

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

### Part 1: CR18202 Letter of Appointment

Dear Sirs

#### Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier dated Friday, 22<sup>nd</sup> February 2019

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

Order Number:	To follow
From:	Department for Business, Energy and Industrial Strategy 1 Victoria Street London SW1H 0ET ("Customer")
To:	IFF Research St Magnus House, 5 <sup>th</sup> Floor, 3 Lower Thames Street, London EC3R 6HD ("Supplier")
Effective Date:	Monday, 25 <sup>th</sup> February 2019
Expiry Date:	Friday, 31 <sup>st</sup> May 2019
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; and
Key Individuals:	

Contract Charges (including any applicable discount(s), but excluding VAT):	The total value of this contract shall not exceed £34,575.00 excluding VAT and as per the breakdown in Annex C
Insurance Requirements	<p>Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £5 million for each individual claim</p> <p>Additional employers' liability insurance with a minimum limit of £5 million indemnity</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £2 million for each individual claim.</p> <p>Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £5 million for each individual claim</p>
Customer billing address for invoicing:	All invoices should be sent to should be sent to finance@services.ukpbs.co.uk or Billingham (UKPBS, Queensway House, West Precinct, Billingham, TS23 2NF) A copy of the invoice should be sent to-

#### 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  
Signature:  
Date: 28



**For and on behalf of the Customer:**

Name and Title:  
Signature:  
Date:

