



Peter Brett Associates

Second Floor,
160 West George Street,
Glasgow,
G2 2HG

Attn: REDACTED

REDACTED

Date: Thursday 29th September 2017

Procurement ref: CCCC17A32

Dear Sir/Madam,

Award of contract for the Provision of Consultancy for Rights to Transfer

Following your tender / proposal for the supply of the Provision of Consultancy for Rights to Transfer to Department for Communities and Local Government (DCLG), we are pleased to award this contract to you. The attached appendix provides detailed feedback on your submitted proposal.

This letter (Award Letter) and its Annexes set out the terms of the contract between Department for Communities and Local Government (DCLG) as the Customer and Peter Brett Associates 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 Customer and may delay the conclusion of the Agreement.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The Services shall be performed at the supplier's premises: Second Floor, 160 West George Street, Glasgow, G2 2HG.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £20,225.00 (Ex.VAT).
- 1.3. 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.
- 1.4. The Date of Delivery shall be Monday 2nd October 2017.

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1.5. The Term shall commence on Monday 2nd October (the “Start Date”) and the Expiry Date shall be Friday 1st December 2017.

1.6. The address for notices of the Parties are:

Customer	Supplier
<p>Department for Communities and Local Government (DCLG) 2 Marsham Street, Westminster, London, SW1P 4DF Attention: REDACTED Email: REDACTED</p>	<p>Peter Brett Associates Second Floor, 160 West George Street, Glasgow, G2 2HG Attention: REDACTED Email: REDACTED</p>

1.7. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title/Role
REDACTED	Procurement Lead
REDACTED	Customer Lead
REDACTED	Supplier Lead

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Begona Vilaplana, 3NW Fry Building, 2 Marsham Street, London, SW1E 4DF Within 10 working days of receipt of your countersigned copy of this letter, the Customer 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 Customer 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 Customer’s Accounts Payable section either by email to REDACTED or by telephone 03034 441699 between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be REDACTED, 3NW Fry Building, 2 Marsham Street, London, SW1E 4DF or, in their absence, REDACTED

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the services. Please confirm your acceptance of the award of this contract by signing and returning the uploading a copy of this letter to the e-Sourcing portal **within 4** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the procurement reference number above in any future communications relating to this contract. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.



Crown
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Service

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Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowcommercial.gov.uk

www.gov.uk/ccs

Yours faithfully,

REDACTED

Head of Call Offs & Spot Buys

Signed for and on behalf of Department for Communities and Local Government (DCLG)
("the Customer")

Name: REDACTED

Signature: REDACTED

Date: 28/09/2017

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

Signed for and on behalf of Peter Brett Associates ("the Supplier")

Name:

Signature:

Date:

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