be for a two (2) month period with an option to extend by two (2), two (2) month periods (2+2+2) up to a total contract period of 6 months.

Relevant Lot:	2 - Events
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 B; and Annex C – Agency Pricing

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<p>Key Individuals:</p>	<p>For the Client:</p> <p>██████████ - Senior Communications and Stakeholder manager</p> <p>For the Agency:</p> <p>Account Board Director: ██████████</p> <p>Project Director: ██████████</p> <p>Producer Millbrook: <u>Claire Rutland</u></p> <p>Project coordinator – ██████████</p> <p>Project Manager: ██████████</p> <p>Logistics Director: ██████████</p> <p>Design Lead: ██████████</p> <p>Head Of Events - ██████████</p>
<p>Guarantor(s)</p>	<p>N/A</p>

<p>Call Off Contract Charges (including any applicable discount(s), but excluding VAT):</p>	<p>Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.</p> <p>Detailed, itemised cost estimates must be provided and signed off by the Client before any work commences after which, a Purchase Order will be provided by the Client.</p> <p>Payment will be made in line with the rate card stated at Annex C – Agency Pricing. All rates are inclusive of expenses and exclusive of VAT.</p> <p>The Pricing Schedule found at Annex C is an estimated cost. It shall be used as a benchmark to calculate further work which will be paid in line with the rate card.</p> <p>The contract value will be for a maximum of £360,000.00 (Ex VAT). This is a call off contact and therefore there is no guarantee of spend.</p> <p>Before payment can be considered, each invoice must include the Client reference P04075025, plus a detailed elemental</p>
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	breakdown of work completed and the associated costs.
Insurance Requirements	In line with Call Off Terms and Conditions
Client billing address for invoicing:	Agency invoices should be sent to either (not both): By email to SSA.invoice@Clientssc.gsi.gov.uk in PDF format. It is the Agency's responsibility to ensure the email is received by the Accounts Payable team. By post to: Accounts Payable, Shared Services Avarto, 5 Sandringham Park, Swansea Vale, Swansea, SA7 0EA.
Alternative and/or additional provisions:	Additional GDPR provisions will apply and can be found within Schedule 6 of Call Off Terms and Conditions

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: 19-7-

For and on behalf of the Client:

Name and Title:

Signature:

Date: 1/8

