

DPS Schedule 6 (Letter of Appointment and Order Schedules)

Letter of Appointment

This Letter of Appointment is issued in accordance with the provisions of the DPS Contract (RM6124) between CCS and the Agency, dated Wednesday 14th May 2025

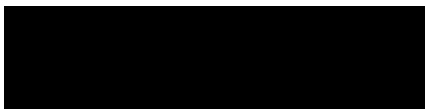
Capitalised terms and expressions used in this letter have the same meanings as in the Order Incorporated Terms unless the context otherwise requires.

ORDER:

Order Number:	GSS25259
From:	The Secretary of State for Science, Innovation & Technology, acting through The UK Space Agency (UKSA) , Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1SZ
To:	Bray Leino Ltd, The Old Sawmills, Filleigh, Barnstaple, EX32 0RN

Order Start Date:	Wednesday 14 th May 2025
Order Expiry Date:	Wednesday 13 th August 2025
Order Initial Period:	3 Months
Order Optional Extension Period:	N/A

Goods or Services required:	<p>Goods or Services required are set out in DPS Schedule 1 of the DPS Agreement and the relevant Brief and are to be delivered in line with the accepted Proposal as detailed at Annex A of this Letter.</p> <p>Subsequent calls for Goods or Services shall be priced and agreed using the Statement of Works form as per Annex B of this Letter of Appointment.</p>
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Key Staff:	For the Client: 
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	<div></div> <p>For the Agency:</p> <div></div>
Guarantor(s)	N/A
Order Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The fixed price for the design and build of the stand is £86,840.00 excluding VAT.</p> <p>The Contracting Authority reserves the right to utilise any remaining budget up to £100,000.00 excluding VAT for stand upgrades as per the AW5.2 price schedule.</p>
Liability	<p>See Clause 11 of the Core Terms</p> <p>Estimated Year 1 Charges - £86,840.00</p>
Additional Insurance Requirements	N/A
Client billing address for invoicing:	
Special Terms	N/A

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PROGRESS REPORT FREQUENCY

Not Applicable

PROGRESS MEETING FREQUENCY

Weekly

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

SOCIAL VALUE COMMITMENT

The Agency agrees, in providing the Goods or Services and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Proposal)

SERVICE CREDIT CAP

Not Applicable

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order 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 Order Special Terms and Order Special Schedules.
2. *Joint Schedule 1 (Definitions and Interpretation) **RM6124***
3. *The following Schedules in equal order of precedence:*
 - *Joint Schedules for **RM6124***
 - *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)*
 - *Order Schedules for **RM6124***
 - *Order Schedule 2 (Staff Transfer)*
 - *Order Schedule 3 (Continuous Improvement)*
 - *Order Schedule 5 (Pricing Details)*
 - *Order Schedule 9 (Security)*
 - *Order Schedule 14 (Service Levels)*
 - *Order Schedule 20 (Order Specification)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) **RM6124***
6. *Order Schedule 4 (Proposal) as long as any parts of the Order Proposal that offer a better commercial position for the Client (as decided by the Client) take precedence over the documents above.*

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No other Agency terms are part of the Order 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 Goods or Services.

FORMATION OF ORDER CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter into an Order Contract with the Client to provide the Goods or Services in accordance with the terms of this letter and the Order Incorporated Terms.

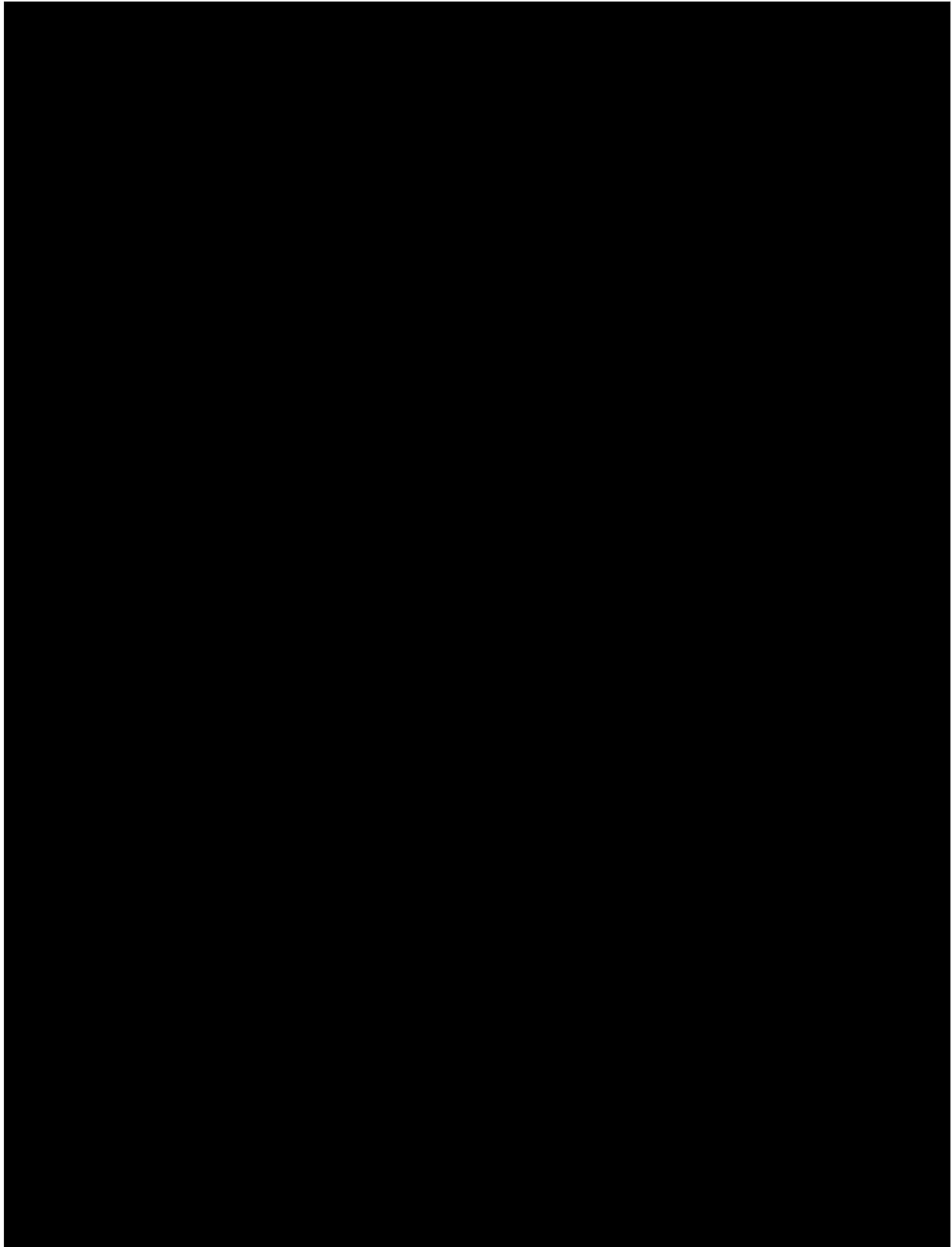
The Parties hereby acknowledge and agree that they have read this letter and the Order Incorporated Terms. The Parties hereby acknowledge and agree that this Order Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter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

For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	14 th May 2025	Date:	05/16/2025

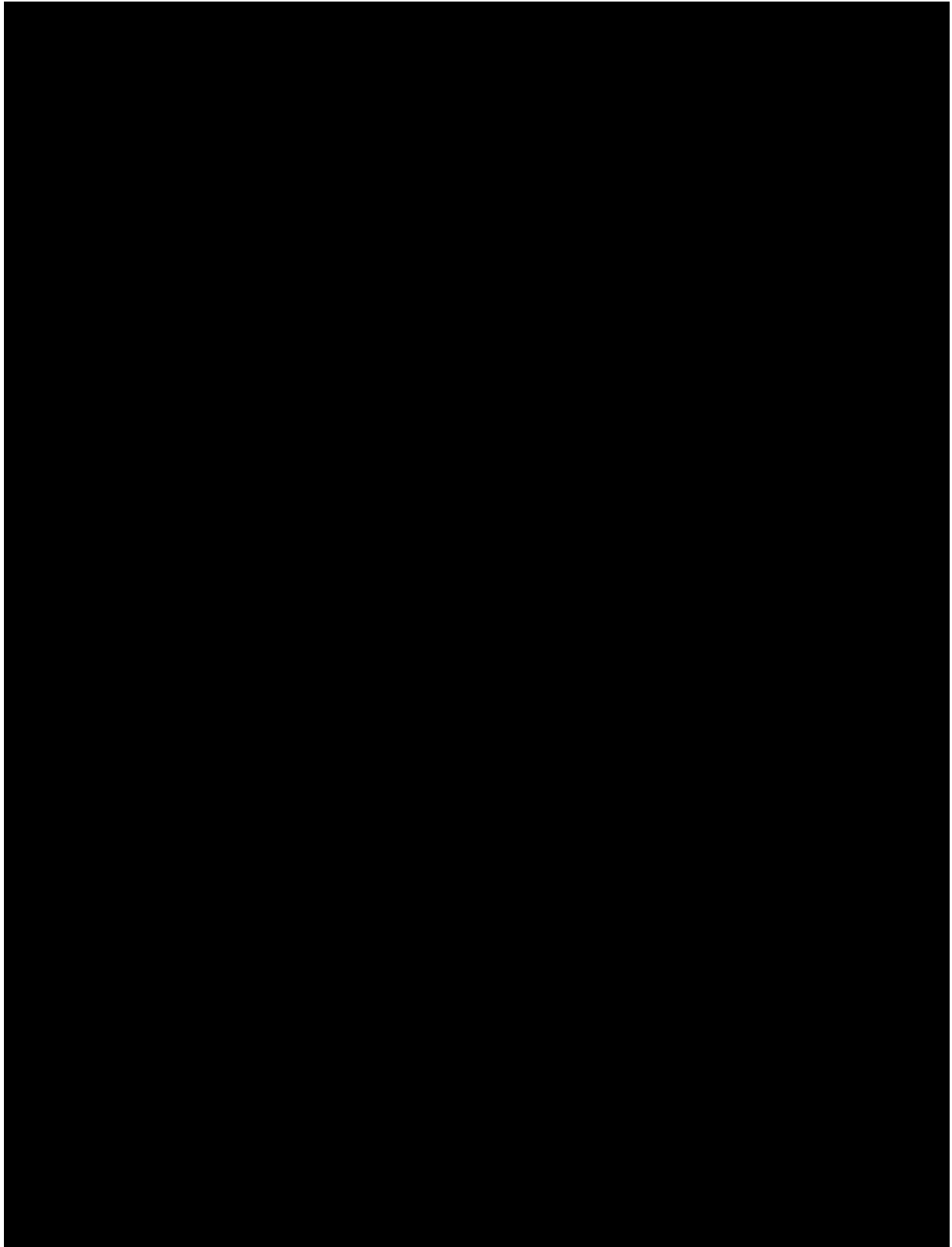
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ANNEX A

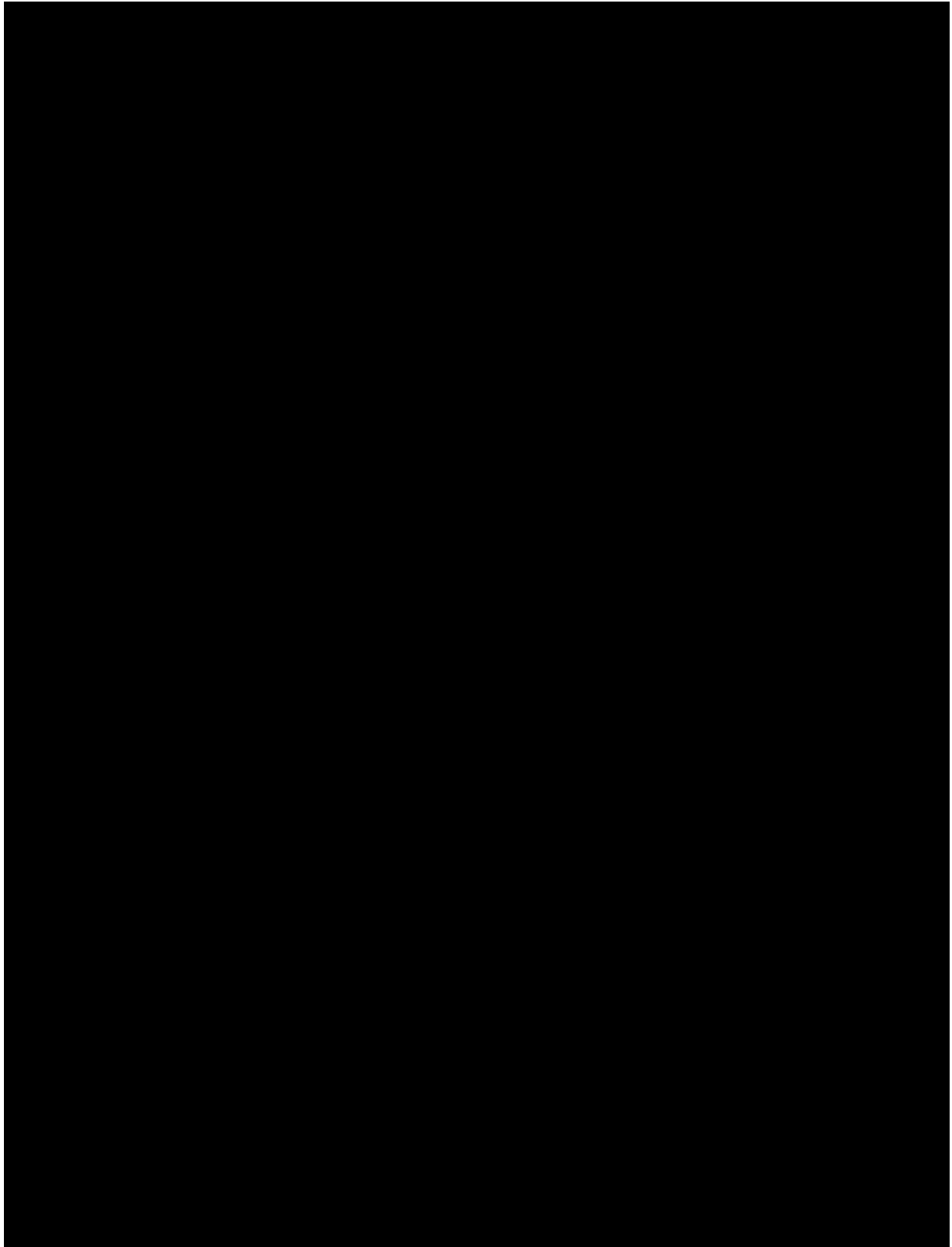
Agency Proposal



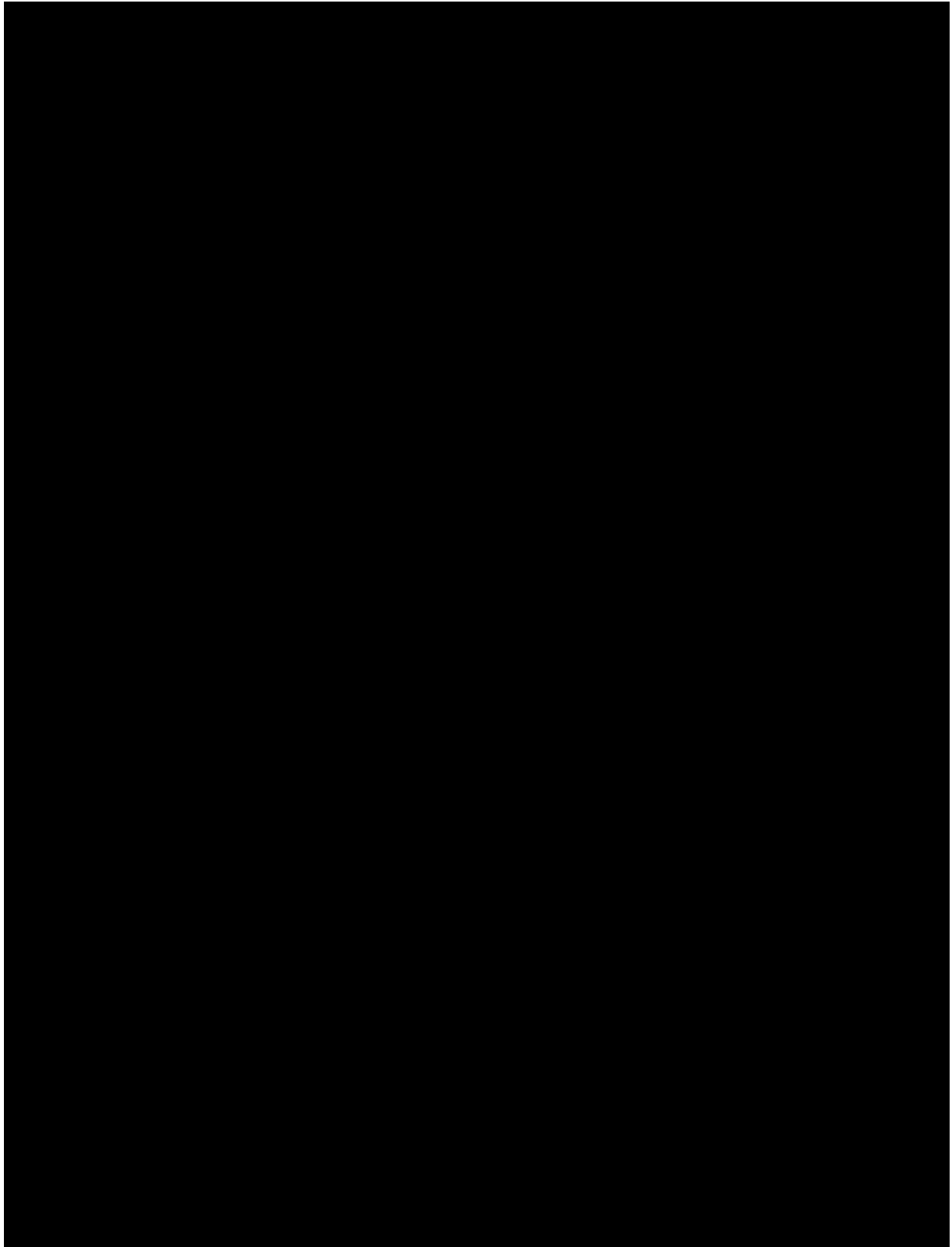
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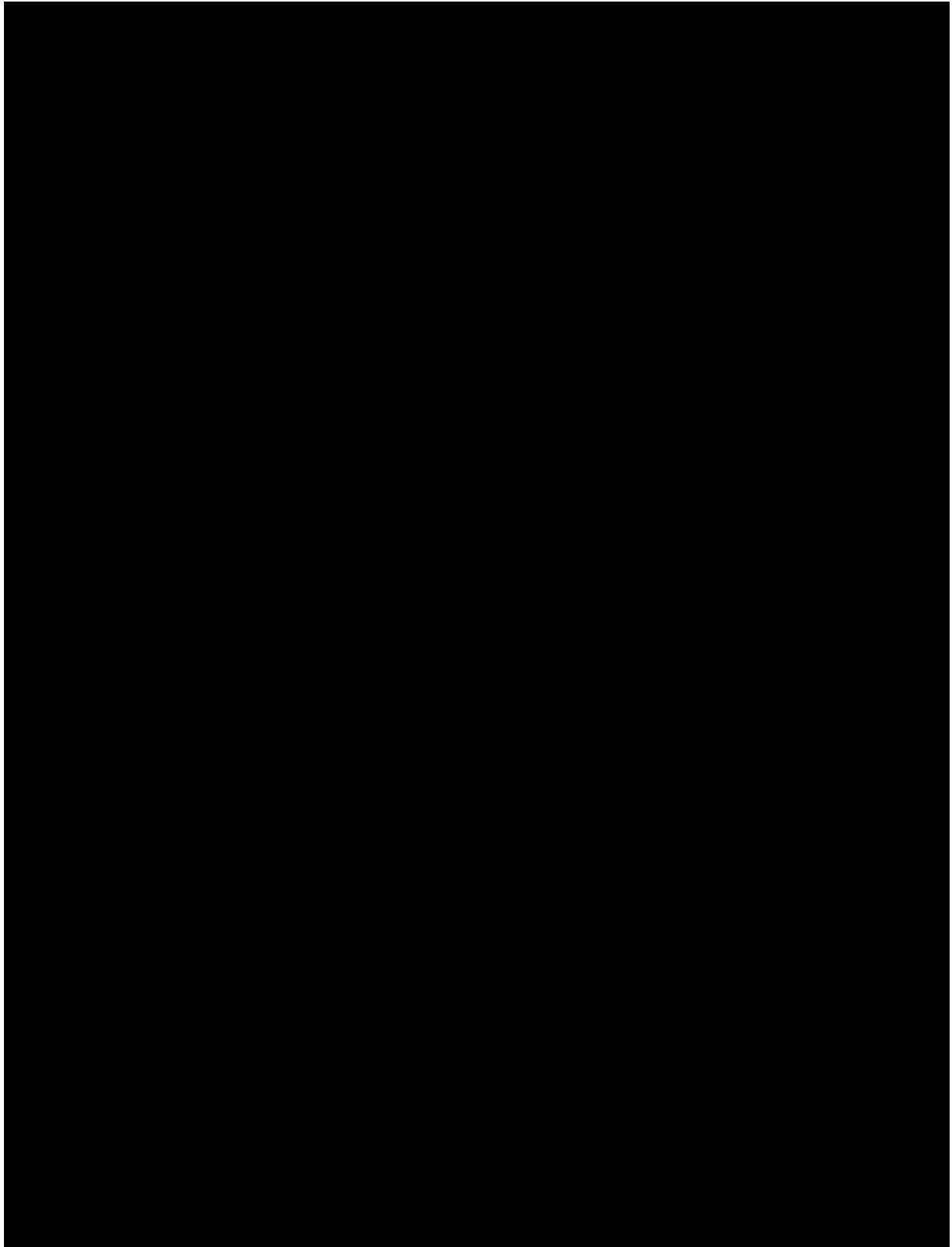
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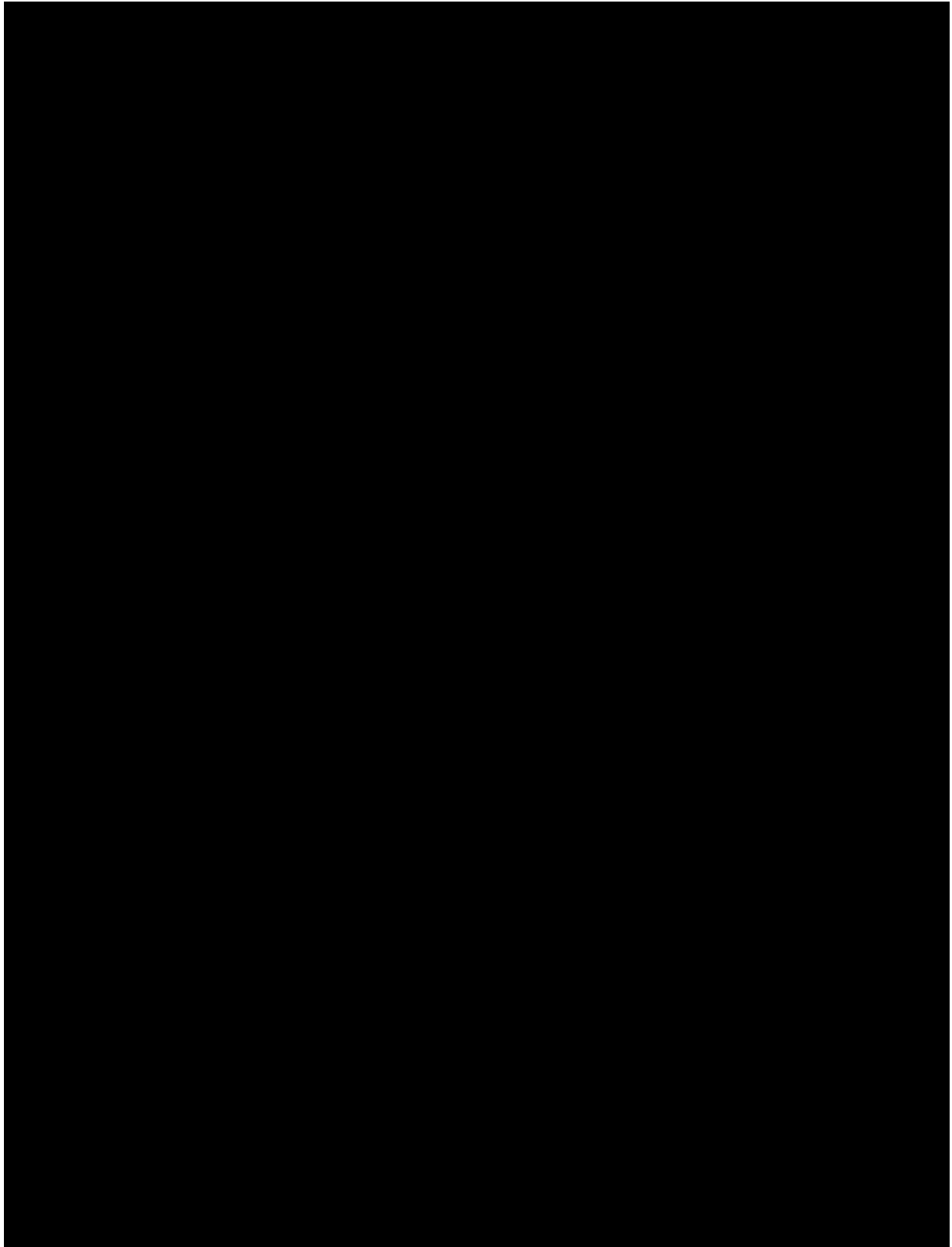
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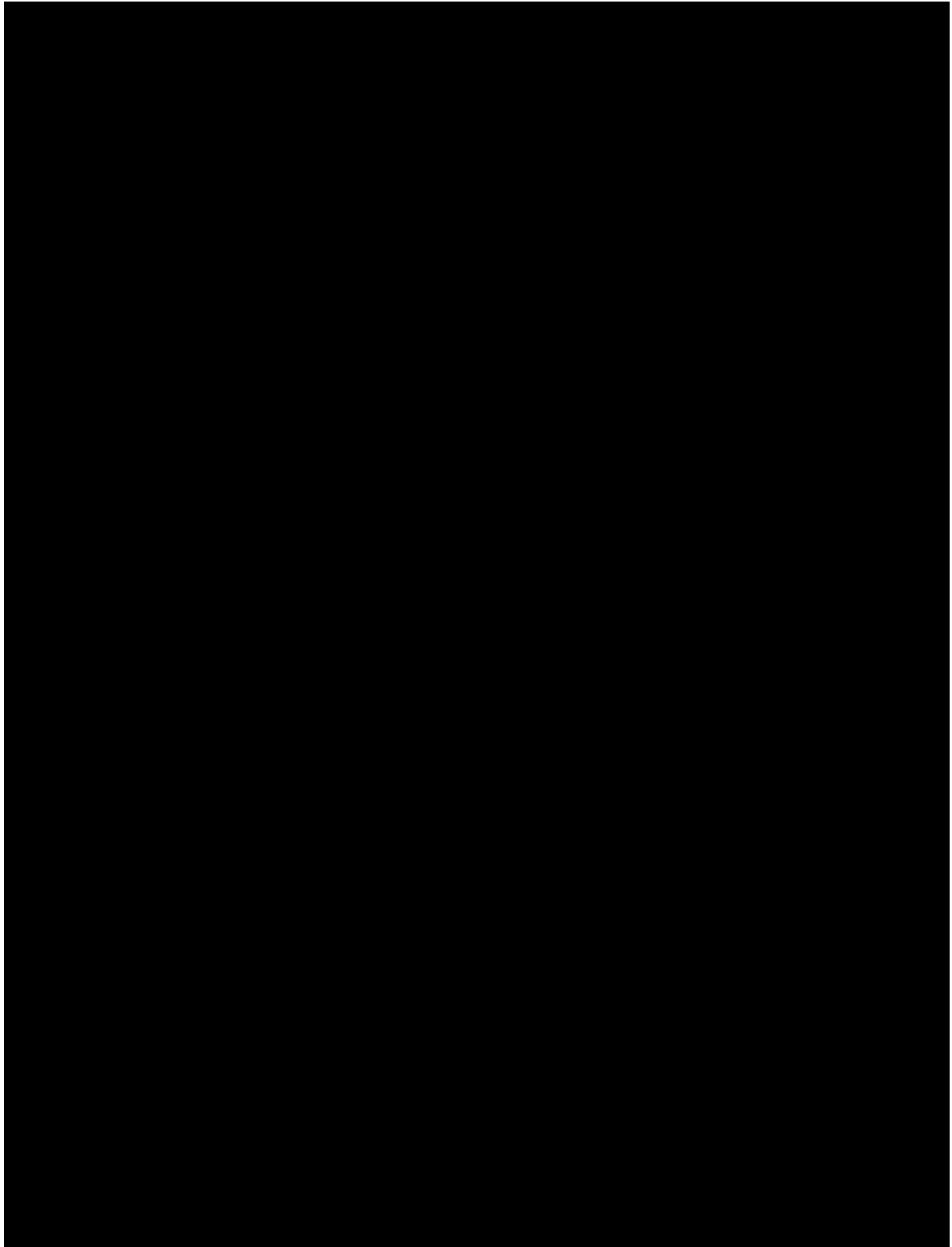
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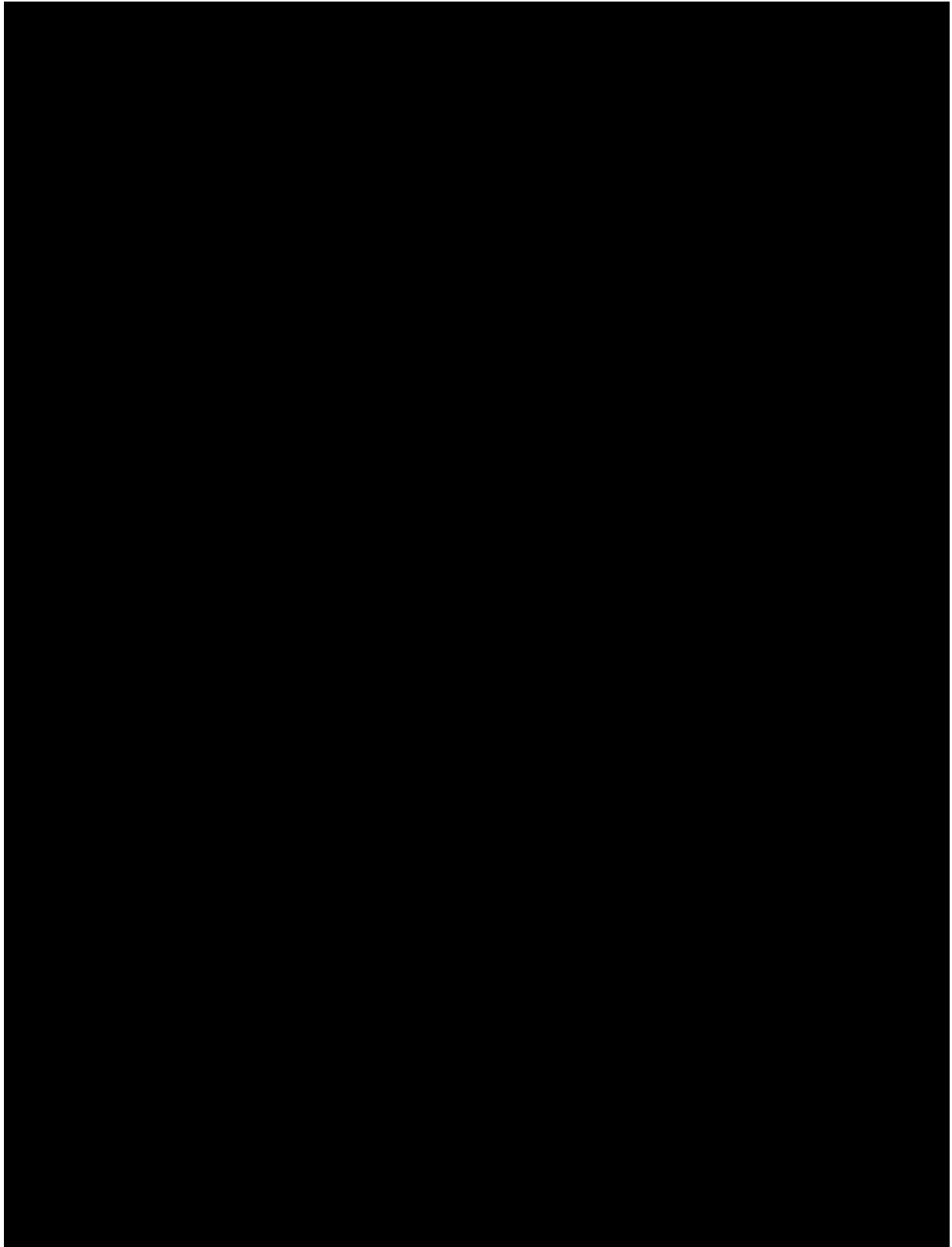
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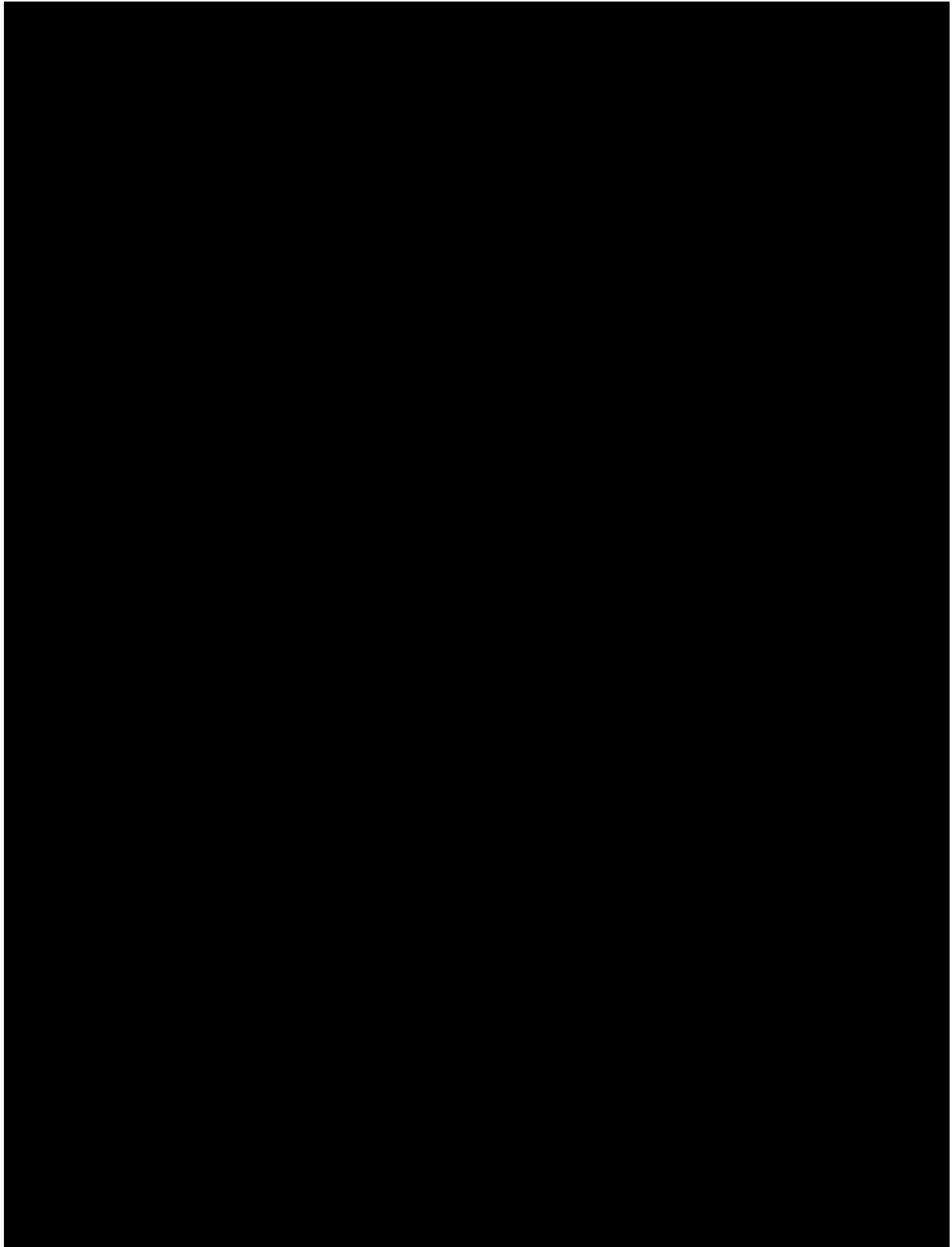
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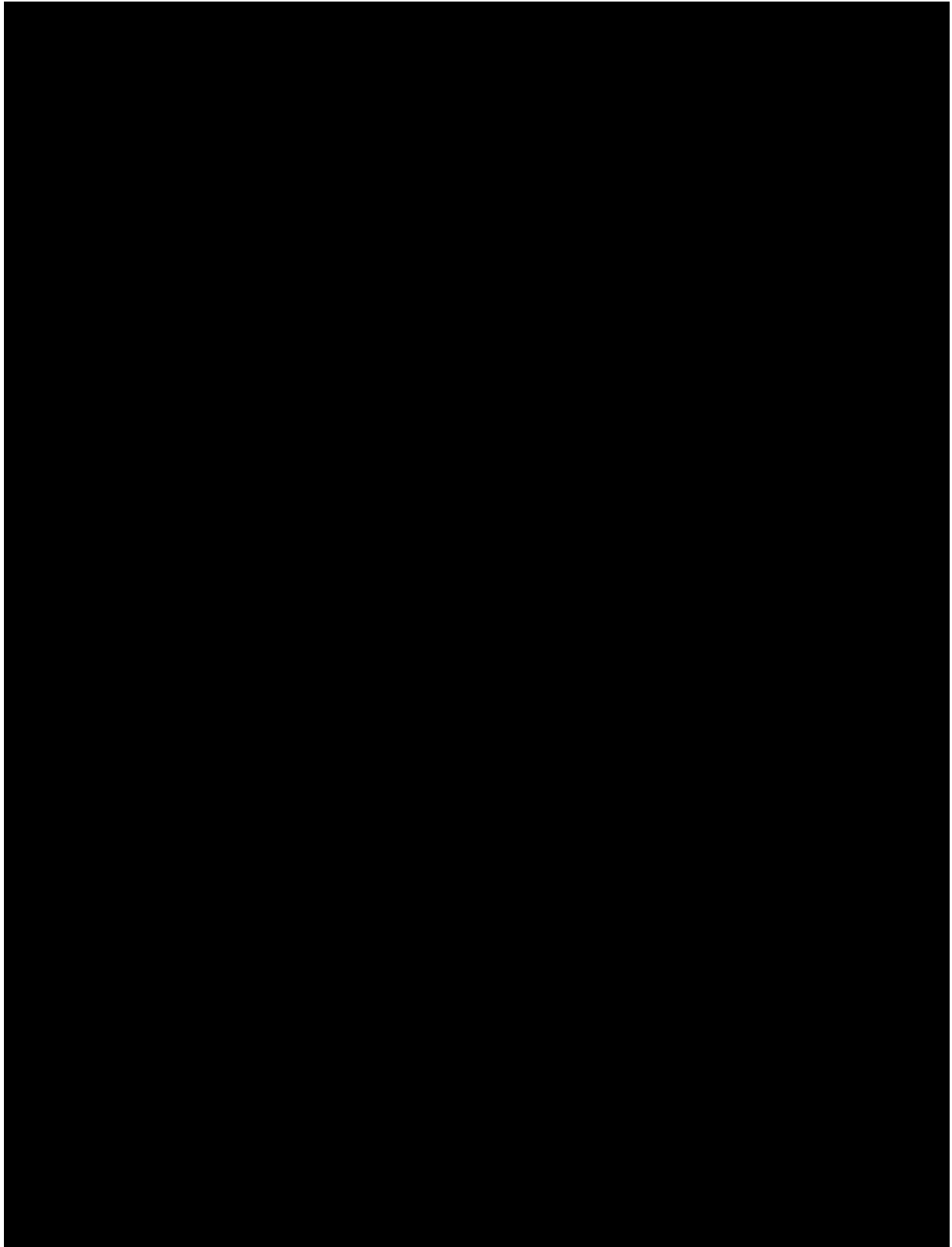
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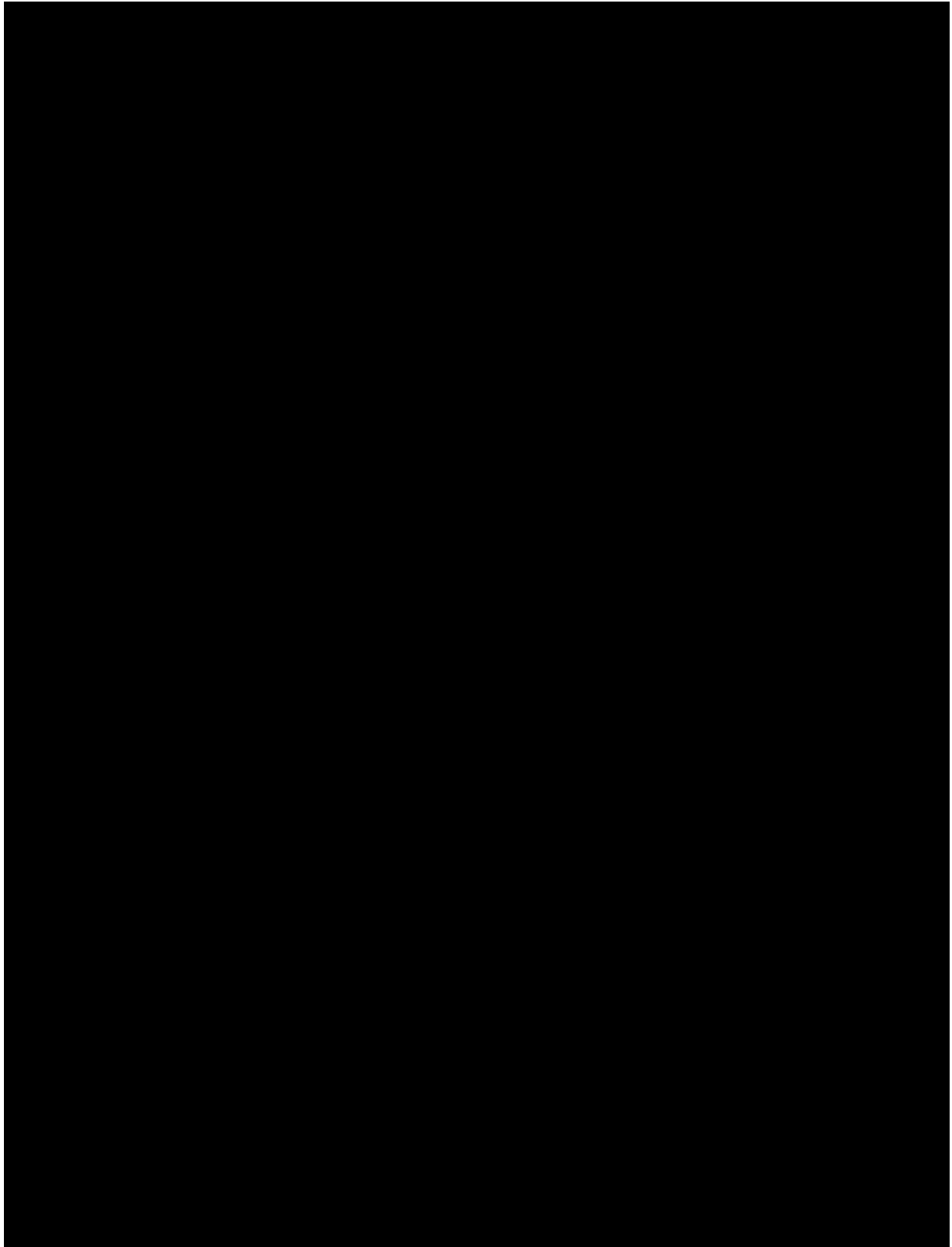
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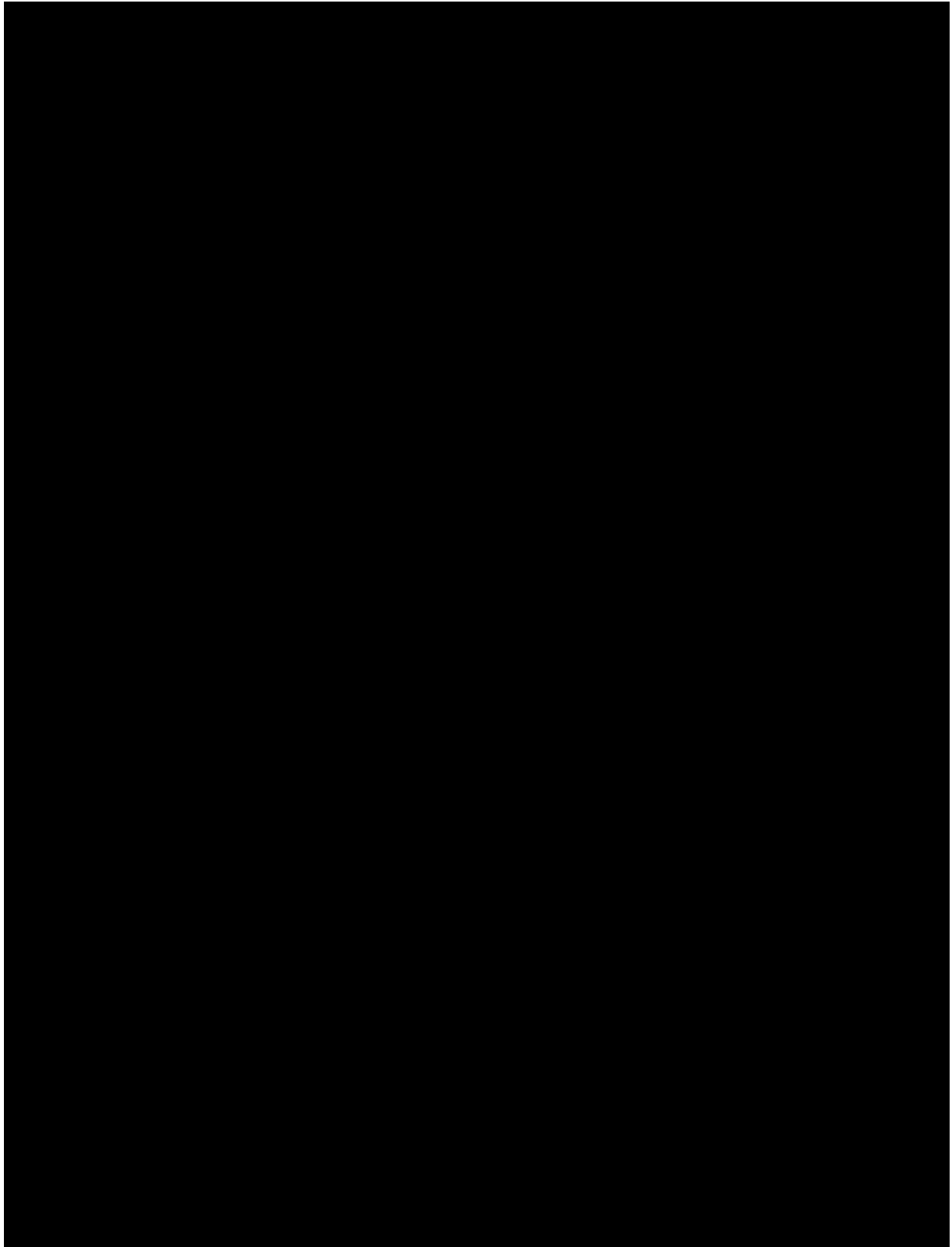
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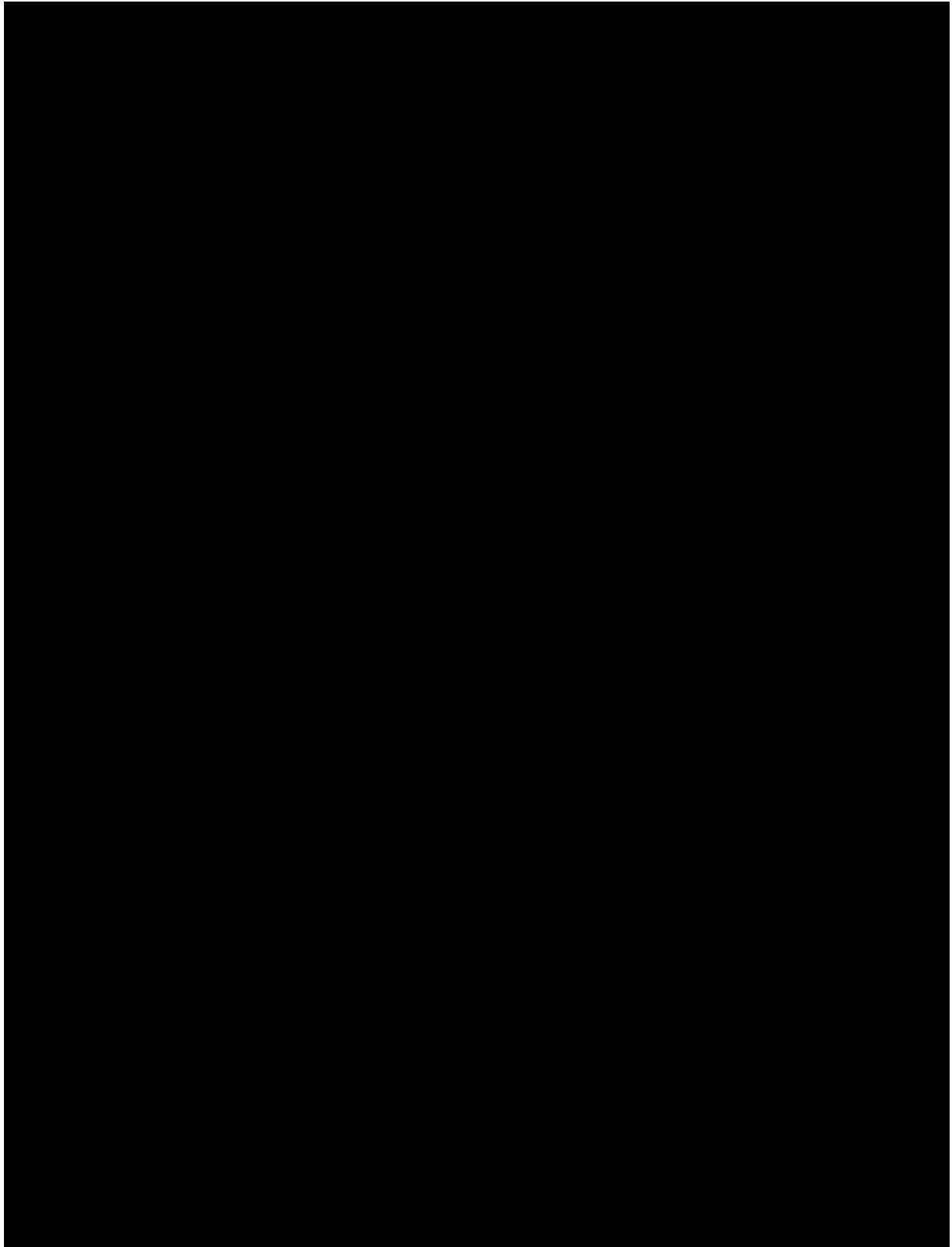
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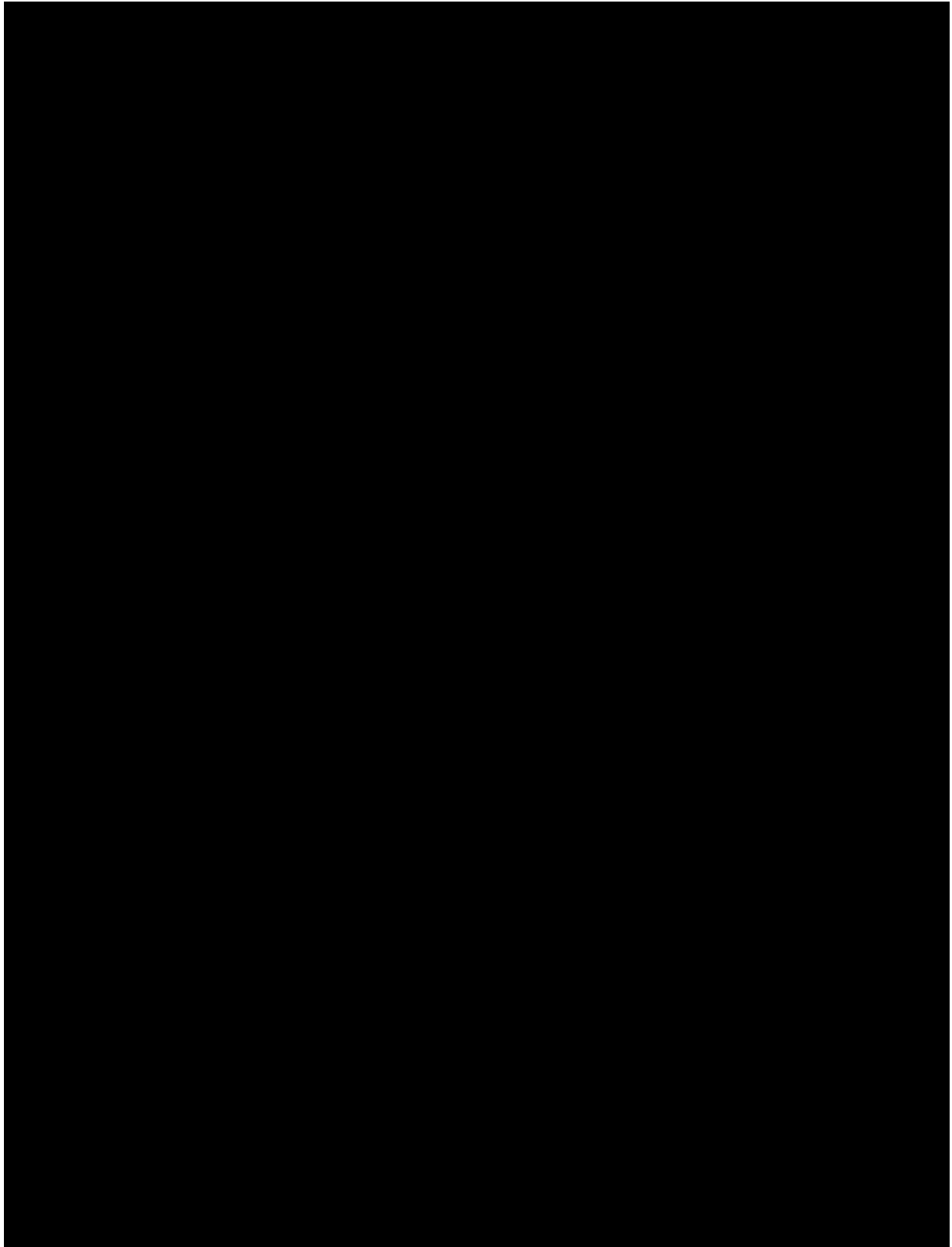
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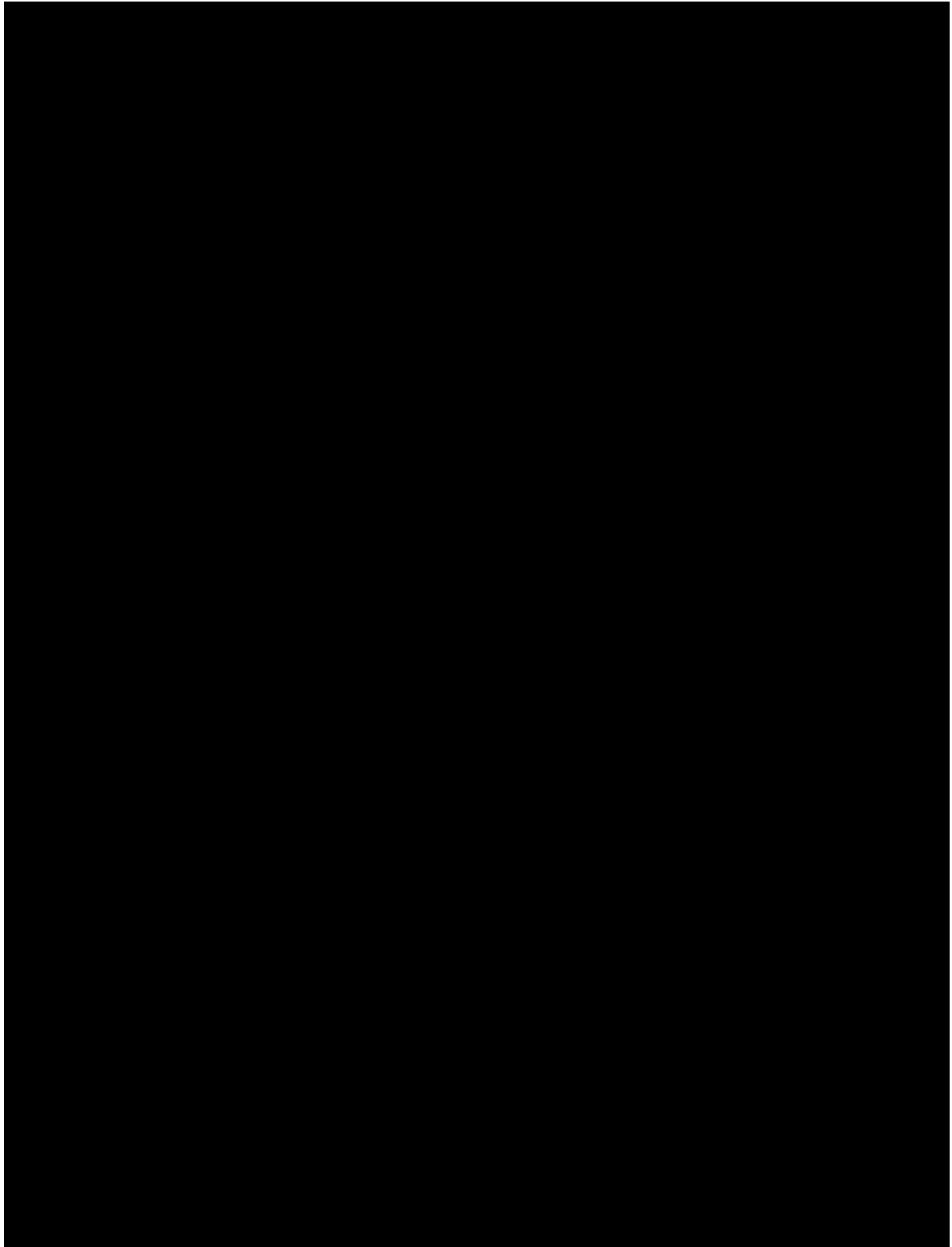
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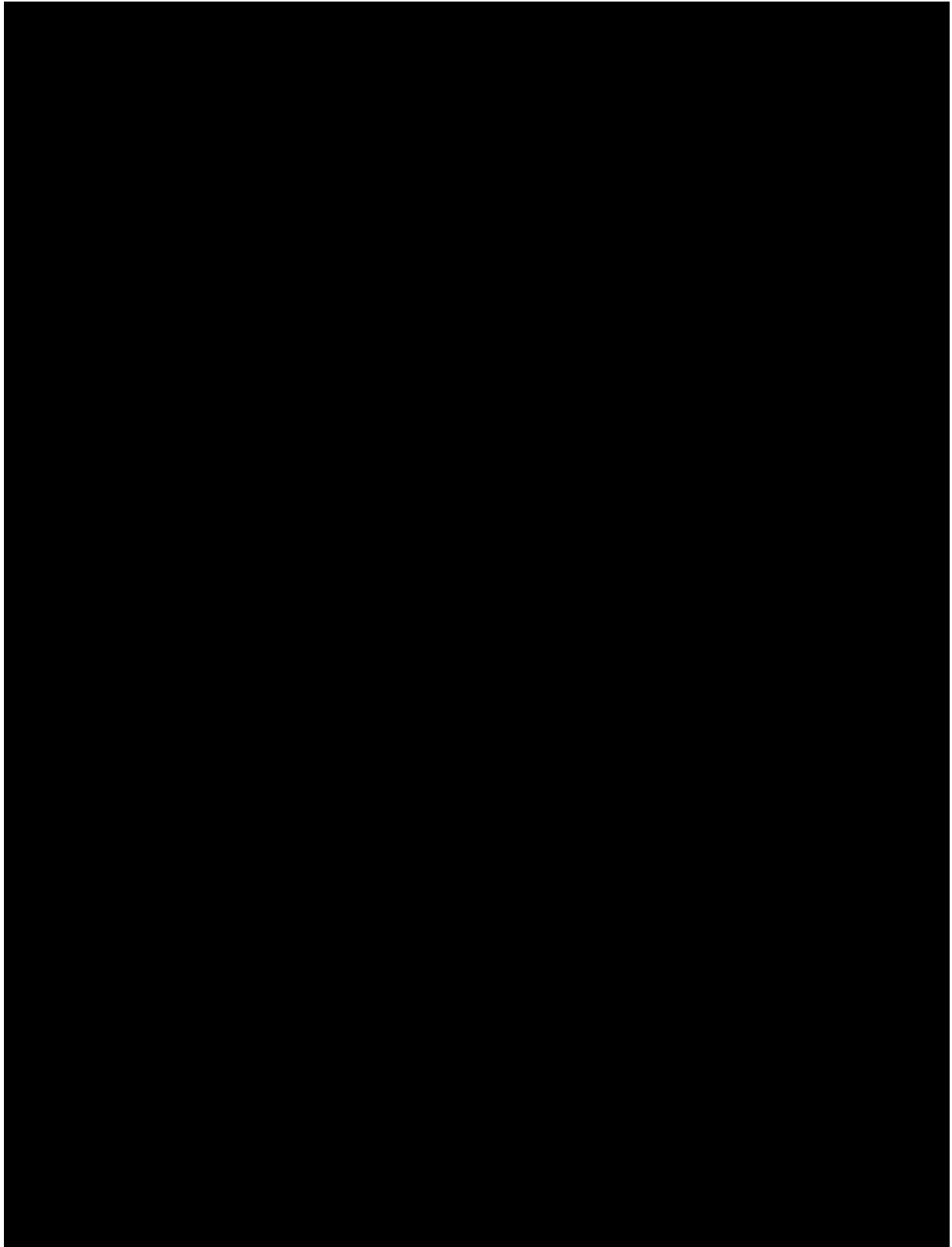
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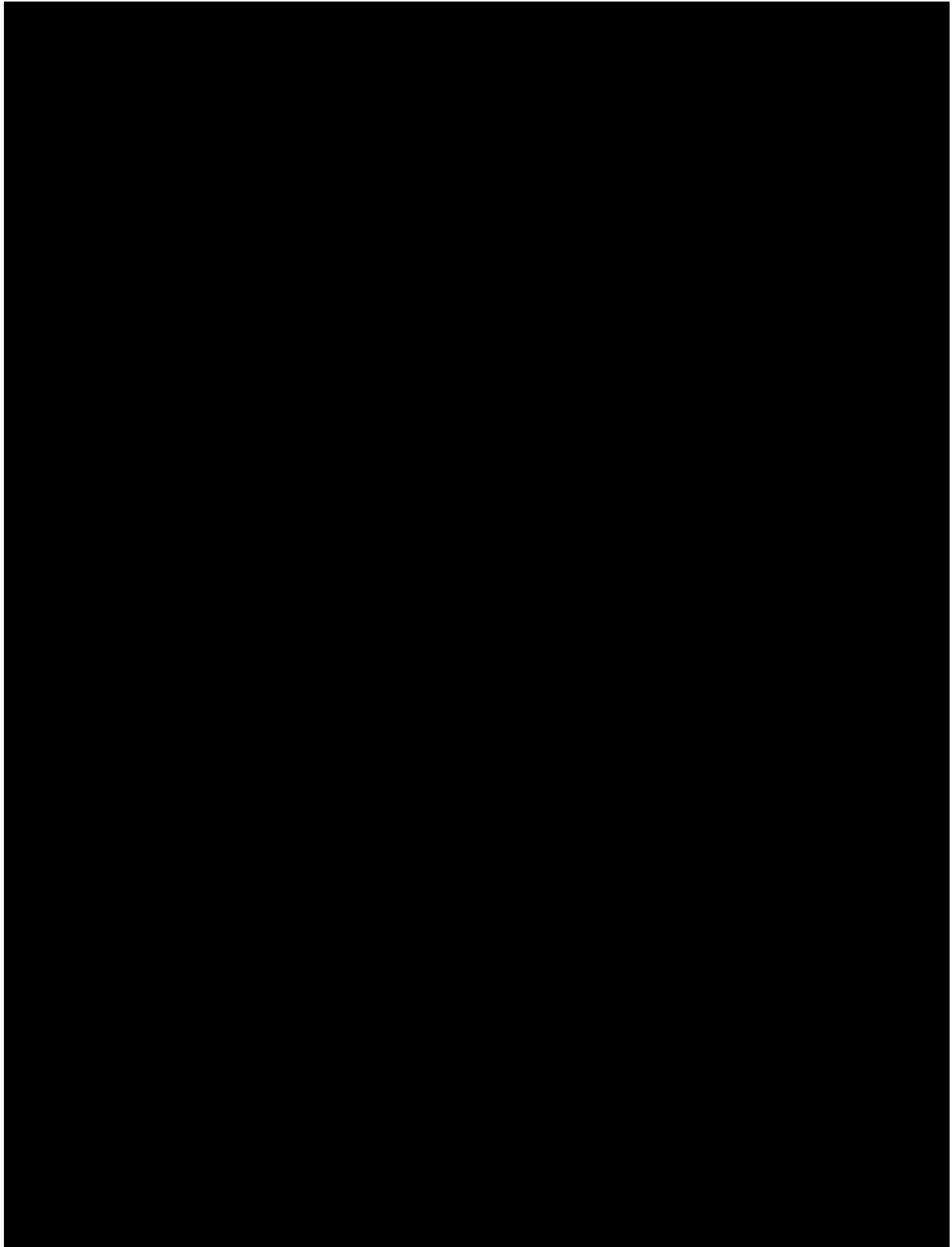
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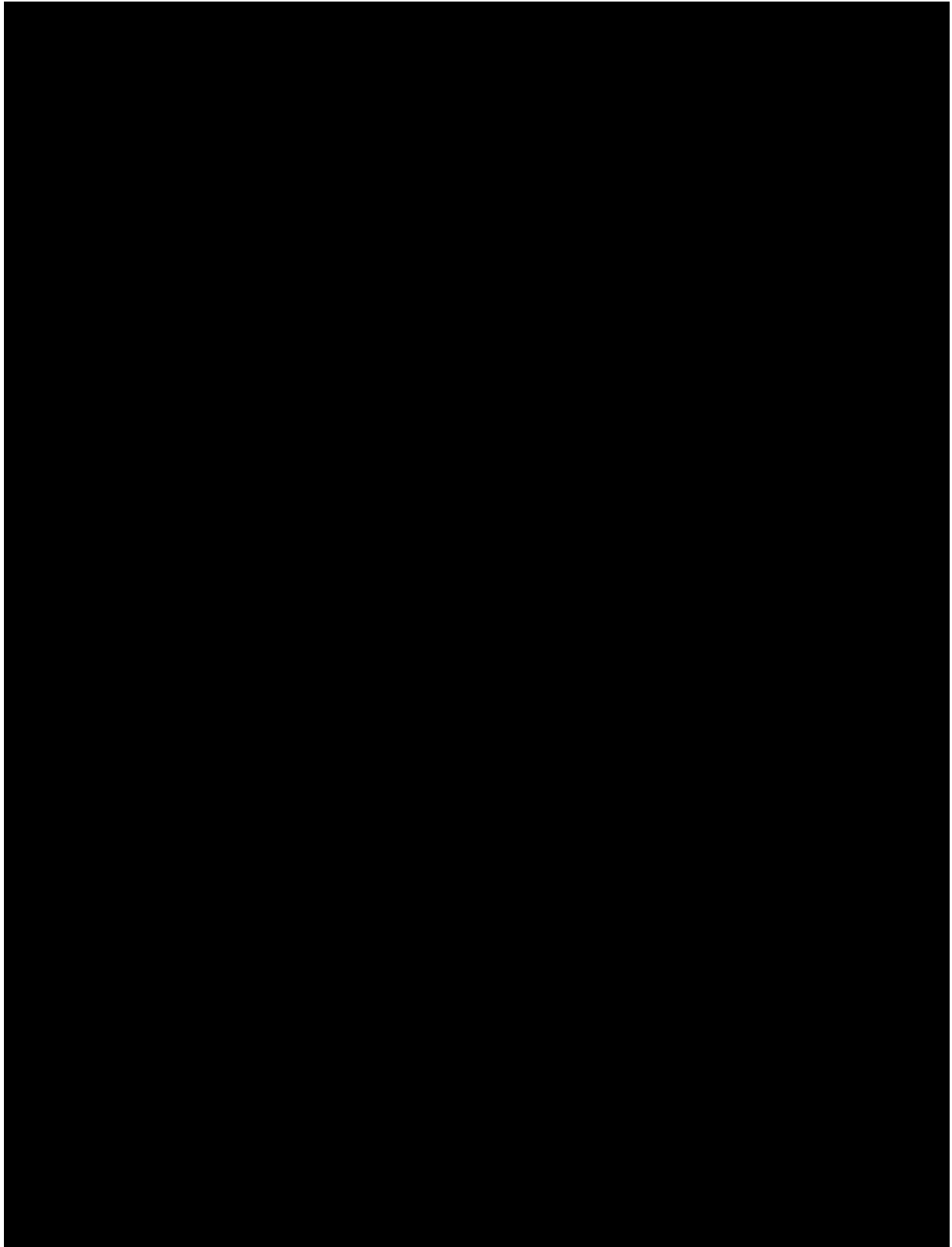
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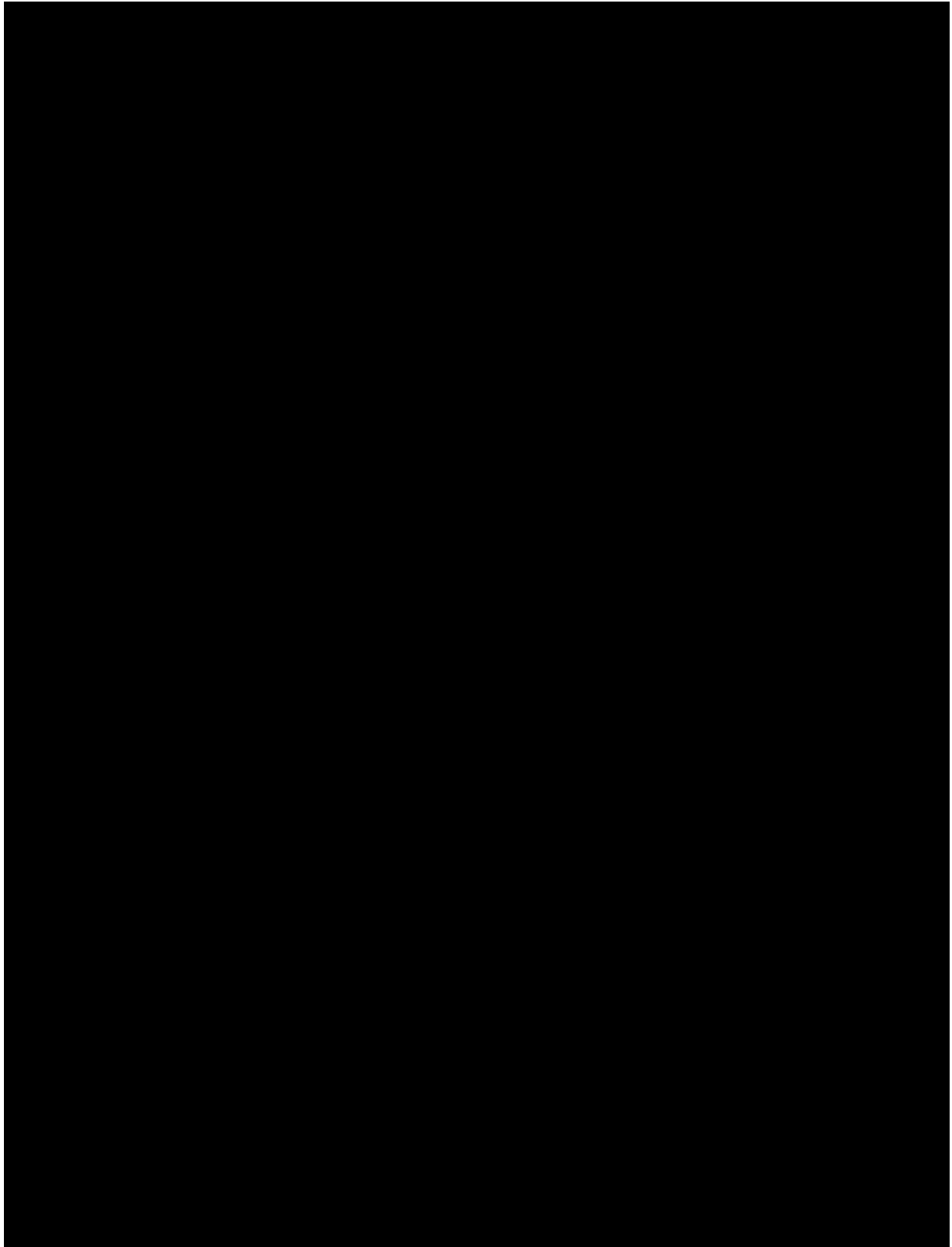
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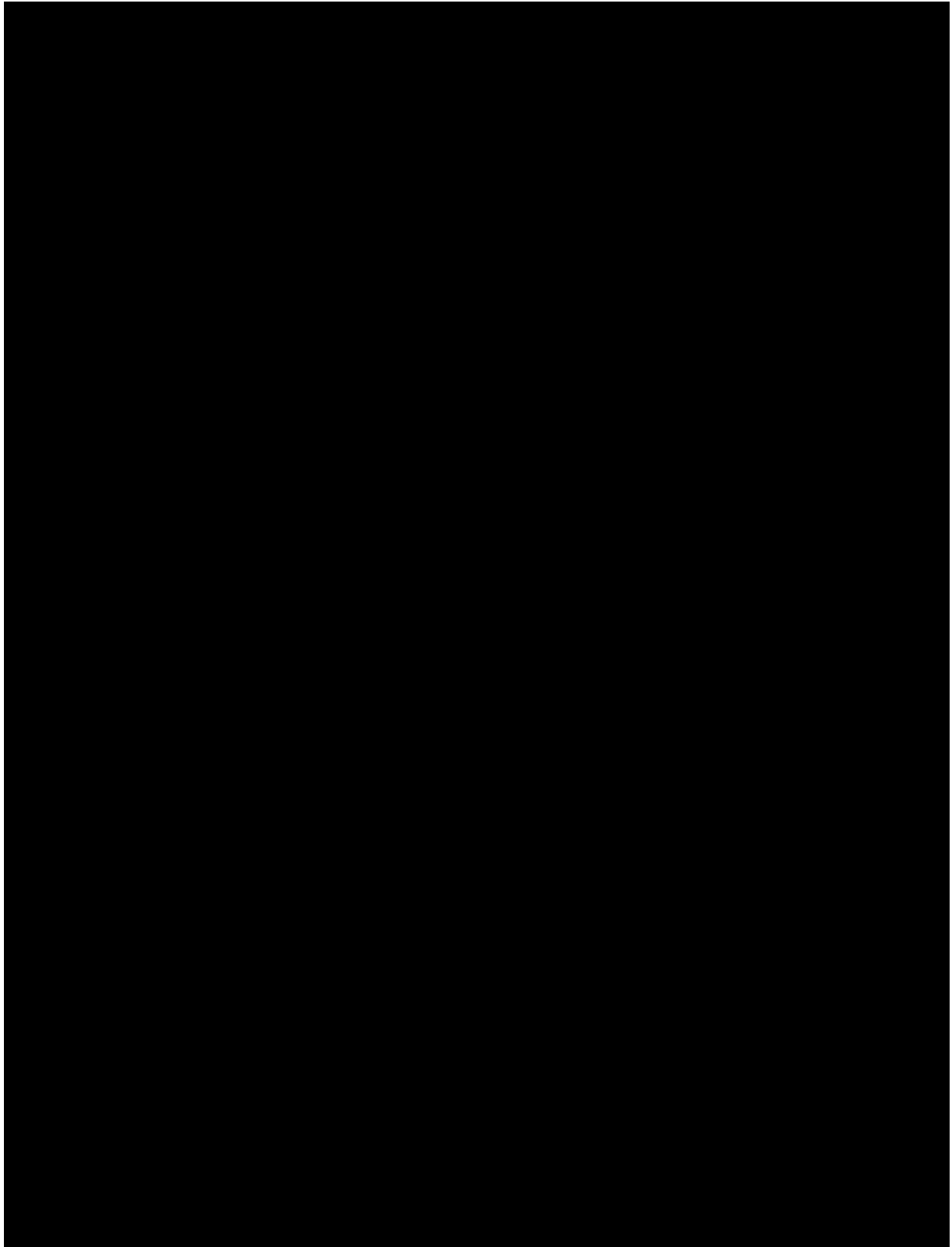
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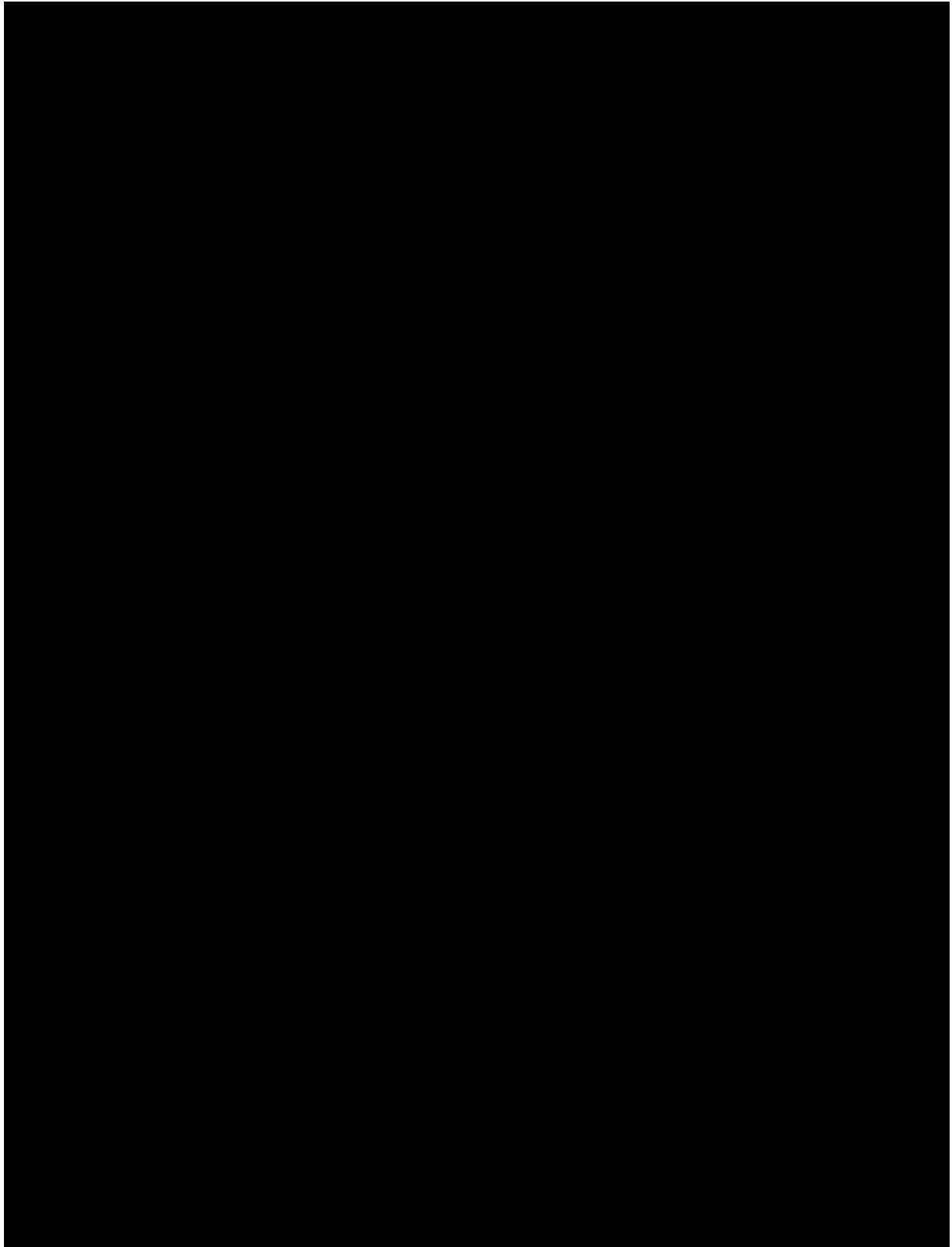
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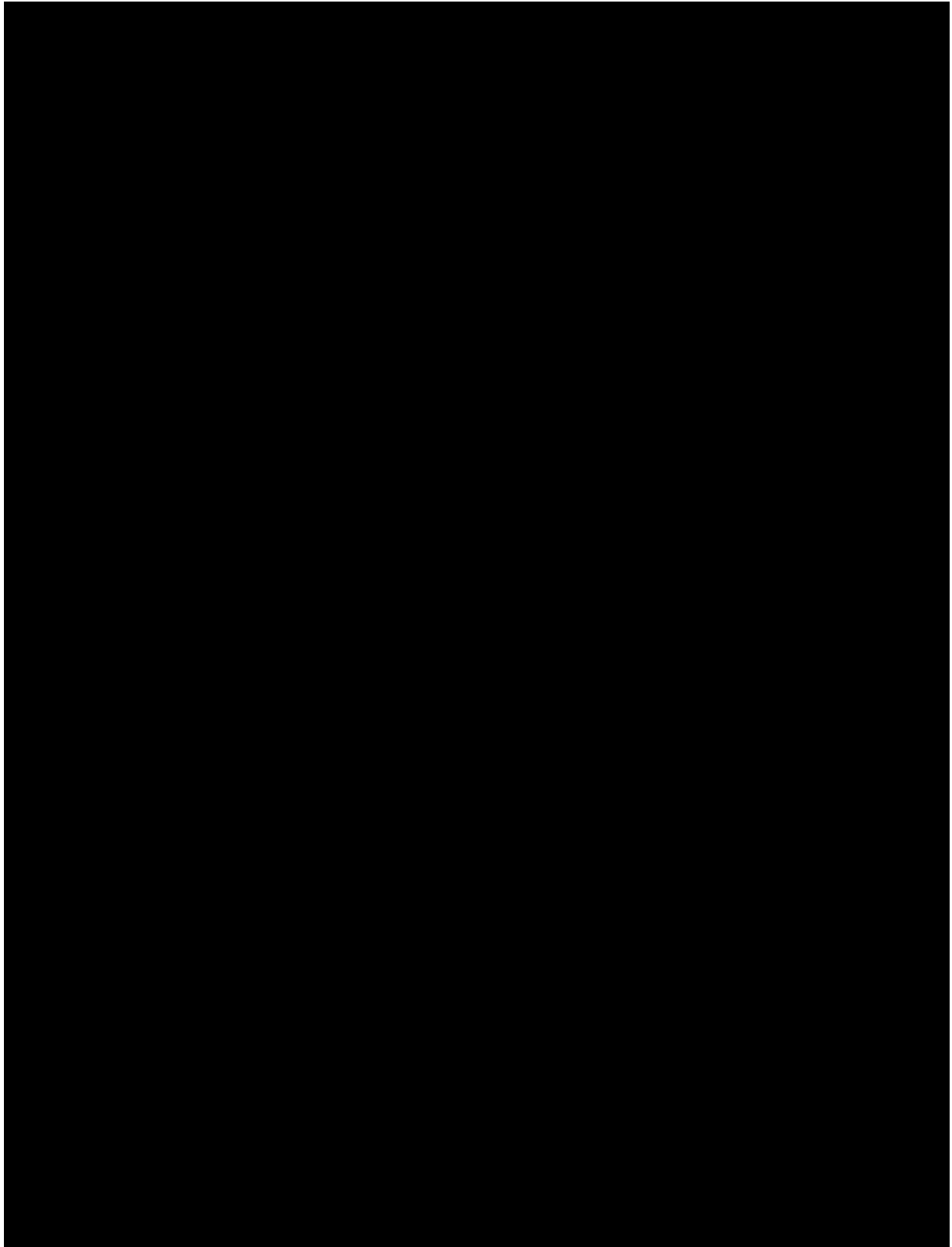
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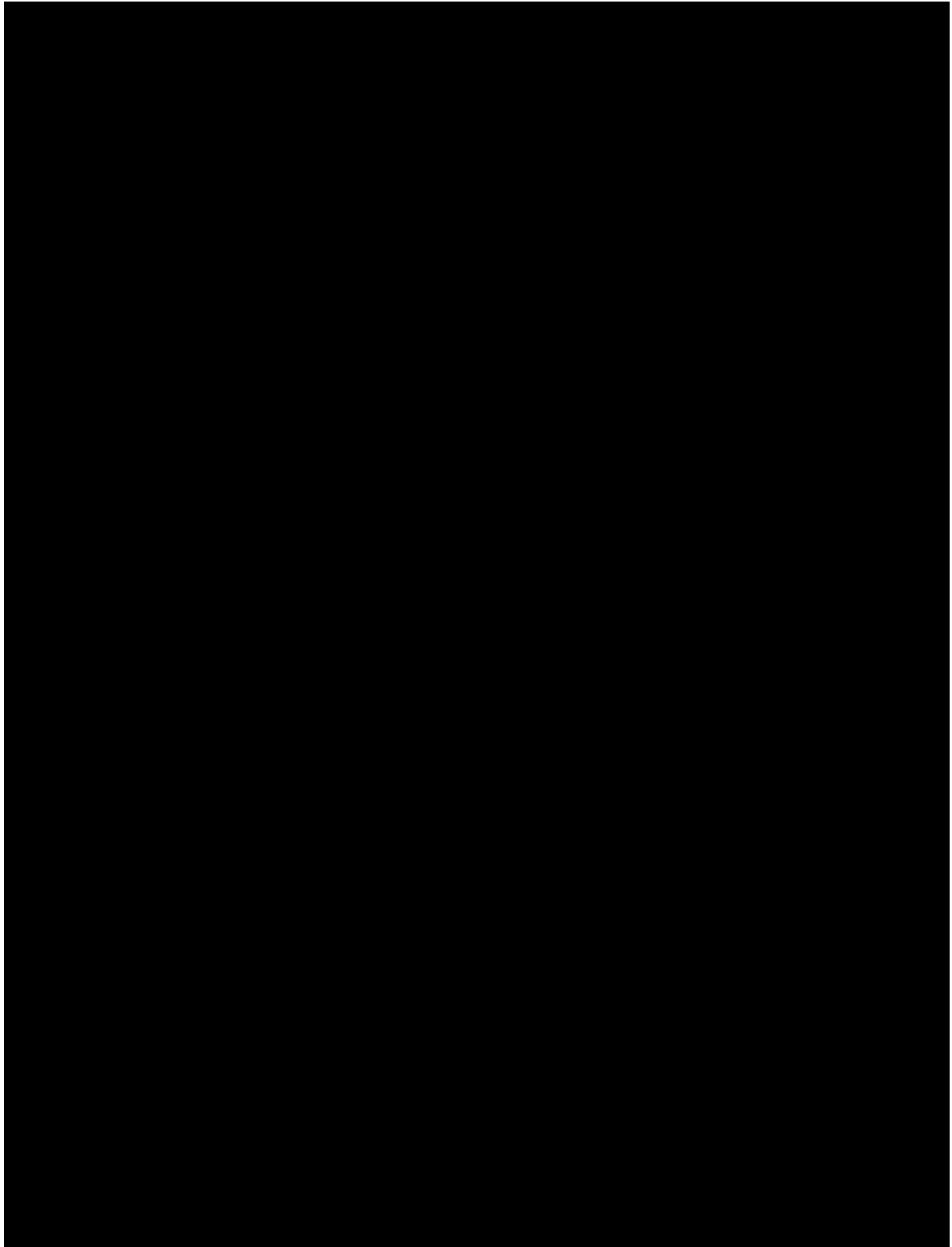
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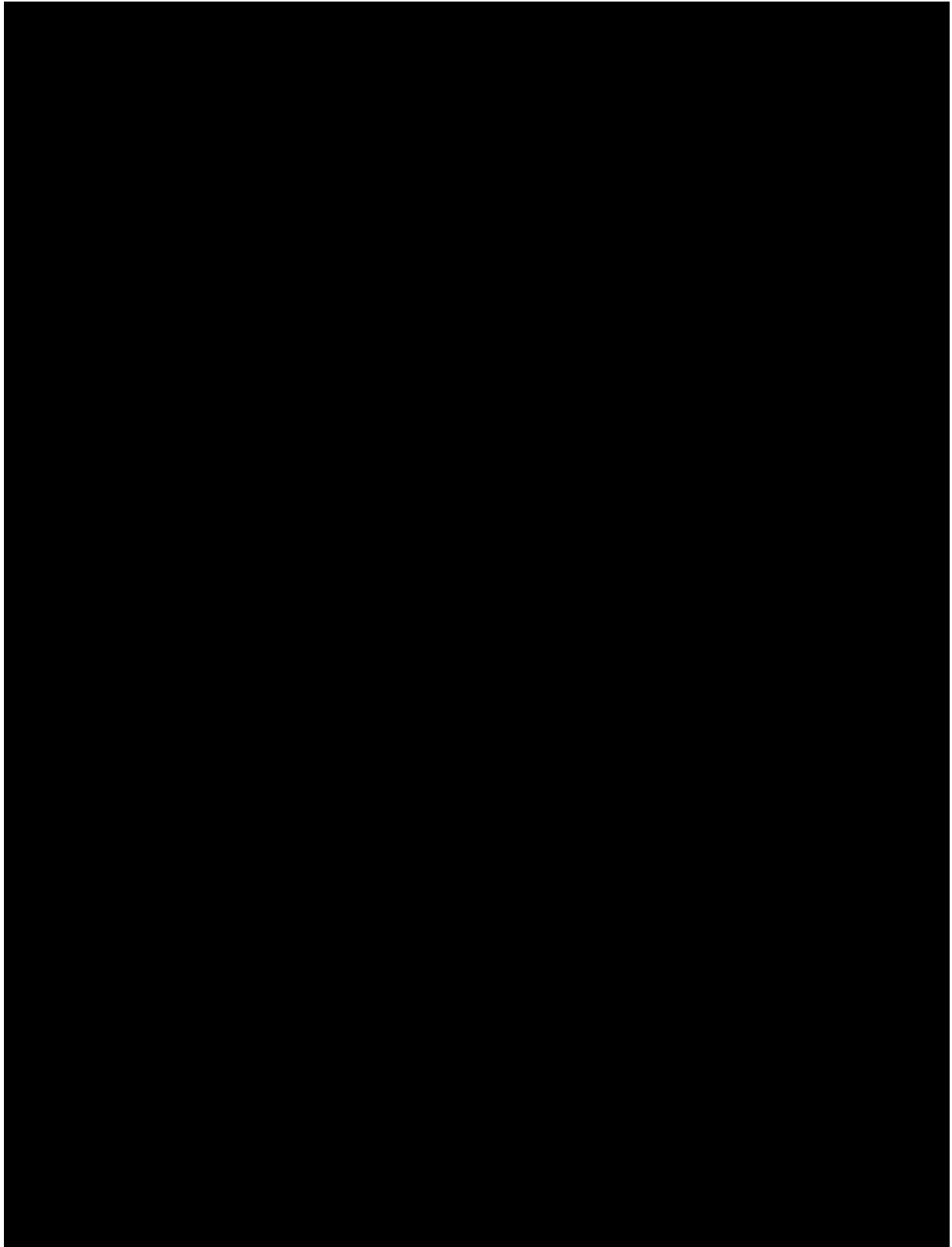
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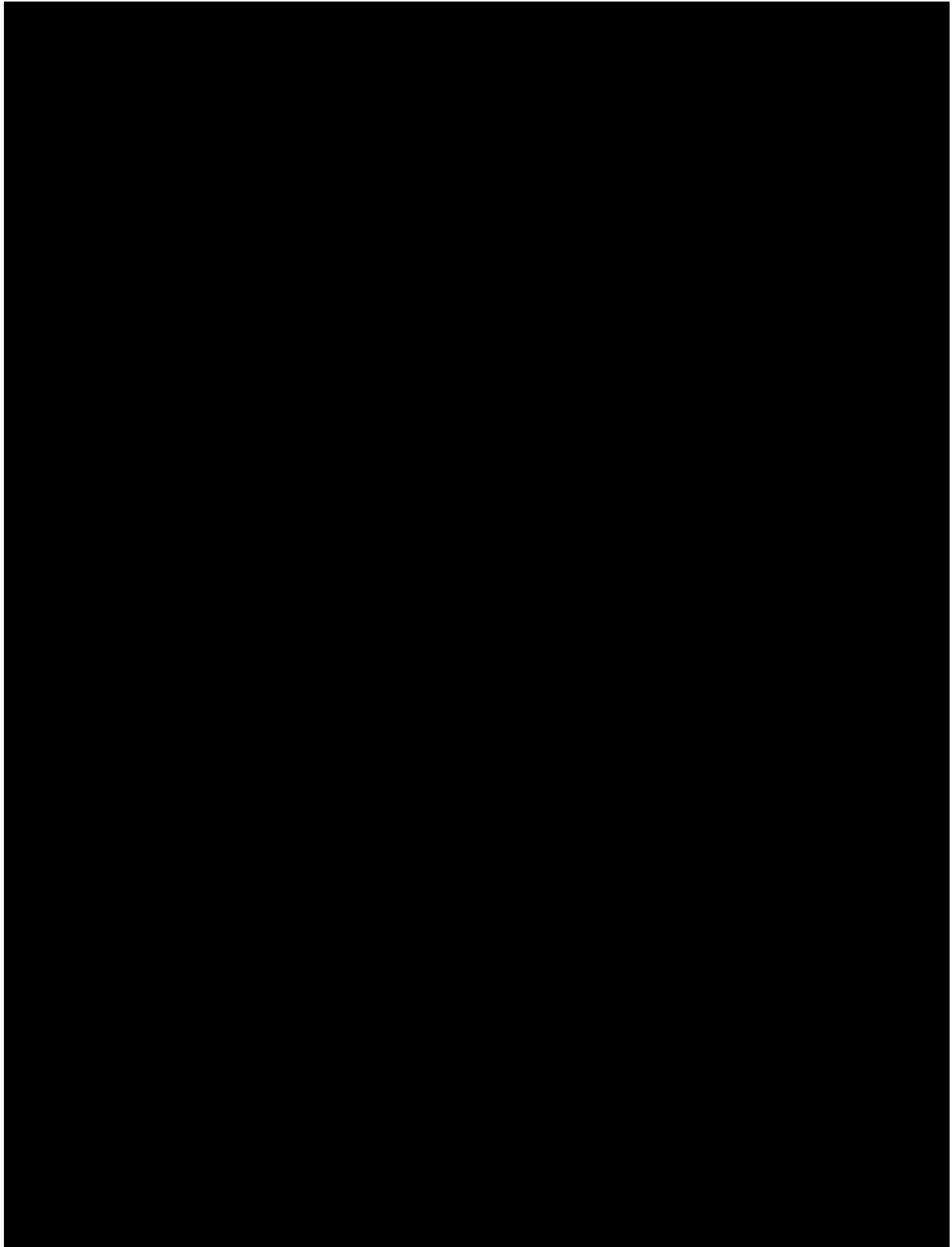
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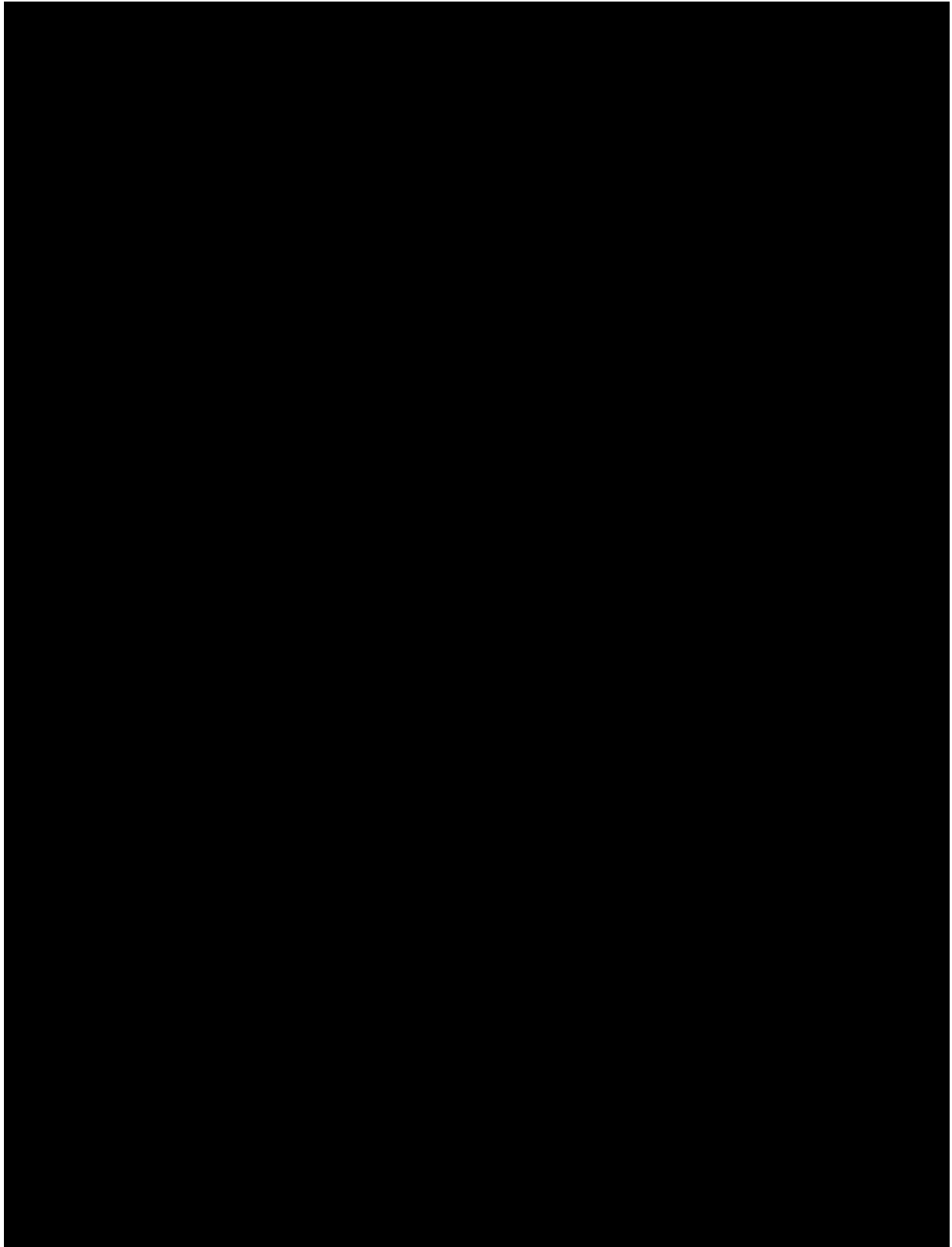
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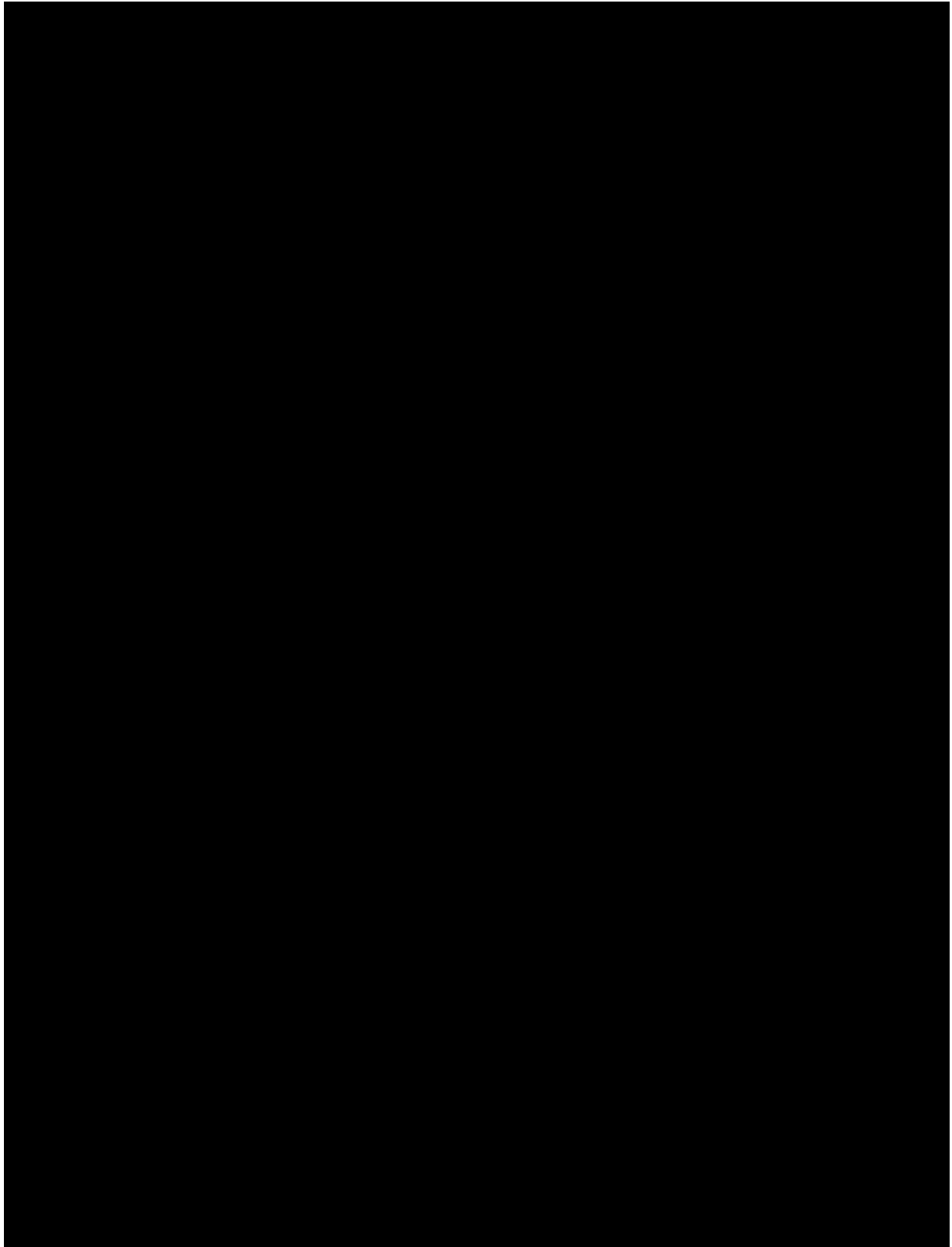
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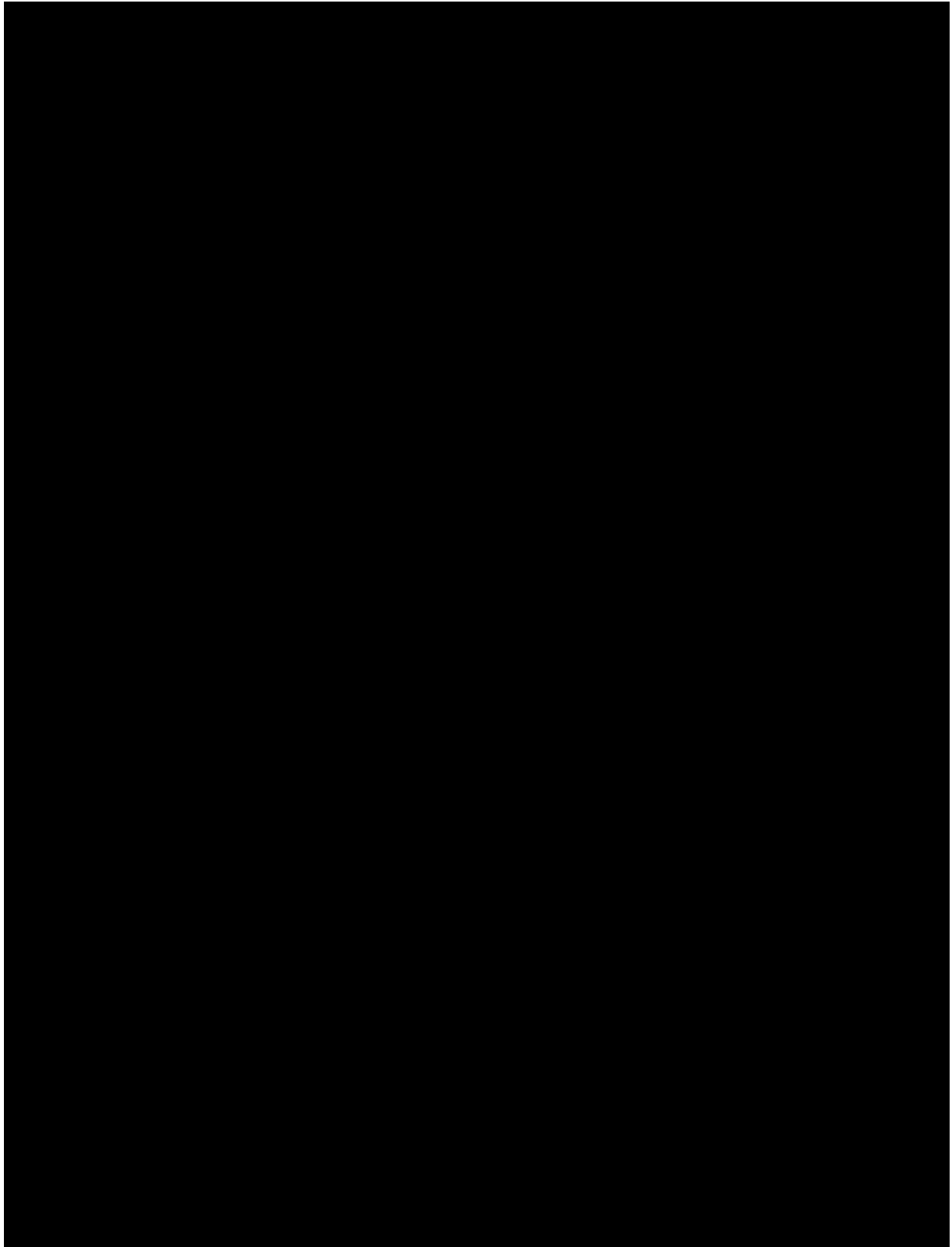
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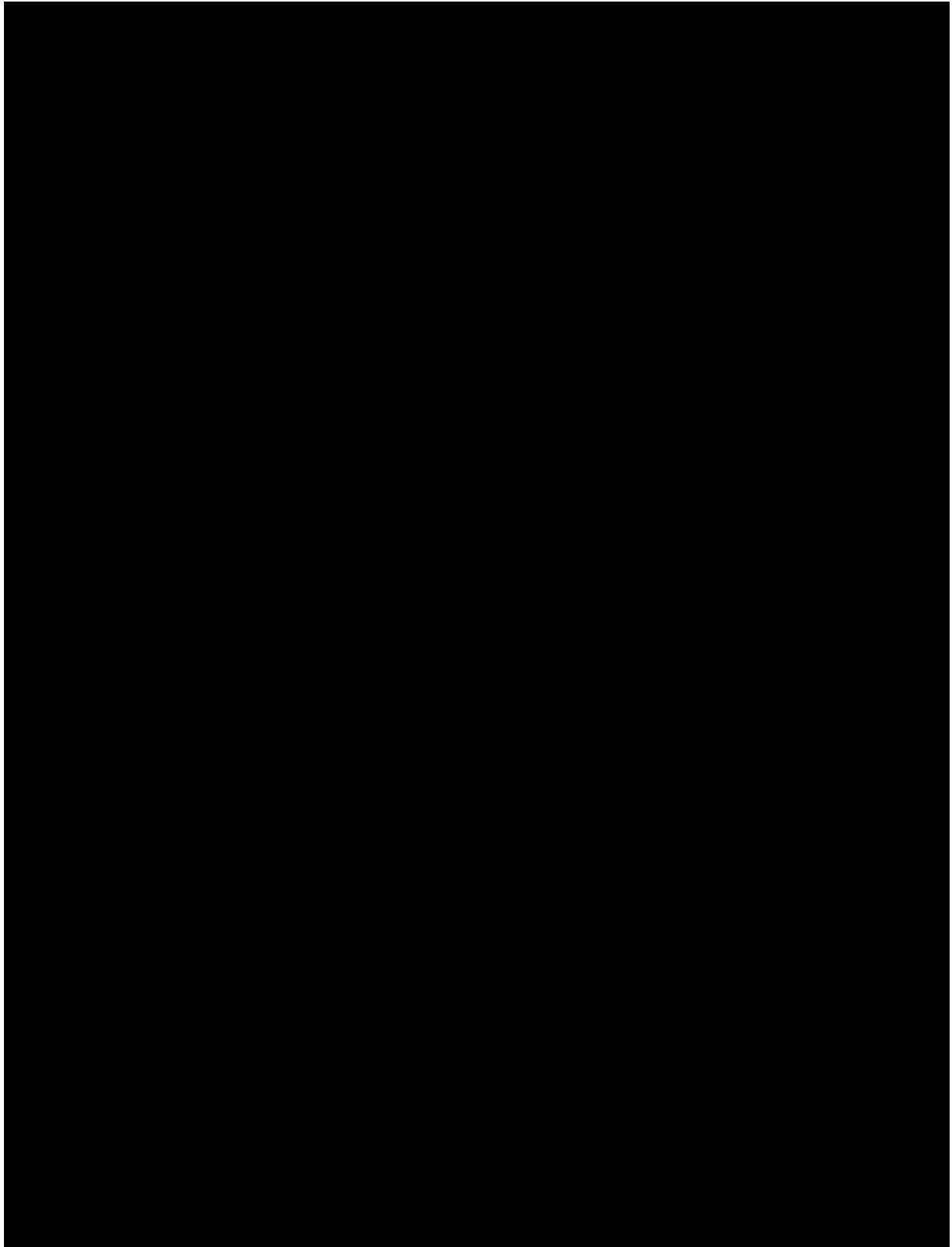
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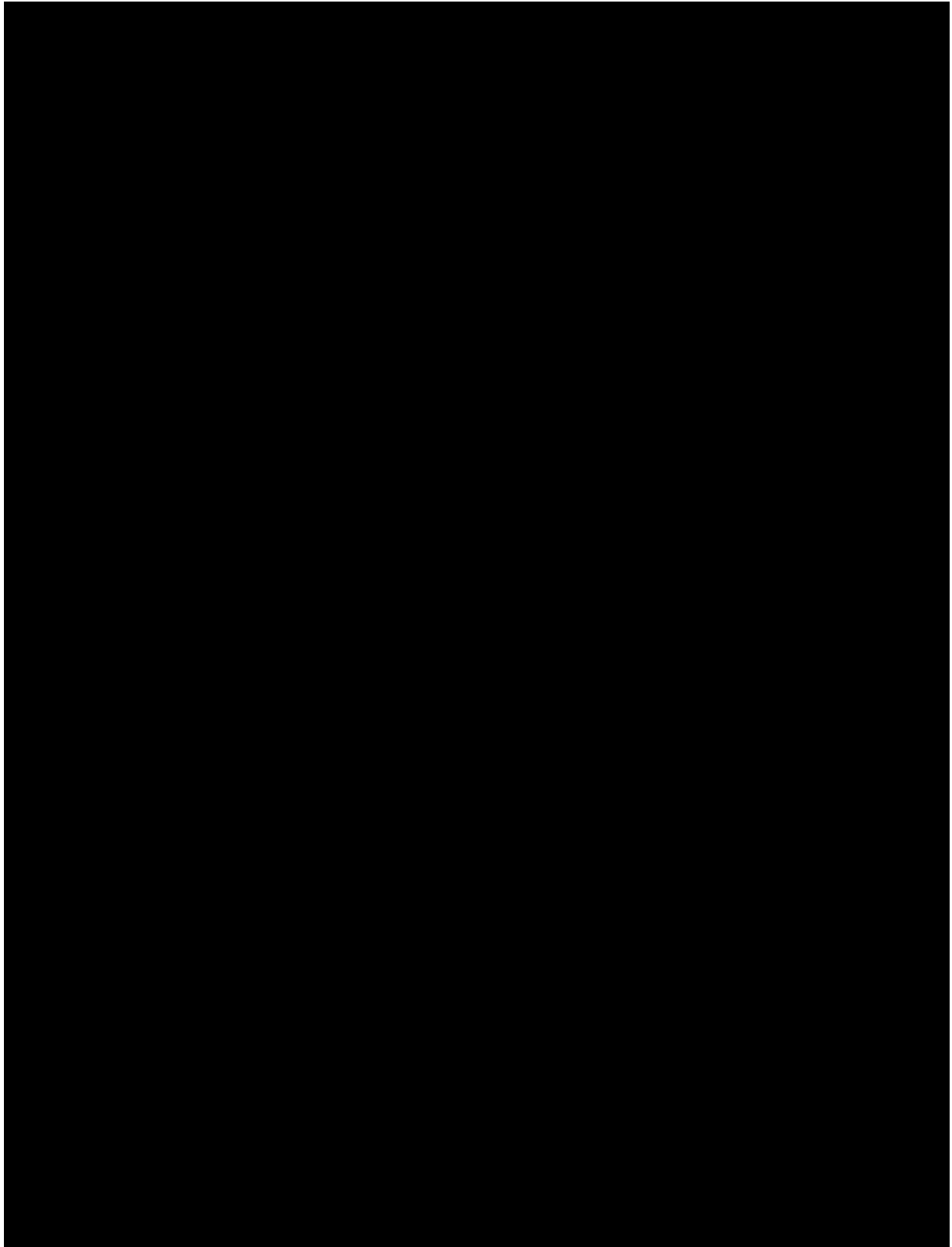
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Annex B

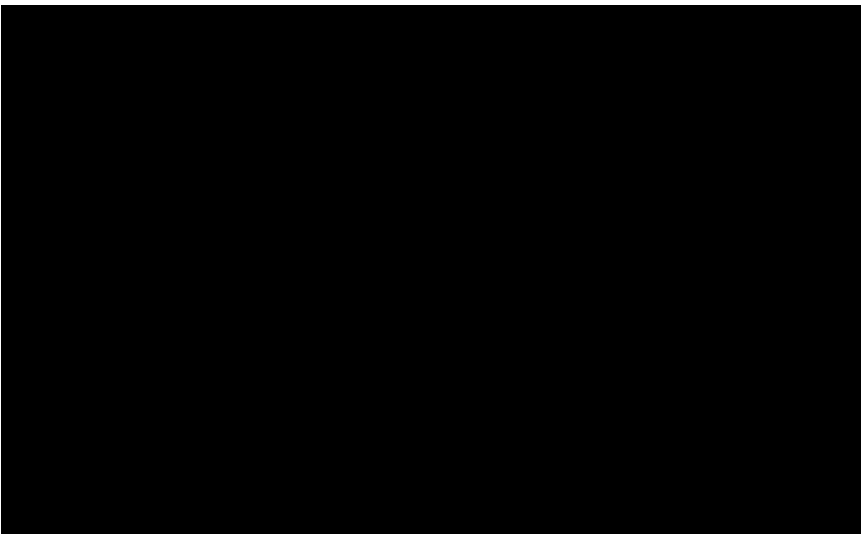
Statement of Work-

This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated Wednesday 14th May 2025.

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.

1.1 Where a Statement of Work would result in:

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


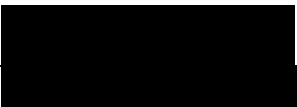


Project:	Event Stand Design & Build for UK Space Conference 2025, Manchester Central, UK
Project start Date	The contract start date is Wednesday 14 th May 2025 and shall expire on Wednesday 13 th August 2025
Notice period for cancellation	Notice period for cancellation is 30 days.
Project Notice Period:	N/A
Overarching Brand/Campaign	

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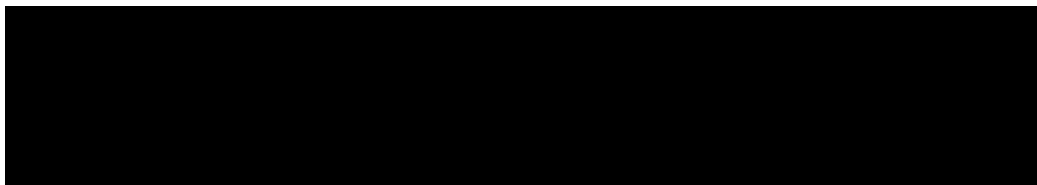
Goods or Services

Project Plan:

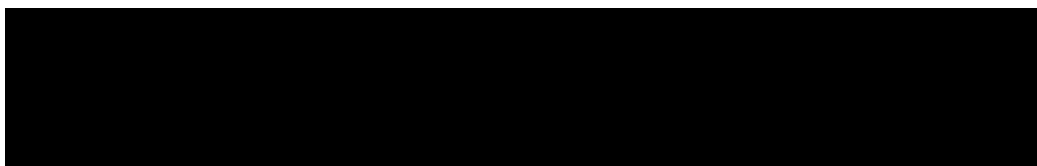
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Contract Charges:	Payments will be made in two milestones: 1. 50% upon sign off of the creative stand design plan; 2. 50% following successful delivery of the event after tear down and disposal.
Client Assets:	N/A
International locations:	N/A
Client Affiliates:	N/A
Special Terms:	N/A
Key Individuals:	<p>For the Client:</p>  <p>For the Agency:</p> 
Authorised Agency Approver:	
Authorised Client Approver:	

As Agency Authorised Approver for and on behalf of Agency:



As Client Authorised Approver for and on behalf of Client:



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