**NOTIFICATION TO ACTIVATE SERVICES FORM AND CALL-OFF CONTRACT**

**PART 1 - NOTIFICATION TO ACTIVATE SERVICES FORM**

**[*letterhead of Framework Client]***

*[name and address of Framework Supplier] [Date]*

Dear Sirs

**Call-off Contract for the Provision of *School Payment Solutions for the Irish Primary and Post-Primary School Sector Lot No.: x*  by [*name and address of Framework Supplier]* as Supplier to [*name and address of Framework Client]* as Client**

This is a notice issued pursuant to Clause 5 of the Framework Agreement for the provision of *School Payment Solutions for the Irish Primary and Post-Primary School Sector (select service required by Lot number)* made between the contracting authority and (“**the Framework Supplier**”) dated Insert Date (“**the Framework Agreement**”).This notice is issued by [**insert name of Framework Client**] which is a Potential Framework Client listed in or referred to in clause 2.7 of the Framework Agreement and is entitled to enter into a Call-off Contract with the Framework Supplier pursuant to the terms of the Framework Agreement.

For the purposes of this Notification to Activate Services Form (“**NASF**”), capitalised terms and expressions used in this NASF have the same meanings given to them in or pursuant to the Call-off Contract attached hereto unless the context otherwise requires.

The Client in accordance with clause 5 of the Framework Agreement HEREBY NOTIFIES the Supplier that it wishes to activate the purchase of Services from the Supplier in accordance with this Notification to Activate Services Form and in accordance with the terms and conditions of the Call-off Contract attached hereto.

By each signing this form where indicated below, the Client and the Supplier hereby acknowledge agree and confirm that the terms and conditions of the Call-off Contract attached hereto (including all Schedules thereof) are hereby adopted to govern the provision of the Services. For the purposes of the Call-off Contract, the Client’s Contact is *[insert contact name]* of

*[insert contact address]*.

The start date for the provision of the Services under the Call-off Contract is [*insert date*] (“**the Effective Date**).

The Term of the Call-off Contract is [*insert term*] (“**the Term**”).

Yours faithfully

For and on behalf of [*name of Client]*

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The Supplier acknowledges and agrees that by returning this NASF to the Client it is entering into a legally binding contract with the Client to provide the Services specified in Schedule B of the Call-off Contract attached hereto for the Charges specified in Schedule C of the Call-off Contract in accordance with the terms and conditions of the Call-off Contract from the Effective Date for the Term.

The Supplier hereby agrees to provide the Services in accordance with the terms and conditions of the Call-off Contract.

The Supplier hereby represents and warrants that it has carried out a conflict check in relation to such contract that revealed no conflicts of interest.

The Supplier represents, warrants and undertakes that it retains and shall maintain for the Term of the Call-off Contract insurances of the nature and amount specified in RFT document.

For the purposes of the Call-off Contract, the Supplier’s Contact is [*Supplier to insert*].****

**SIGNED** by being an officer so authorized by the **SUPPLIER**

in the presence of:

### Witness

Once dated and signed, the Supplier shall return the NASF to the following address: [*Client to insert*]. The completed NASF must be returned by [*insert Date and Time]*