



ProVantage Procurement

Client address

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Letter of Engagement

Thank you for your interest in becoming a client of ProVantage Procurement. It is the policy of our business that a 'Letter of Engagement' is provided to all our new clients. This letter sets out our terms of engagement. If the terms of our engagement are acceptable, please sign the enclosed copy of this engagement letter and return to our office. Please contact this office if you want any clarification or wish to discuss any aspect of the terms of this engagement.

Purpose and Scope

The engagement of ProVantage Procurement Ltd (**"ProVantage"**) is to provide (The Client) with the following Services:

- Product/Service requirements documents for use in tenders
- Supplier sourcing and credit checking as part of the tender process
- Issue of electronic requests for information, requests for quotation and invitations to tender via the ProVantage e-Procurement platform
- Support throughout the supplier selection and appointment process including arranging and facilitating any or all of;
 - scoring of responses to electronic requests
 - supplier presentations
 - supplier site visits
 - visits to existing client sites
 - reference calls
 - electronic reverse auctions
 - contract negotiations
 - contract implementation

Additionally;

- Post contract implementation
- Post contract supplier management support utilising a toolbox of techniques
- Procurement process and procedure consultancy and documentation
- Procurement training

Subject to any agreement to the contrary, the work is limited to the above services noted.



Responsibilities

ProVantage will ensure that all services they provide are performed with reasonable skill and care and to a professional standard.

The Client is required to arrange for reasonable and timely availability of, and access for ProVantage to, relevant individuals, information and documents, and shall be responsible for both the completeness and accuracy of the information provided.

Key Contacts

ProVantage will only accept instructions from the individual who signs this letter, but will need to work with other key contacts within the Client's organisation. These key contacts will be identified particular to specific projects.

Period of Engagement

This engagement will start upon acceptance of the terms of engagement by the Client as noted by execution of this letter and will continue until terminated by either party in accordance with the attached Terms of Business.

Professional Fees

A fee of 25% of savings made to be invoiced for; 'savings' calculated as being the cost between any post-tender contract taken up by (The Client) against the last historic price where one exists. Any savings made against new purchases to be agreed and signed off by (The Client) before invoicing.

Terms of Engagement

Included with this Letter of Engagement are ProVantage's Terms of Business. Please read these terms in conjunction with this Letter of Engagement and once you are satisfied with the terms of our engagement, would you please sign and date both copies of this letter.

One copy should be forwarded to us as evidence of your acceptance of the terms of our engagement. You should retain the other copy as your evidence of our engagement.

ProVantage thank you for the opportunity to work with you and look forward to developing a strong and long term relationship.

Yours Sincerely,

.....

Peter Roberts MCIPS

Director



ProVantage Procurement

ProVantage Procurement

I agree to the terms and conditions as set out in this letter and the ProVantage Procurement Ltd Terms of Business.

..... Signature

.....Position

..... Printed Name

..... Date of Signing