Glasgows Limited

Unit 5 Centurion Court

Farington,

Leyland

PR25 3UQ

Attn: REDACTED TEXT

REDACTED TEXT

Date: 23rd December 2020

Contract Reference: CCPS20A01 – (1)

Dear Sir/Madam,

**Award of contract for the Provision of a G7 Presidency Events Accreditation Portal and Pass Production**

Following your bid / proposal for the provision of a G7 Presidency Events Accreditation Portal and Pass Production service to Cabinet Office (The Contracting Authority) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Cabinet Office as the Contracting Authority and Glasgows Limited as the Supplier for the provision of the Services unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter (and its Annexes) and the Conditions, this Award Letter (and its Annexes) shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Contracting Authority and may delay the conclusion of the Agreement.

1. **For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:** 
   1. The charges for the Services hall be as set out in Annex 2. The total contract value shall be REDACTED TEXT including all expenses but excluding VAT.
   2. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4 [subject to any clarifications as set out in Annex 5]. Where there is conflict Annex 3 shall take precedence.
   3. The Term shall commence on 4th January 2021 (the “Start Date”) and the Expiry Date shall be 31st December 2021.
   4. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Cabinet Office  70 Whitehall  London  S1WA 2AS  Attention: REDACTED TEXT  Email: REDACTED TEXT | Glasgows Limited  Unit 5 Centurion Court  Farington,  Leyland  PR25 3UQ  Attention: REDACTED TEXT  Email: REDACTED TEXT |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| REDACTED TEXT | REDACTED TEXT |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| REDACTED TEXT | REDACTED TEXT |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED TEXT

Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name and telephone number) of your Contracting Authority contact (i.e. Contract Manager). Non-compliant invoices will be returned, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact the Contracting Authority via email to REDACTED TEXT

Invoices will be required on a quarterly basis. REDACTED TEXT

1. **Liaison**

For general liaison your contact will be REDACTED TEXT.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED TEXT within 7 working days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

REDACTED TEXT

REDACTED TEXT

|  |  |
| --- | --- |
|  |  |
|  |  |
| Date: REDACTED TEXT |  |

We accept the terms set out in this letter and its Annexes, including the Conditions.

|  |
| --- |
| Signed for and on behalf of REDACTED TEXT |
| Name**:** REDACTED TEXT  Job Title: REDACTED TEXT |
| Signature: REDACTED TEXT |
| Date: REDACTED TEXT |