

DPS Schedule 6 (Letter of Appointment Template 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 12th July 2023.


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:	GSS23331
From:	UK Space Agency, 10 Victoria Street, London, SW1H 0NB
To:	Bray Leino Ltd, The Old Sawmills, Filleigh, EX32 0RN

Order Start Date:	01/08/2023
Order Expiry Date:	30/11/2023
Order Initial Period:	4 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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	For the Agency: 
Guarantor(s)	N/A
Order Contract Charges (including any applicable discount(s), but excluding VAT):	The total value of the contract is £33,970.00 excluding VAT.
Liability	See Clause 11 of the Core Terms Estimated Year 1 Charges:
Additional Insurance Requirements	N/A
Client billing address for invoicing:	UK Space Agency Polaris House North Star Avenue Swindon SN2 1FF
Special Terms	N/A

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PROGRESS REPORT FREQUENCY

Fortnightly

PROGRESS MEETING FREQUENCY

Weekly

KEY SUBCONTRACTOR(S)

Qdos Exhibitions

COMMERCIAL SENSITIVE INFORMATION

Not applicable

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 1 (Transparency Reports)*
 - *Order Schedule 2 (Staff Transfer)*
 - *Order Schedule 3 (Continuous Improvement)*
 - *Order Schedule 5 (Pricing Details)*
 - *Order Schedule 7 (Key Supplier Staff)*
 - *Order Schedule 9 (Security)*
 - *Order Schedule 15 (Order Contract Management)*
 - *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*

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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 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.

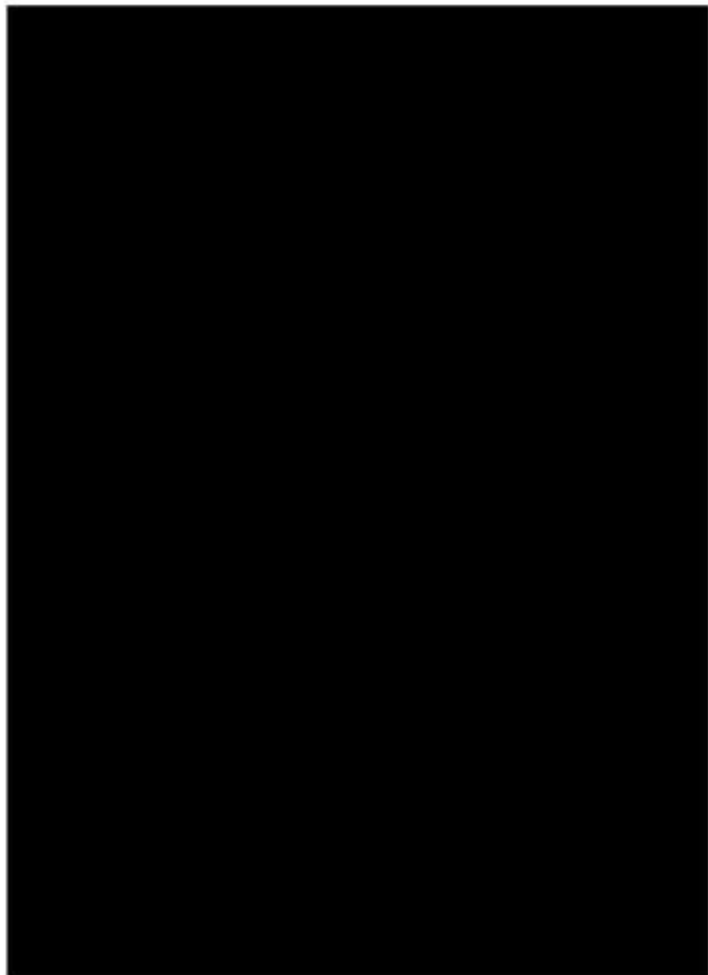
For and on behalf of the Agency:		For and on behalf of the Client:	
Date:	12 July 2023	Date:	12/07/23

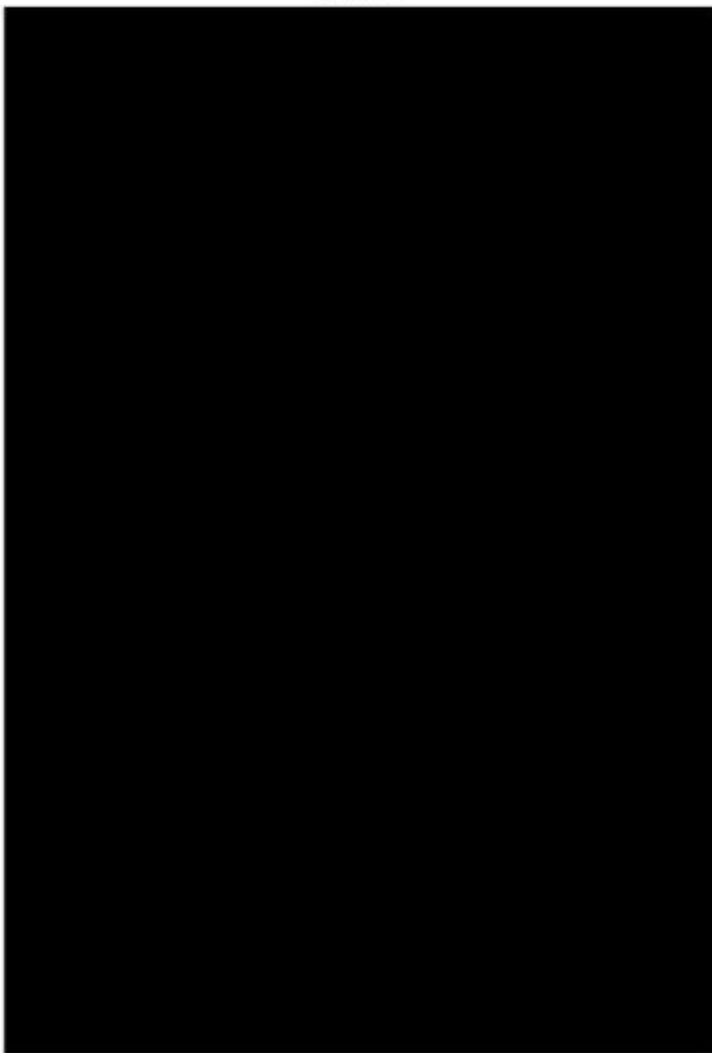
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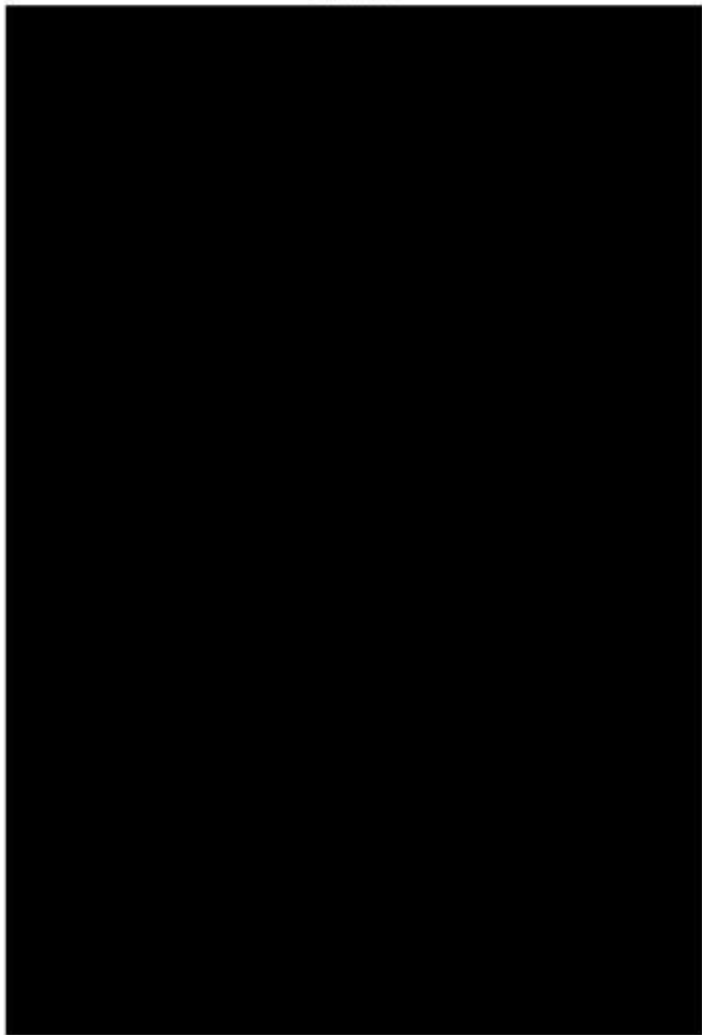
ANNEX A

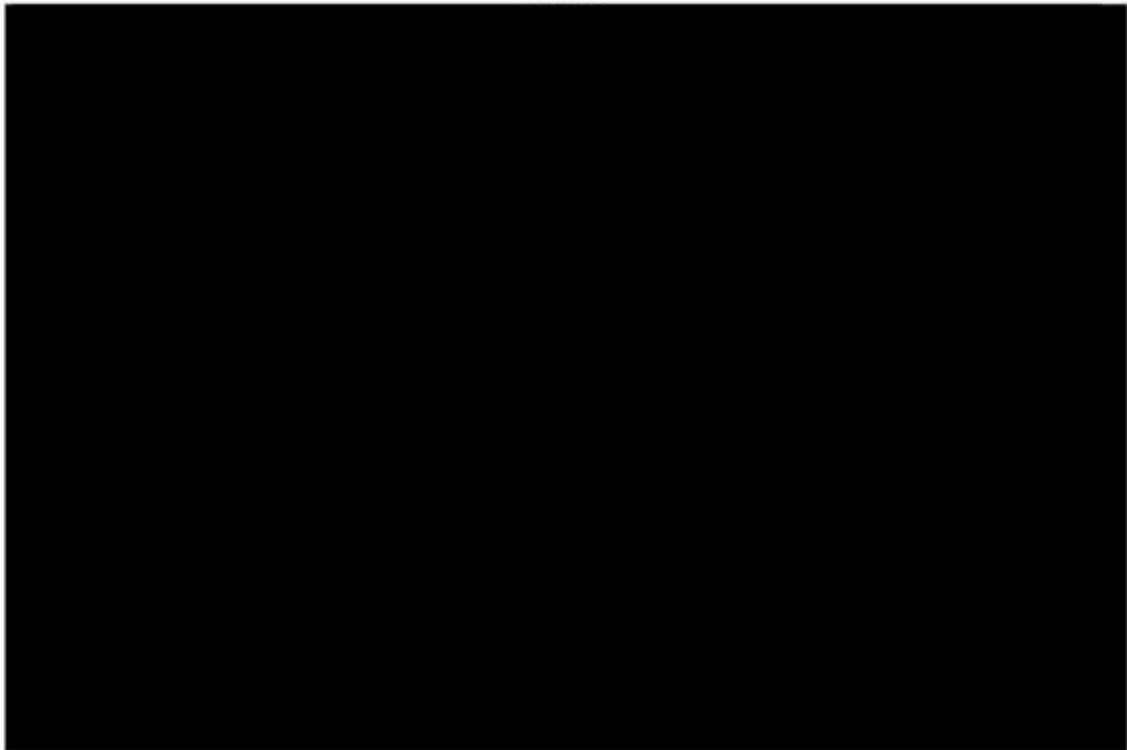
Agency Proposal

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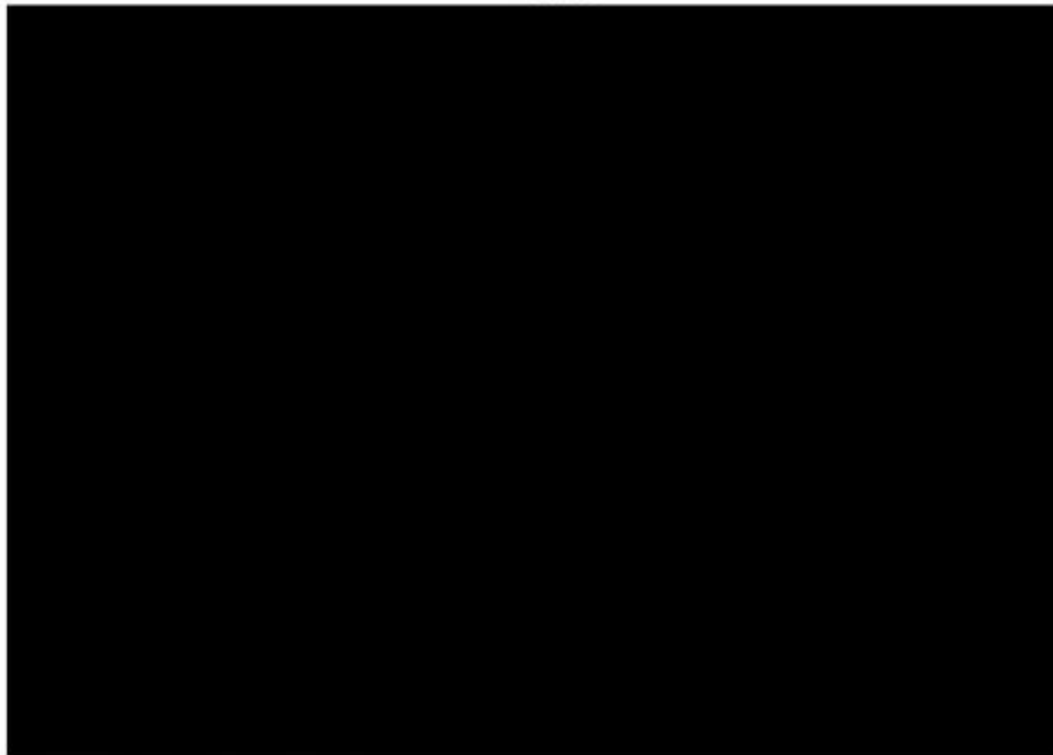




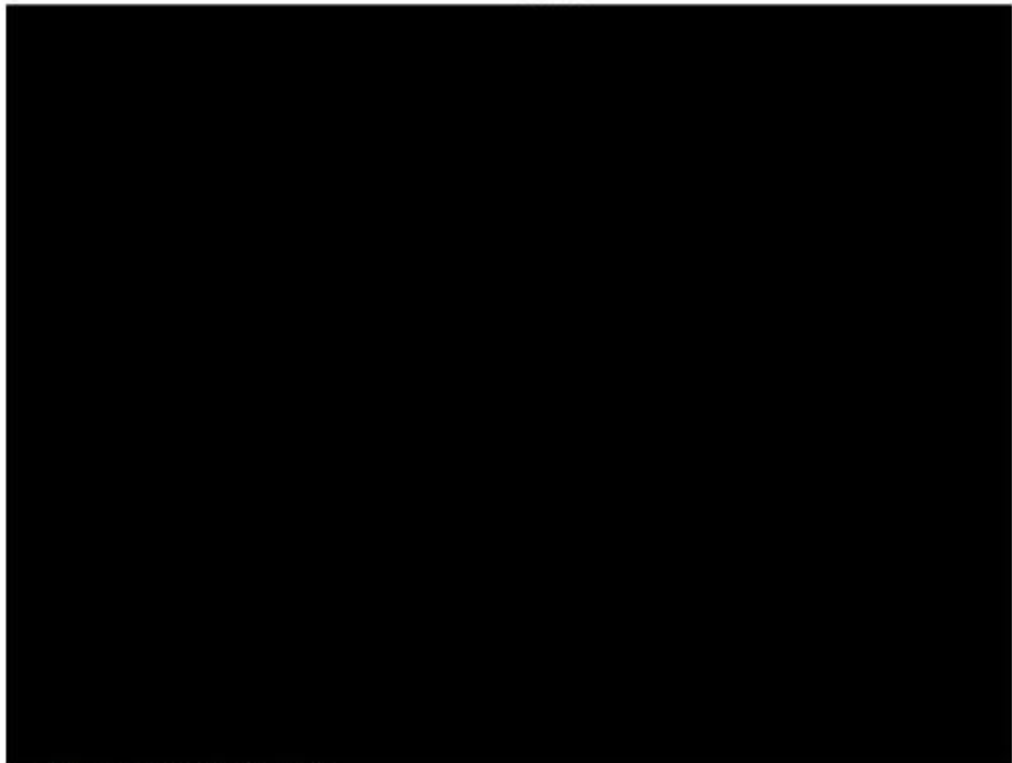


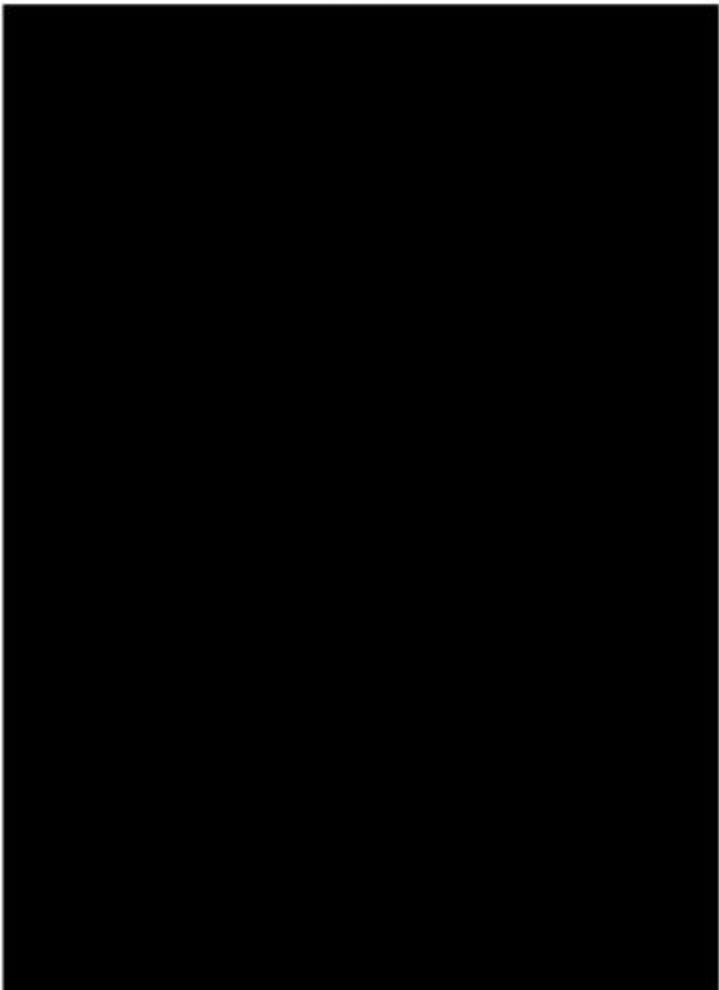


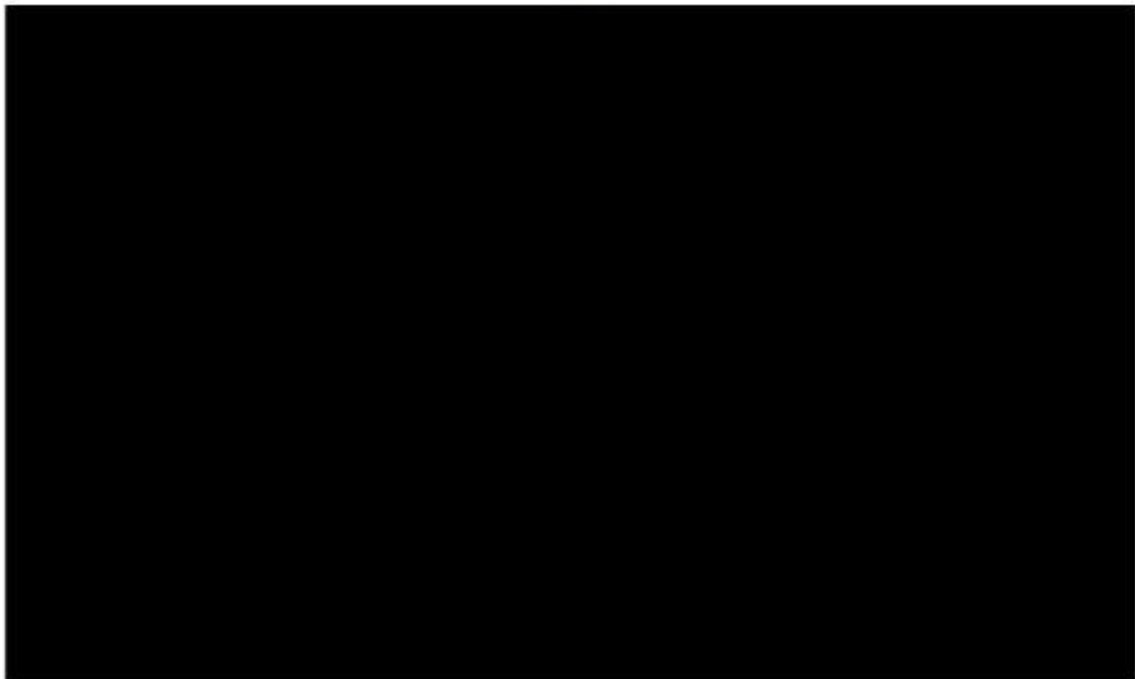


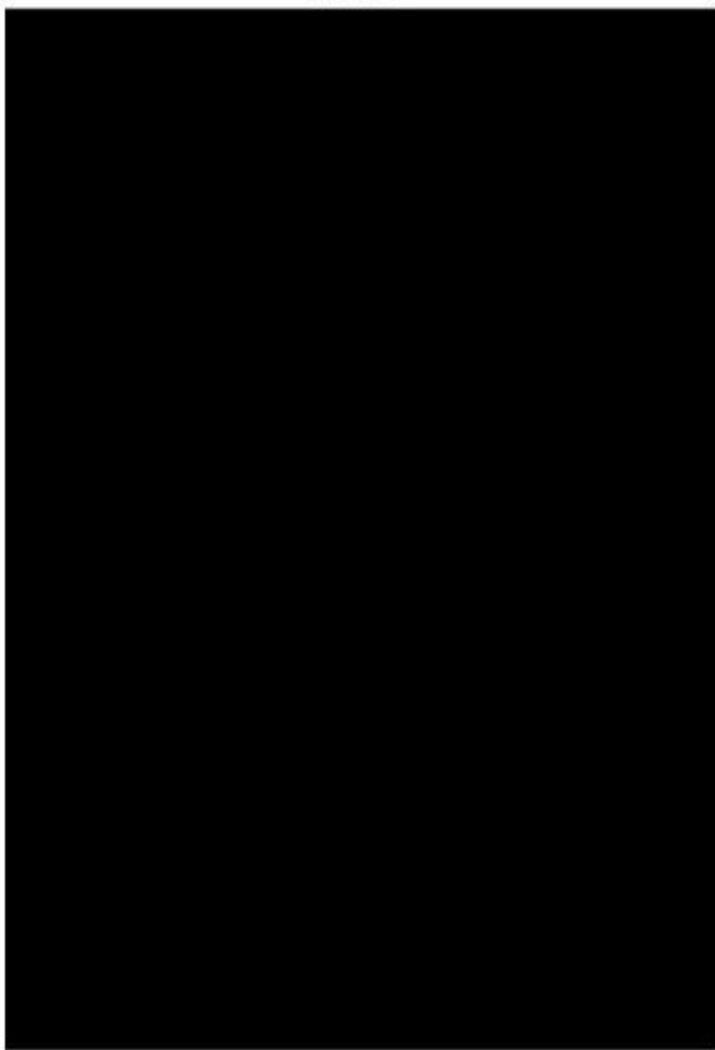












Annex B**Statement of Work-**

This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated 12TH July 2023

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	To oversee the design and build of an engaging stand to showcase the UK's commercial spaceflight offering at Space Tech Expo Europe in Bremen, 14-16th November 2023.
Project Start Date	The contract start date is 1 st August 2023 and shall expire on Wednesday 31 st November 2023.
Notice period for cancellation	Notice period for cancellation is 30 days.
Overarching Brand/Campaign	<p><u>The Space Tech Expo Europe</u> (STEE) is an annual event held in Bremen, Germany, and is Europe's only dedicated space expo for the space industry.</p> <p>Space Tech Expo Europe provides a key opportunity to promote UK launch and the UK's growing spaceflight sector with a view to attract potential customers and promote the UK as a leading spacefaring nation in order encourage economic and market growth and foreign direct investment.</p> <p>Through a dedicated stand presence at the exhibition (UK Pavilion), we will showcase the strength of the UK's space sector, promoting our heritage in space systems and engineering, and our skilled and varied business environment, support our overall supply chain and offering.</p>

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Goods or Services**1.1 Pavilion Aesthetic**

The stand design shall have an overarching theme that unifies the UK Pavilion as a single entity under His Majesty's Government, with the UKSA central to the promotion of launch from the UK but it shall also enable each participant/body to have a clear corporate identity on their part of the stand.

1.2 Size

The space purchased for this Pavilion is 36sqm, a linear space with one outward facing side, positioned by the registration area of Hall 4 (Small Sat Zone) – stand A19 on the map which can be [here](#). Maximum height build is 4 metres.

1.3 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)
- An industry area with booths of SME entities

1.4 Government Area**1.4.1 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.

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

1.4.2 Meeting Room

The Pavilion shall have a meeting room with furniture that can accommodate up to 6 people.

There shall be at least one wall window so the occupancy can be easily established.

1.4.3 Government space

There should be wall space for large graphics and TV screens to showcase UKSA content, as well as a few informal seats and/or a sofa for informal discussions.

1.5 Industrial Area**1.5.1 Industry booths**

The space industry area shall have 2-4 booths. Each booth shall have

- A high wall with space for graphics and/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.

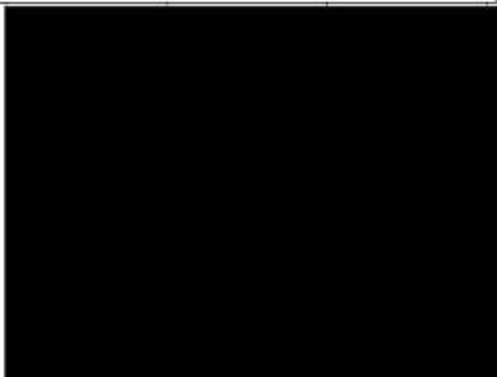
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Each booth shall have an option for 16:9 Video display screen around 130 cm which can play videos from USB stick or connected to a laptop computer. Each booth shall have an option for a free-standing literature stand.

1.5.2 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.

Project Plan:

UK Space Agency – Project Plan



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Contract Charges:	<p>The total value of the contract is £33,970.00 excluding</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>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</p>
Client Assets:	N/A
International locations:	<p>CONGRESS BREMEN - [REDACTED] Halle 4 & 5</p> <p>M3B GmbH</p> <p>Findorffstrasse 101</p> <p>28215 Bremen</p> <p>Phone: +49 (0) 421 3505-0</p> <p>Fax: +49 (0) 421 3505-340</p>
Client Affiliates:	N/A
Special Terms:	Not applicable
Key Individuals:	[REDACTED]
Authorised Agency Approver:	[REDACTED]

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Authorised Client

Approver:

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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