

G-CLOUD 13 SPECIALIST SERVICES

Part 1: Pro Forma Letter of Appointment

Advalus Ltd
37 Great Pulteney Street
Bath BA2 4DA
UK
FAO: [ROB FRANCIS - the Advalus Project Director]

Ref:

April /2022

Dear Sirs,

Contract for the provision of advisory services by Advalus Ltd, 37 Great Pulteney Street, Bath, BA2 4DA, UK, **as Supplier to [XYZ Authority] as Customer pursuant to the G-CLOUD SERVICES Framework Agreement between the Minister for the Cabinet Office acting through Government Procurement Service as the Authority and the Supplier. We refer to the above-mentioned G-CLOUD SERVICES Framework Agreement (the “Framework Agreement”) and Call Off Contract. For the purposes of this Letter of Appointment:**

- terms and expressions used in this Letter of Appointment have the same meanings given to them in or pursuant to the Call-Off Terms of Contract unless the context otherwise requires clarification in Part A;
 - references to Parts are references to the Parts A, B and C from the Call Off Contract (as completed); and
 - these Parts shall form part of this Letter of Appointment.
1. This Letter of Appointment constitutes an Order for the provision by you to us of the Contract Services in Part A from the Effective Date on the basis of the Fixed Price / Day Rates / Contract Charges (as set out in Part A) and, save as varied and / or supplemented pursuant to the terms and provisions (set out in Parts B and C) in accordance with the Call-Off Terms.
 2. This Order is placed under Lot 4 Specialist Cloud Services of the Framework Agreement.
 3. The Supplier's Representative with overall responsibility for the supply of the Contract Services is ROB FRANCIS - ADVALUS DIRECTOR and the Key Personnel assigned to the supply of the Contract Services are [ADVALUS NAMED PERSONNEL].
 4. The Customer's Representative for the purpose of the Contract is [XYZ] and any disputes in relation to the Contract shall be escalated as follows to [ABC].
 5. The Base Location from which the Contract Services will be performed is [abc] . The Customer will make such accommodation and systems available to the Supplier in order to reasonably carry out the Contract Services within the term of Contract.
 9. For the purposes of the Contract, the address of each Party is:
 - for the Customer:

Name and Address of customer authority or organisation

For the attention of: [ABC]

Tel:
Email:

- for the Supplier:

Advalus Ltd, Hartham Park , Corsham , Wiltshire SN13 0RP

For the attention of: [ABC], Director

Tel:
Email:

A duplicate copy of this Letter of Appointment would be signed by the authorised [Director] within Advalus once offered by the Customer.

Advalus is aware that by signing and returning this Letter of Appointment it will have entered into a legally binding contract with the Customer to supply the Contract Services specified in Part A. Advalus represents and warrants that it has carried out a conflict check in relation to such contract and revealed no conflicts of interest.

Yours faithfully

For and on behalf of the Customer Authority

Part A

See Call Off Contract G Cloud 13– Order Form - Part A

Parts B: Schedules and Part C: Call Off Contract