**LETTER OF APPOINTMENT AND CALL-OFF TERMS FOR**

RM3741 Project Management and Full Design Team Services

REFERENCE NUMBER

XXXX

**FRAMEWORK SCHEDULE 4**

**Part 1: Pro Forma Letter of Appointment**

**[*letterhead of Contracting Body*]**

[*name(s) and address(es) of firm(s) constituting the Supplier*]

[*Invoice/ reference number*]

[*Date*]

Dear Sirs,

**Contract for the provision of PMFDTS services by [*name(s) and address(es) of firm(s) constituting the Supplier*] as Supplier to [*name and address of Contracting Body*] as Client pursuant to the Project Management and Full Design Team Services Framework Agreement (RM3741) dated [dd/mm/yy] between the xxxxx (Contracting Authority) and the Supplier.**

1. We refer to the above Project Management and Full Design Team Services Framework Agreement (the “**Framework Agreement**”). For the purposes of this Letter of Appointment:

* capitalised terms and expressions used in this Letter of Appointment have the same meanings given to them in or pursuant to the Call-Off Terms attached to this Letter of Appointment unless the context otherwise requires;
* references to Appendices are references to the appendices to this Letter of Appointment; and
* the Appendices 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 specified in Appendix 1 on the basis of [the [hourly rate/day rate] Framework Prices/the Contract Charges set out in Appendix 2] and [, save as varied and/or supplemented pursuant to the provisions set out in Appendix [2/3],] in accordance with the Call-Off Terms.
2. The partner at the Supplier with overall responsibility for the supply of the Contract Services is [            ] and the fee earners assigned to the supply of the Contract Services [is/are] [    ]. [The initial Key Personnel are [             ].]
3. The Client’s Representative for the purpose of the Contract is [         ] and any disputes in relation to the Contract shall be escalated as follows [      ].
4. Payments to the Supplier in respect of the Contract Services shall be made to the following bank account of the Supplier: [             ].
5. [We hereby consent to the appointment of the following Sub-Contractors in connection with the provision of the Contract Services: [   ].]
6. [Commencement of the Contract is conditional upon our receipt on or before [*date*] of a guarantee substantially in the form set out in Framework Schedule 11 to the Framework Agreement and otherwise acceptable to us duly executed by [*name of Guarantor*]. In the event that we do not receive such guarantee by the due date, this Letter of Appointment shall cease to be of any further force or effect.]
7. For the purposes of the Contract, the address of each Party is:

* for the Contracting Authority:

[*name and address of Contracting Authority for service of notices*]

For the attention of: [*title*]  
Tel:[         ]  
Email:[          ]  
Facsimile: [         ]

* for the Supplier:

[*name(s) and address(es) of firm(s) constituting the Supplier for service of notices*]

For the attention of: [*title*]  
Tel:[         ]  
Email:[          ]  
Facsimile: [         ]

**Please would you sign and return the attached duplicate of this Letter of Appointment with the acknowledgement signed by a partner of your firm.**

**You should be aware that by signing and returning this Letter of Appointment you will have entered into a legally binding contract with us to supply the Contract Services specified in Appendix 1 and represent and warrant that you have carried out a conflict check in relation to such contract that revealed no conflicts of interest.**

Yours faithfully

For and on behalf of [*name of Contracting Body*]

[*Duplicate copy to have the following signature block added*:]

I hereby confirm receipt of the above Letter of Appointment and the agreement of [*name of Supplier*] to provide to [*name of Contracting Body*] the Services as specified in the Letter of Appointment in accordance with its terms.

|  |  |
| --- | --- |
| Signed: | Date: |
| Name: | Status: |

**Appendix 1  
(Contract Services)**

[*insert description of Services required and applicable Lot, relevant timelines, place of performance, term of the Contract, if any, etc*]

**[Appendix 2  
(Contract Charges)]**

**[Appendix [2/3]  
(Variations and/or supplements to the Call-Off Terms)]**