



Crown  
Commercial  
Service



Government  
Communication  
Service

Call-Off Contract  
Letter of Appointment  
Call-Off Schedules v2.0  
Campaign Solutions 2  
Reference Number  
RM6125

**Letter of Appointment Template and Call-Off Schedules (Framework  
Schedule 6)**

**Letter of Appointment**

The Agency is one of a number of agencies appointed by the Crown Commercial Service (CCS) to the Framework Agreement and is therefore able to enter into this Call-Off Contract.

This Letter of Appointment is issued in accordance with the provisions of the Framework Contract (-----) between CCS and the Agency, dated -----.

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


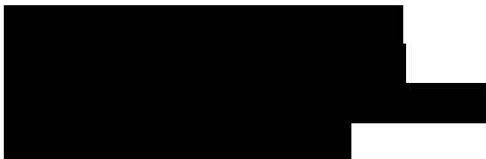
**CALL-OFF LOT(S):**

<b>Order Number:</b>	CS22293
<b>From:</b>	UK Space Agency, 10 Victoria Street, London, SW1H 0NB
<b>To:</b>	Identity Holdings Limited t/a Identity Identity House, Westham Business Park Eastbourne Road Westham, East Sussex BN24 5NP

<b>Call-Off Start Date:</b>	Thursday 7 <sup>th</sup> July 2022
<b>Call-Off Expiry Date:</b>	Friday 30 <sup>th</sup> September 2022
<b>Call-Off Initial Period:</b>	3 months
<b>Call-Off Optional Extension Period:</b>	N/A

<b>Deliverables required:</b>	Deliverables required are set out in Framework Schedule 1 of the Framework Agreement and the relevant Brief and are to be delivered in line with the accepted Proposal as detailed at Annex A of this Letter. Subsequent calls for Deliverables shall be priced and agreed using the Statement of Works form as per Annex B of this Letter of Appointment.
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<b>Key Staff:</b>	<b>For the Client:</b>
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	  <b>For the Agency:</b> 
<b>Guarantor(s)</b>	N/A

<b>Call-Off Contract Charges (including any applicable discount(s), but excluding VAT):</b>	The total value of the contract is £82,895.77 excluding VAT.
<b>Liability</b>	<b>See Clause 11 of the Core Terms</b> <b>Estimated Year 1 Charges:</b>
<b>Additional Insurance Requirements</b>	N/A
<b>Client billing address for invoicing:</b>	UK Space Agency, Polaris House, North Star Ave, Swindon SN2 1SZ

<b>Special Terms</b>	N/A
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**PROGRESS REPORT FREQUENCY**

Fortnightly or as agreed in the monthly progress meeting.

**PROGRESS MEETING FREQUENCY**

**Monthly** on the first Working Day of each quarter

**KEY SUBCONTRACTOR(S)**

[REDACTED]

**COMMERCIALLY SENSITIVE INFORMATION**

Agency's Commercially Sensitive Information

[REDACTED]

**SOCIAL VALUE COMMITMENT**

The Agency agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Proposal)

**CALL-OFF INCORPORATED TERMS**

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Letter of Appointment including the Call-Off Special Terms and Call-Off Special Schedules.
2. *Joint Schedule 1 (Definitions and Interpretation) RM6125*
3. *The following Schedules in equal order of precedence:*
  - *Joint Schedules for RM6125*
    - *Joint Schedule 2 (Variation Form)*
    - *Joint Schedule 3 (Insurance Requirements)*
    - *Joint Schedule 4 (Commercially Sensitive Information)*
    - *Joint Schedule 6 (Key Subcontractors)*
    - *Joint Schedule 10 (Rectification Plan)*
  - *Call-Off Schedules for RM6125*
    - *Call-Off Schedule 1 (Transparency Reports)*
    - *Call-Off Schedule 2 (Staff Transfer)*
    - *Call-Off Schedule 3 (Continuous Improvement)*
    - *Call-Off Schedule 4 (Proposal)*
    - *Call-Off Schedule 5 (Pricing Details)*
    - *Call-Off Schedule 7 (Key Supplier Staff)*

- *Call-Off Schedule 20 (Call-Off Specification)*

4. CCS Core Terms
5. Joint Schedule 5 (Corporate Social Responsibility) RM6125
6. Call-Off Schedule 4 (Proposal) as long as any parts of the Call-Off Proposal that offer a better commercial position for the Client (as decided by the Client) take precedence over the documents above.

No other Agency terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to this Order Form, or presented at the time of delivery. For the avoidance of doubt, the relationship between the Parties is non-exclusive. The Client is entitled to appoint any other agency to perform services and produce goods which are the same or similar to the Deliverables.

#### FORMATION OF CALL-OFF CONTRACT

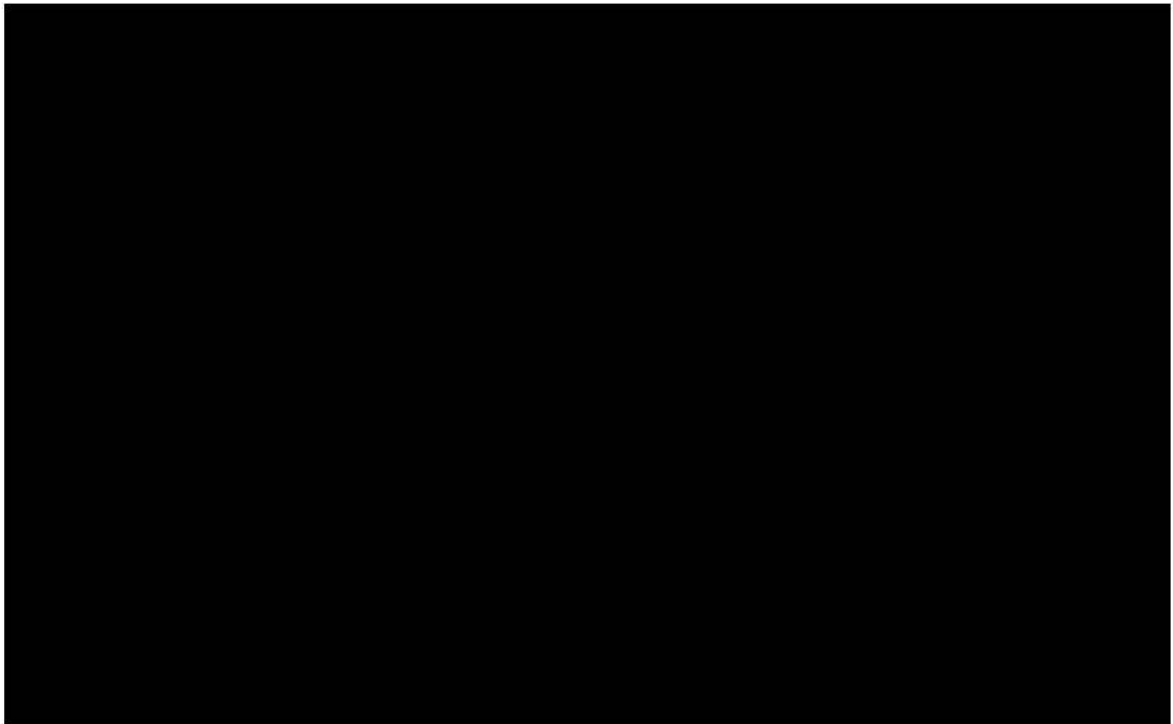
BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter into a Call-Off Contract with the Client to provide the Deliverables in accordance with the terms of this letter and the Call-Off Incorporated Terms.

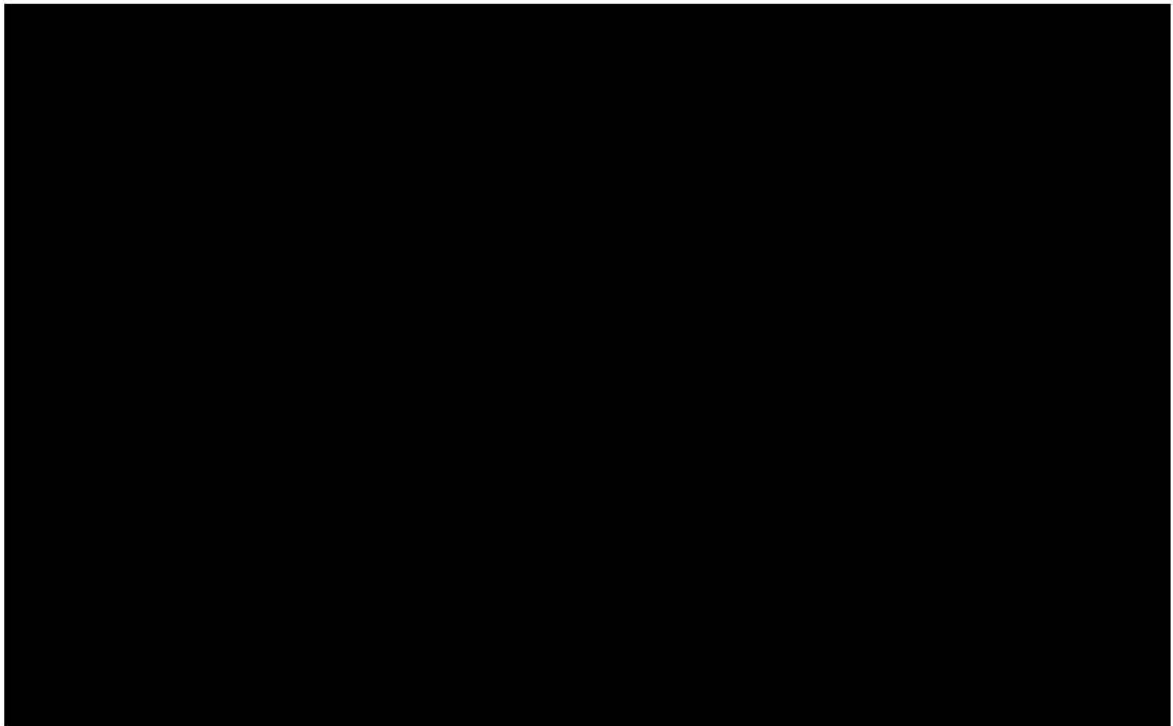
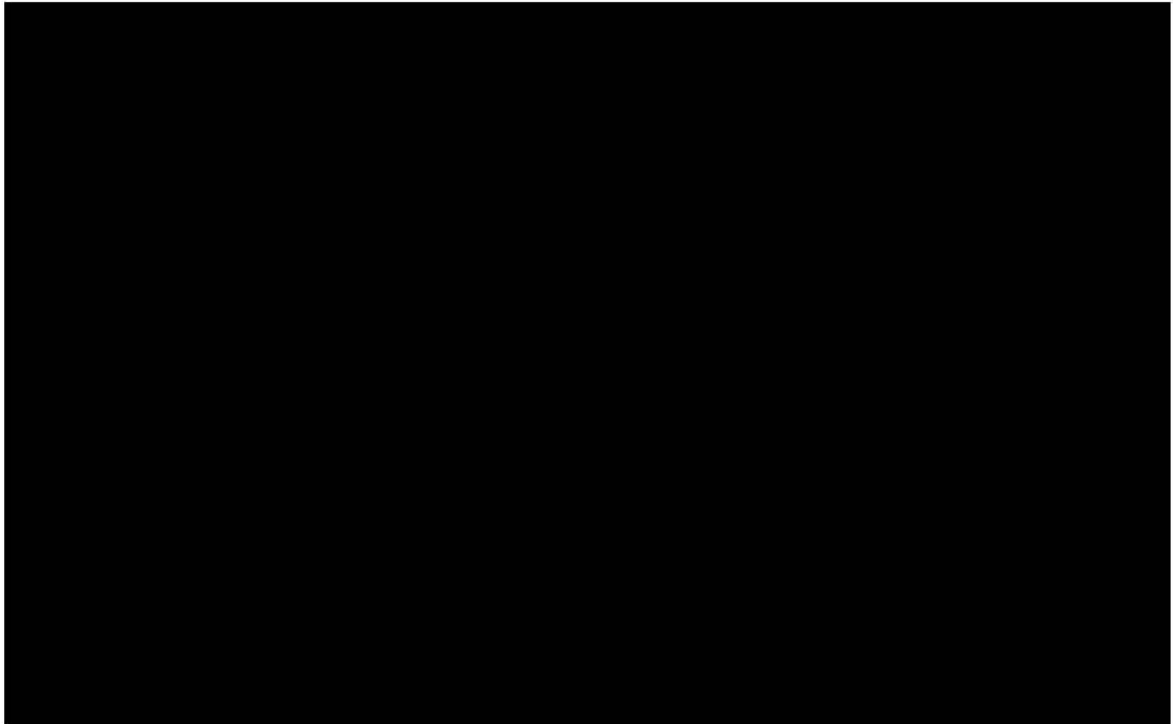
The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Incorporated Terms. The Parties hereby acknowledge and agree that this Call-Off Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this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

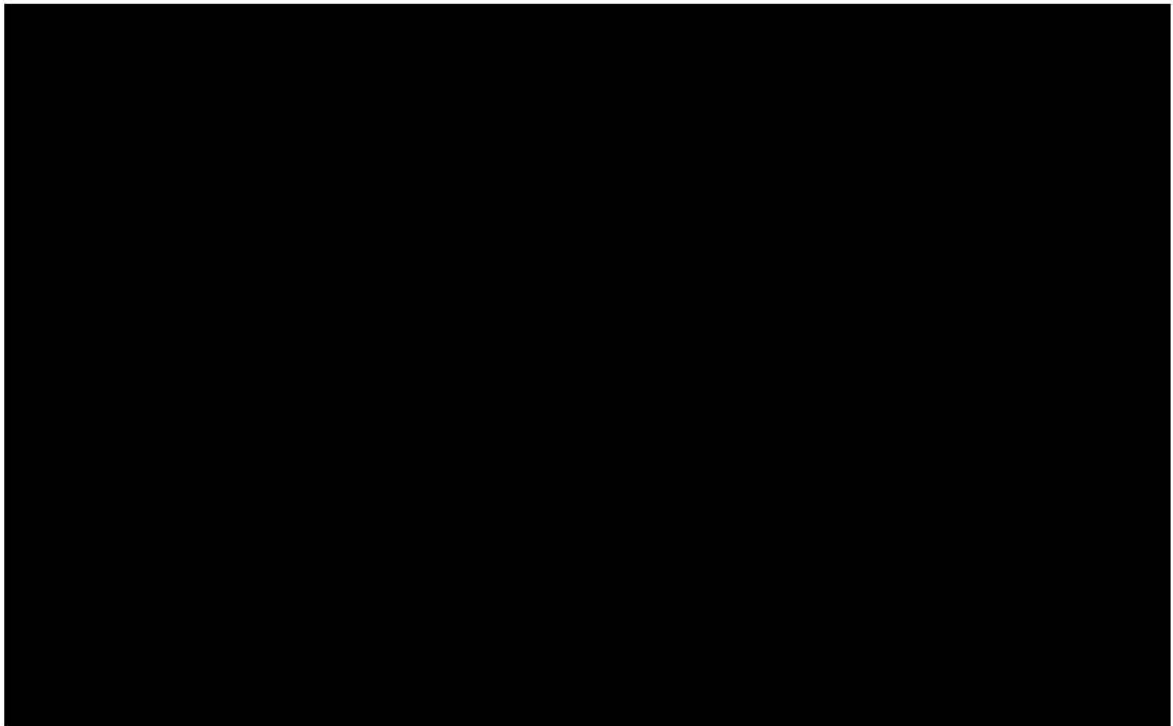
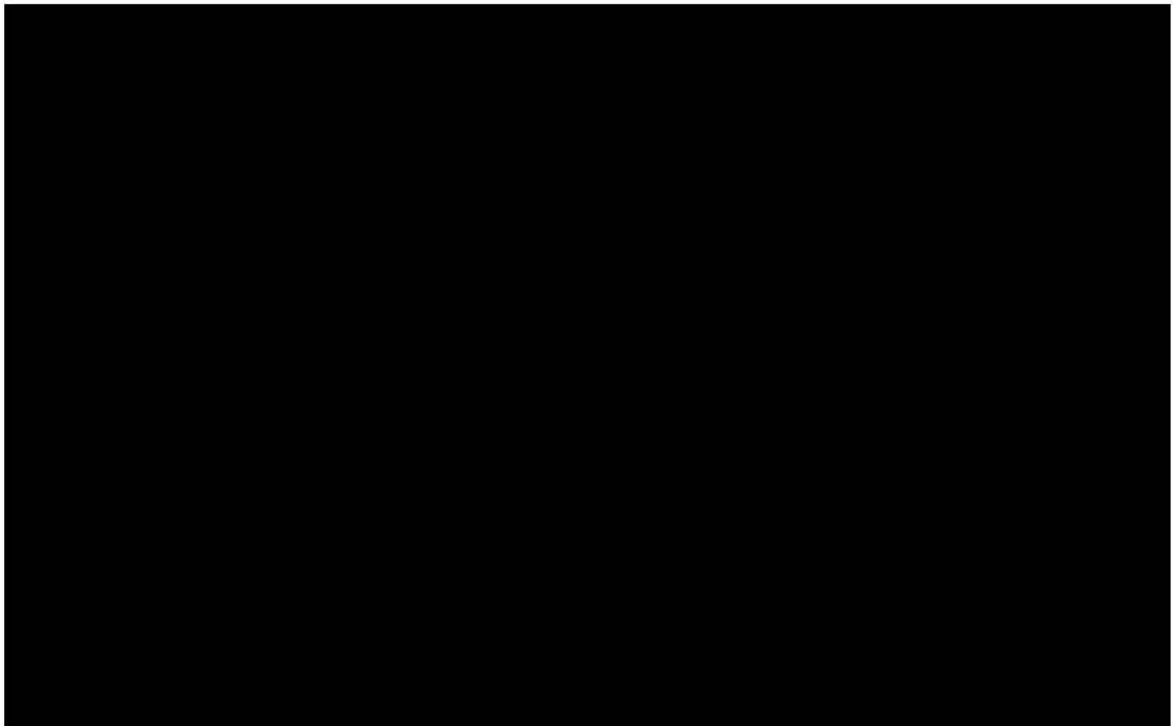
For and on behalf of the Agency:		1.1 For and on behalf of the Client:	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	6 JULY 2022	Date:	12/07/2022

**ANNEX A**

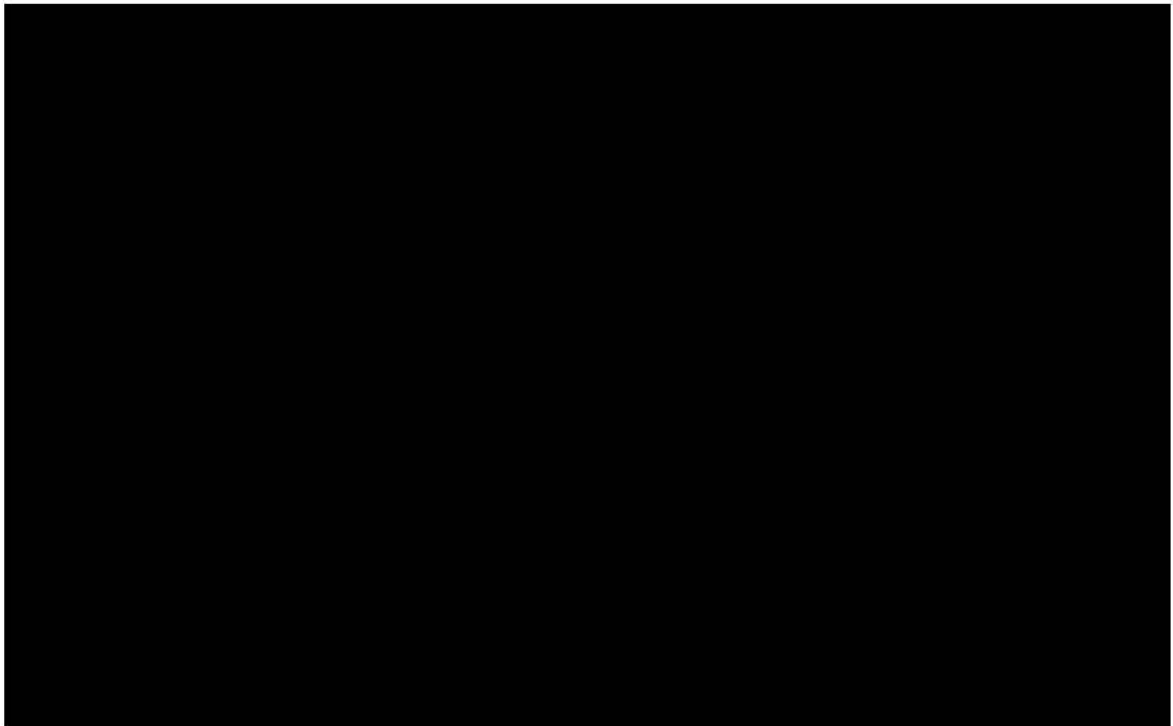
**Agency Proposal**

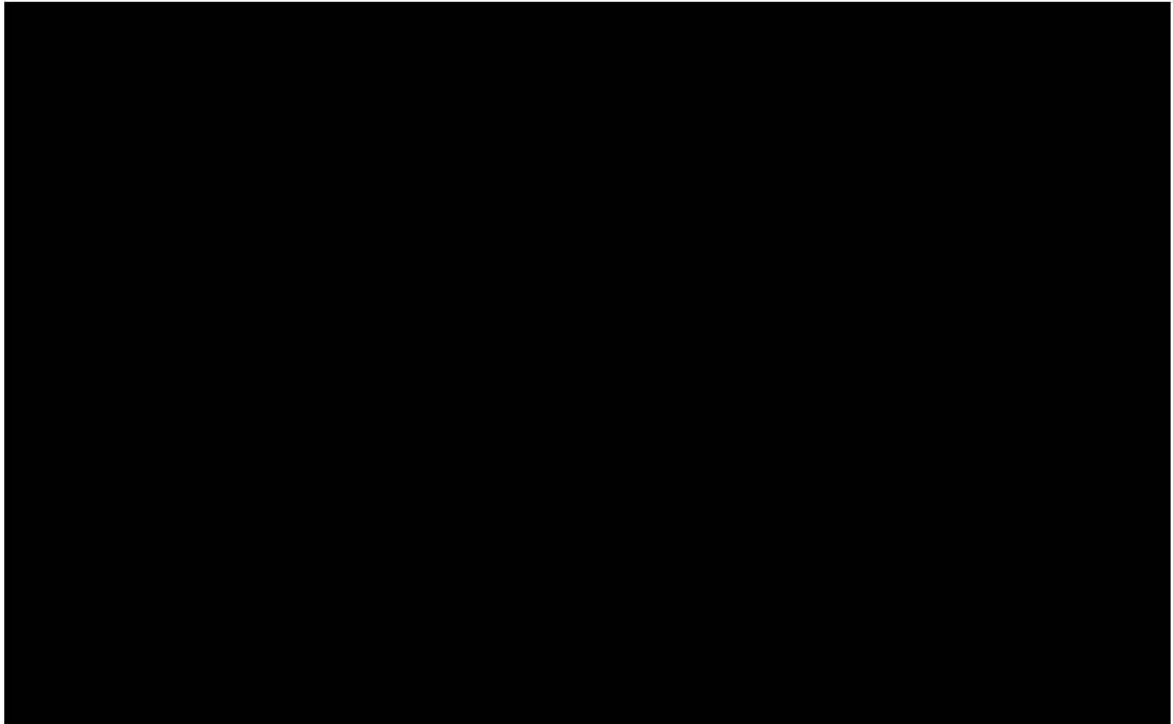


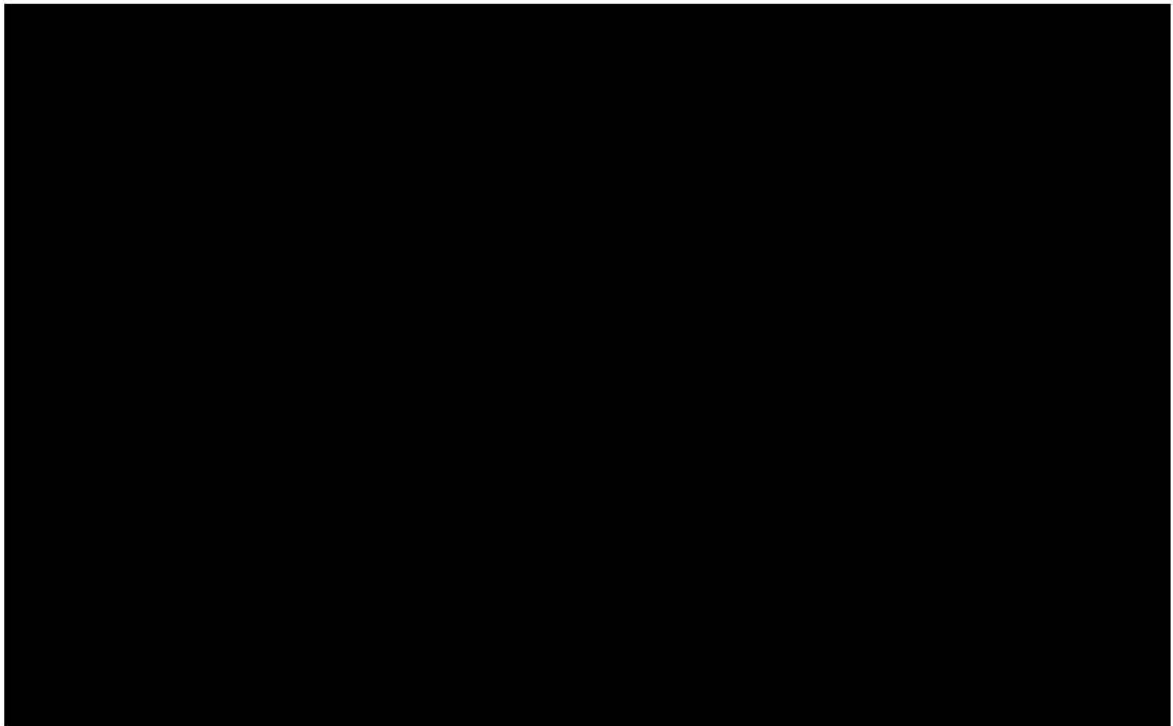
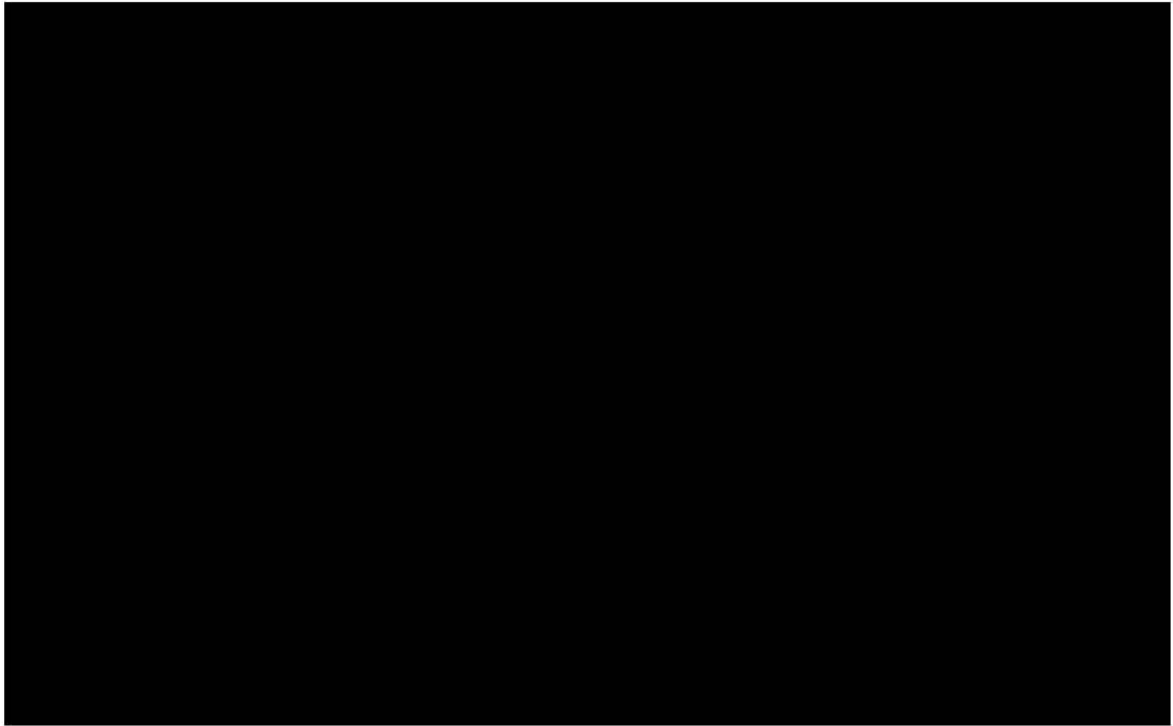


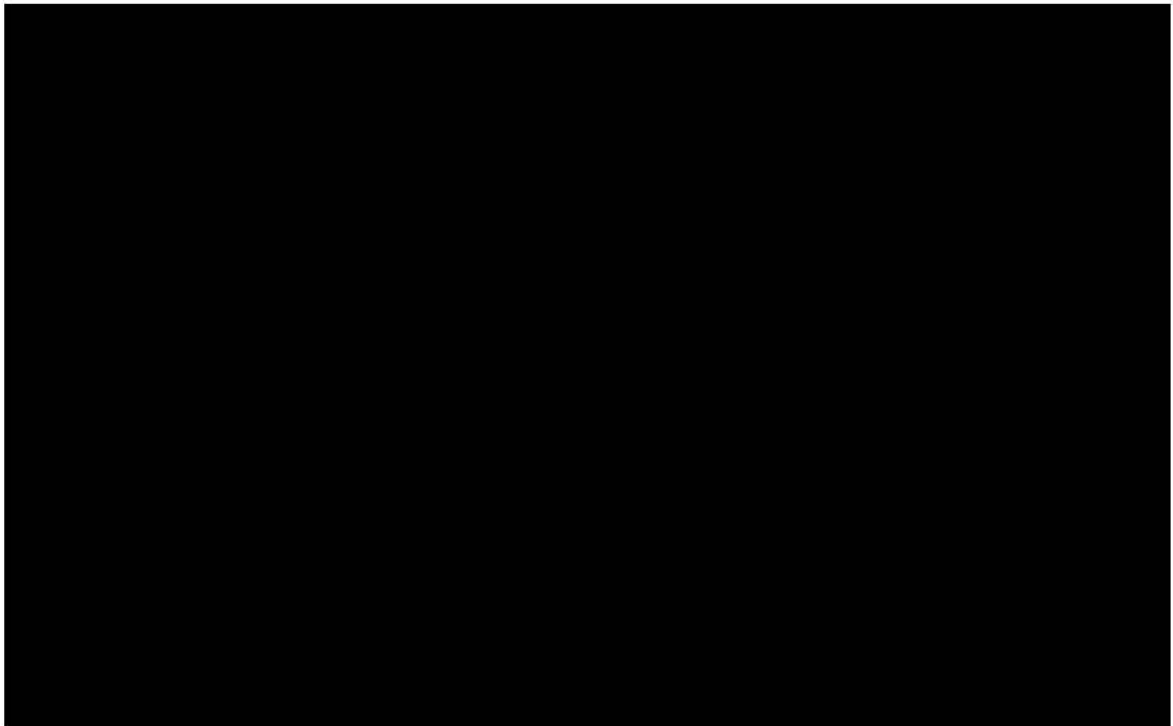
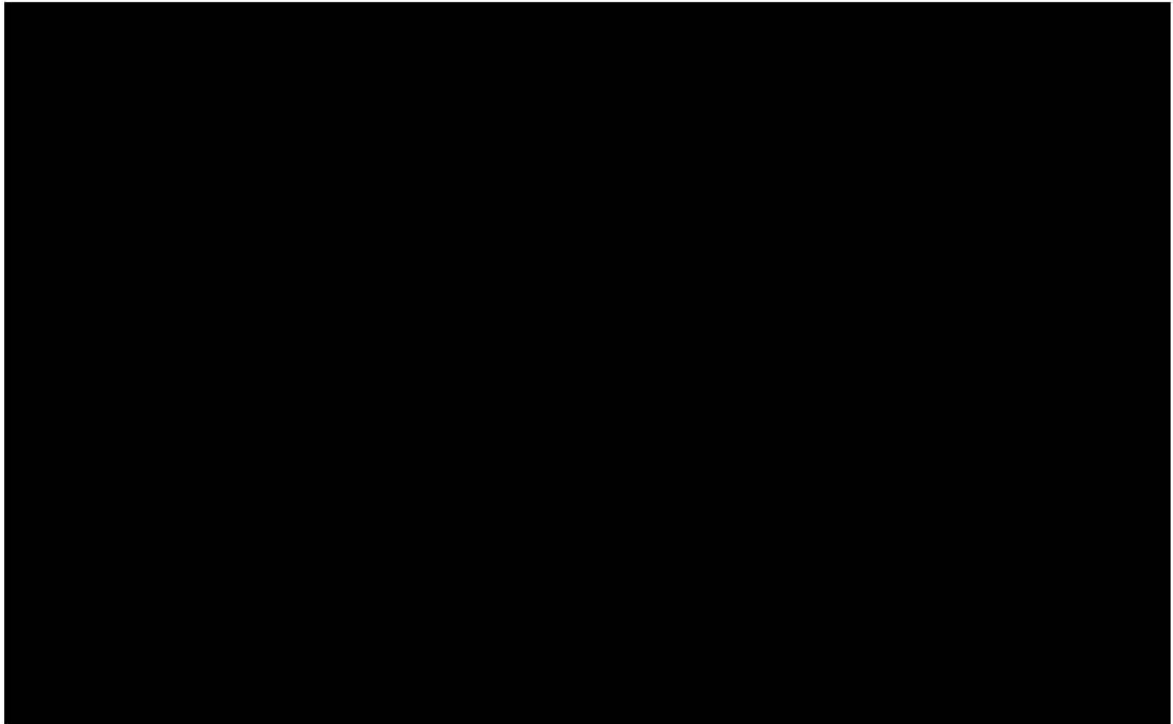


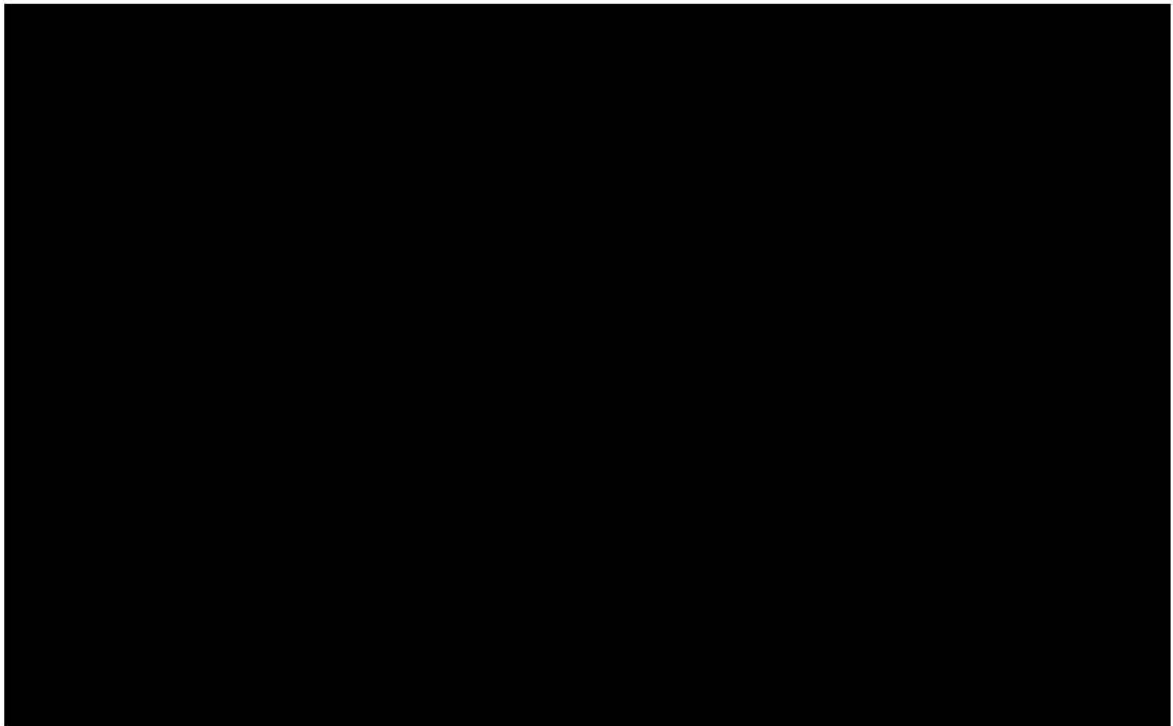
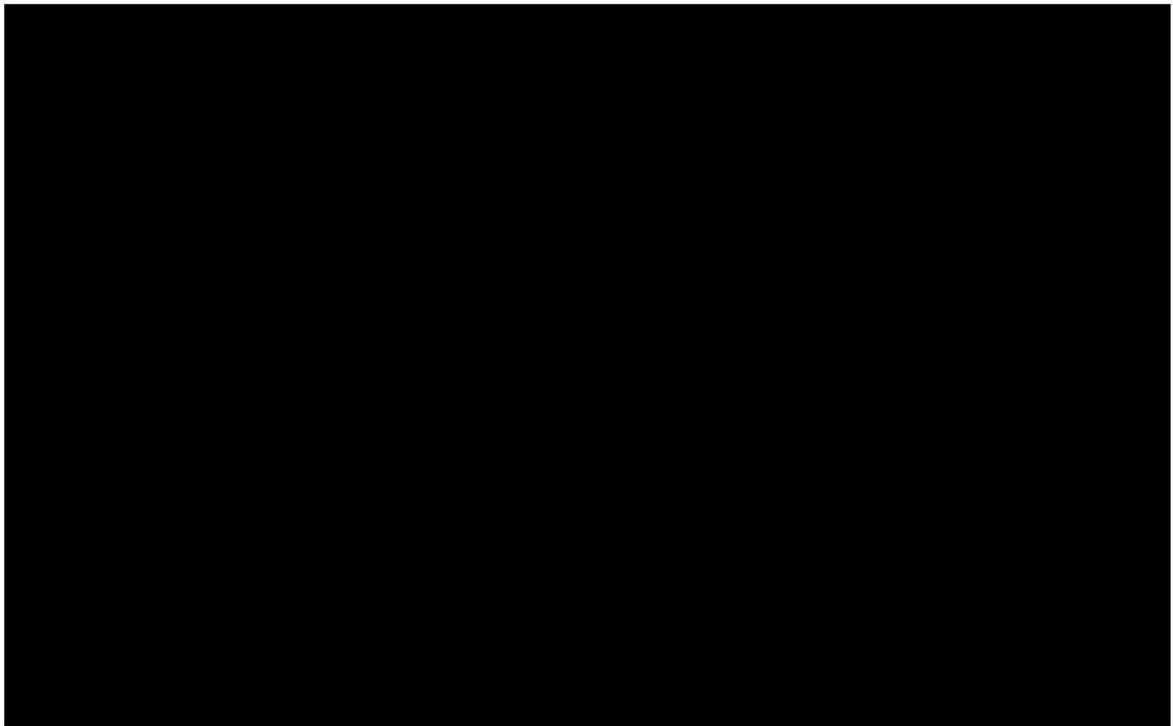


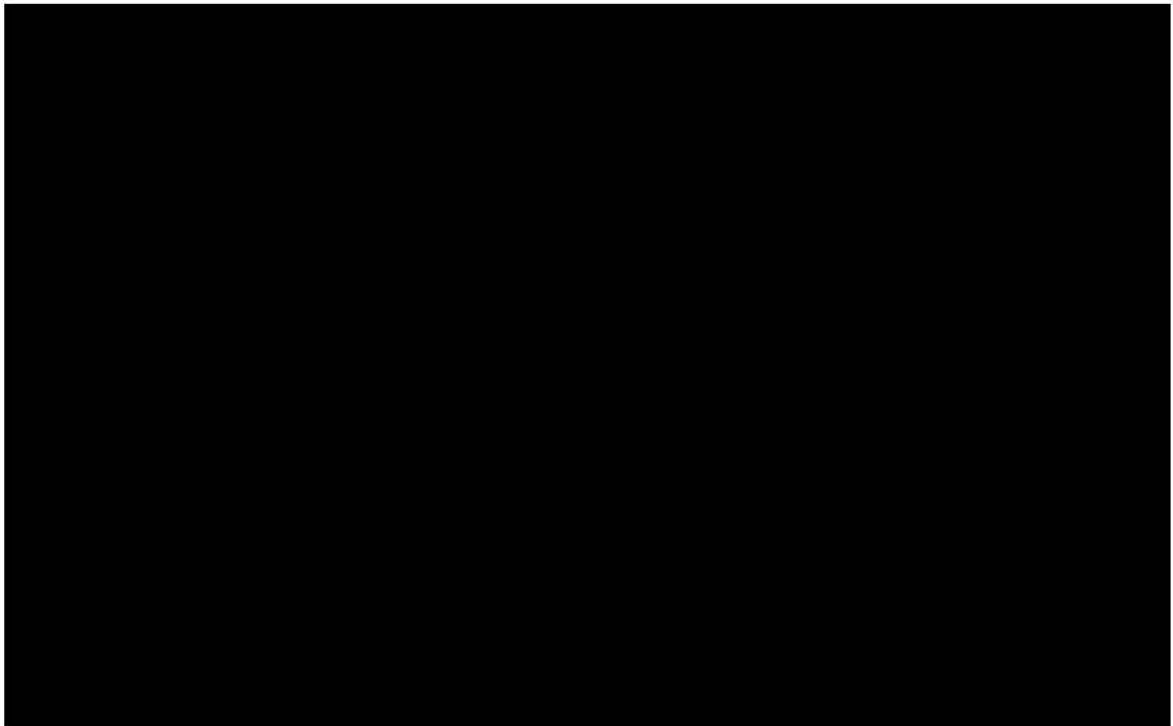
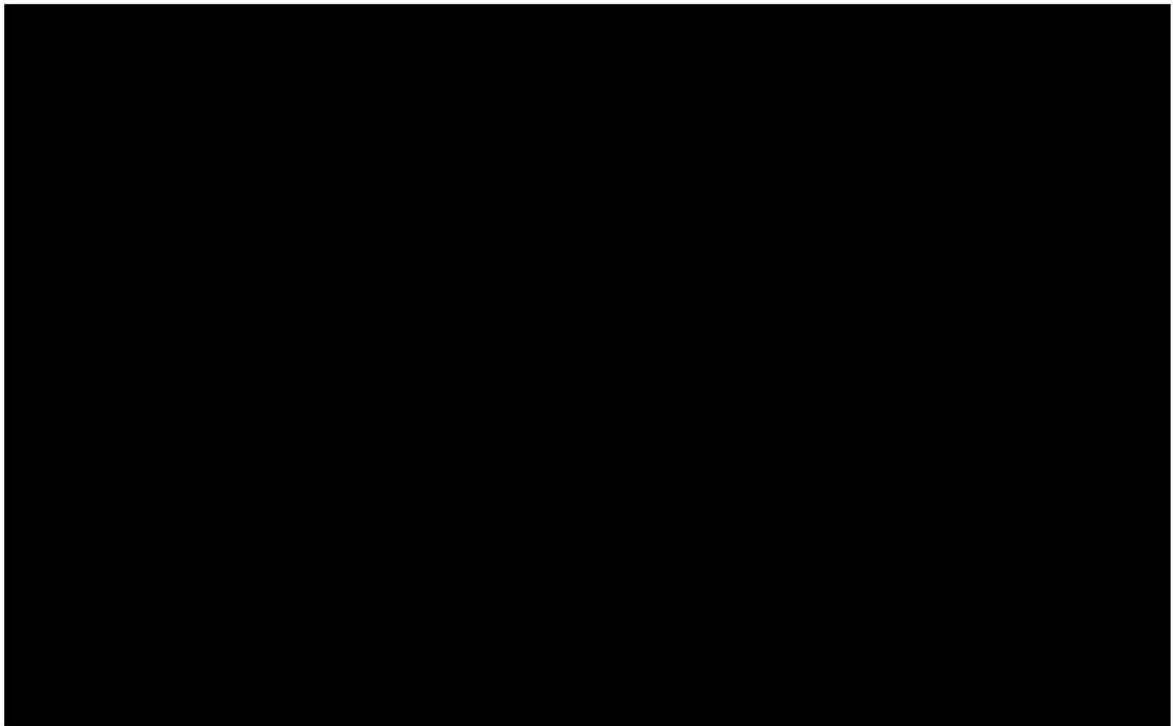












## Annex B

### Statement of Work

**This Statement of Work is issued under and in accordance with the Call-Off Contract entered into between the parties dated 12/07/2022**

Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement of Work, or to the provision of the Services as a whole.

i) Where a Statement of Work would result in:

- a variation of the Services procured under this Call-Off Contract;
- an increase in the Charges agreed under this Call-Off Contract; or
- a change in the economic balance between the Parties to the detriment of the Client that is not provided for in this Call-Off Contract, the relevant term(s) will be dealt with as a proposed Variation to this Call-Off Contract in accordance with the Variation procedure set out in Clause 24.

#### Project:

The aim of this tender exercise is to secure a contract for the Stand design & build for UK stand at the International Astronautical Congress (IAC)

#### Project start Date

Fixed Term contract.  
The contract start date is 7<sup>th</sup> July 2022 and shall expire on 30<sup>th</sup> September 2022.

#### Notice period for cancellation

N/A

#### Overarching Brand/Campaign

The aim of this tender exercise is to secure a contract for the design, construction, build, hire, deconstruction and removal of the physical UK Space Pavilion at The International Astronautical Congress (IAC) in Paris.

#### Deliverables

##### **Pavilion Aesthetic**

The stand design shall have an overarching theme that unifies the UK Pavilion as a single entity but it shall enable each participant/body to have a clear corporate identity on their part of the stand.

##### **Size**

The space purchased for this Pavilion is 100sqm, with three outward facing sides (one onto the main concourse) and one mandatory wall common between the Pavilion and the stand next door (E1 on venue map, TO BE DEFINED)

**Pavilion Functional Areas**

The Pavilion shall have two areas with soft boundaries and a united aesthetic.

- A UK government area (with a main focus on the UK Space Agency)

**Government Area*****UKSA Reception and Support***

The Pavilion shall have a reception point which is to be branded as the UK Space Pavilion (and containing the UKSA & other HMG logos). It shall have two bar stools, a reception table and a display/interactive area (TBD).

There shall also be provision for lockable storage of publicity material, laptops and display objects.

***Meeting Room***

The Pavilion shall have a meeting room with furniture that can accommodate up to 8 people. There shall be at least one wall window so the occupancy can be easily established.

**Industrial Area*****Industry booths***

The space industry area shall have 6-8 booths

Each booth shall have

- A high wall with space for graphics or screen
- A table at a height suitable for bar stools
- A lockable store cupboard of publicity material, laptops and display objects
- Ground space for optional literature stands.

Each booth shall have an option for 16:9 Video display screen around 130 cm which can play videos from USB stick or connected to a laptop computer. Each booth shall have an option for a free-standing literature stand.

***Informal Meeting Area***

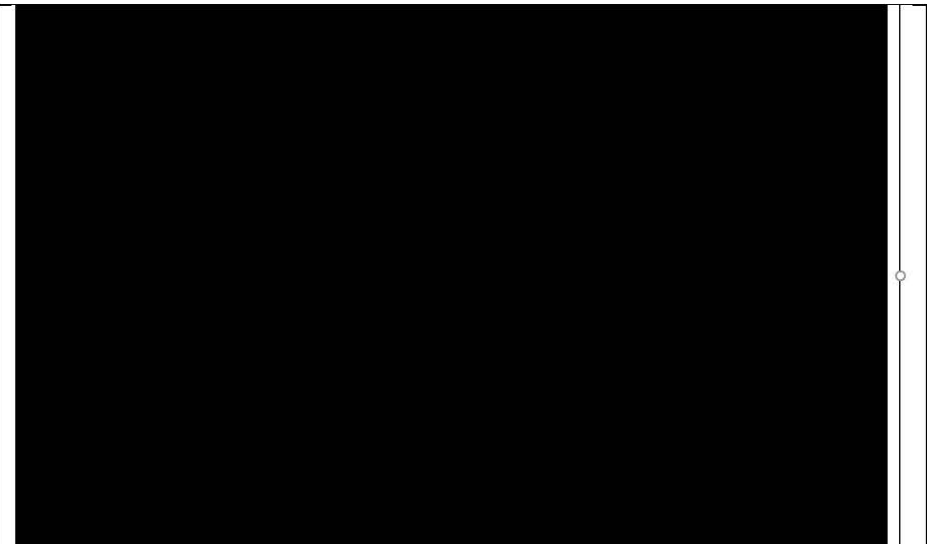
There shall be an area on the stand which houses a few tables and chairs for informal meetings but can also be cleared as standing space for Pavilion events when needed.

**Inclusion of  
Additional Schedules**

N/A

**Project Plan:**



**Contract Charges:**

All rates should be less than the maximum rates set out in the Agency rate card submitted as part of the original framework evaluation as set out in Framework Schedule 3.

Specific payment terms –

**Client Assets:**

N/A

**International locations:**

Paris France.

**Client Affiliates:**

N/A

**Special Terms:**

N/A

**Key Individuals:**

Client:



Agency:



**Authorised Agency  
Approver:**

	[Redacted]

**Authorised Client  
Approver:**

Signed by:.....

by (print name):.....

As Agency Authorised for

As Agency Authorised Approver for and on behalf of

[Agency]

Date.....

Signed by:.....

by (print name):.....

As Client Authorised Approver for and on behalf of

UK Space Agency

Date.....