



Department
for Environment
Food & Rural Affairs

Seacole Building
2 Marsham Street
London
SW1P 4DF

www.gov.uk/defra

Broadberry Data Systems Limited
Integration House
61 Bideford Avenue
Perivale,
Middlesex
UB6 7PP

Your ref: [REDACTED]
Our ref: [REDACTED]
Date: 29 May 2024

Dear [REDACTED],

Award of contract for the supply On-Site Warranty NBD Upgrade Cluster 1&2 from 01/07/2024 for a period of 24 months for value a of £37,007.31, with potential (if requested by Defra before the expiration of this 2 year contract) to extend for a further two years at an additional value of £39,465.

Following your proposal for the supply of the on-site Warranty NBD Upgrade Cluster 1&2 to Defra, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Defra as the Authority and Broadberry Data Systems Limited as the Contractor for the provision of the Services.

For the purposes of the Agreement, the Authority and the Contractor agree as follows:

- 1) The charges for the Services along with the specification shall be as set out in the Contractor's quotation dated 19/04/2024 (Annex 1).
- 2) The Term shall commence on 01/07/2024 and the Expiry Date shall be 30/06/2026. Defra shall also have the option to extend the contract from 01/07/2026 until 30/06/2028 at the price mentioned in the quote (£39,465) but Defra is under no obligation to do so.
- 3) The address for notices of the Parties are:

Authority
Department for Environment, Food and
Rural Affairs

Contractor
Broadberry

Seacole Building
2 Marsham Street
London
SW1P 4DF

Attention: [REDACTED]

Email:
[REDACTED]

Integration House
61 Bideford Avenue
Perivale,
Middlesex
UB6 7PP

Attention: [REDACTED]

Email:
[REDACTED]

Payment

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

[REDACTED]
[REDACTED]

Within 10 Working Days of receipt of your acceptance of this letter, we 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, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will be [REDACTED]
or, in her absence, [REDACTED].

We thank you for your co-operation to date, and look forward to continuing a successful working relationship resulting in a smooth and successful supply of the service. Acceptance of the award of this contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

Acceptance of the offer comprised in this Agreement must be made within 7 days from the date of this Award Letter and the Agreement is formed on the date on which the Contractor communicates acceptance by signing this letter and providing the Authority with an electronic copy of the signed letter. No other form of acknowledgement will be accepted.

Please remember to quote the reference number above in any future communications relating to this contract.

Yours sincerely,

[Redacted]
[Redacted]
Defra Group Commerical

Accepted on behalf of Department for Environment, Food and Rural Affairs

Signed: [Redacted]
Name: [Redacted]
Position: [Redacted]
Dated: [Redacted]

Accepted on behalf of Broadberry Data Systems Limited:

Signed: [Redacted]
Name: [Redacted]
Position: [Redacted]
Dated: [Redacted]

Annex 1

This Annex contains the Quotations and specification to renew On-**Site Warranty NBD Upgrade Cluster 1& 2** from 01/07/2024 for a period of 24 months, until 30/06/2026. It also includes the option to extend the contract from 01/07/2026 until 30/06/2028 at the price mentioned in the quote (£39,465) but Defra is under no obligation to extend.

