**Tenacres Security Consulting Limited**

**2 Lakeview Stables**

**Lower St Clere**

**Kemsing**

**Sevenoaks**

**TN15 6NL**

Attention: **REDACTED TEXT under FOIA Section 40, Personal Information.**

Date: 19th October 2022

Contract Reference: CCSE22A04

Dear **REDACTED TEXT under FOIA Section 40, Personal Information**.

**Award of Contract for the Provision of Security Personnel Services for the Infected Blood Inquiry Hearings**

Following your proposal for the provision of Security Personnel Services on behalf of the Cabinet Office we are pleased to award this Contract to you.

This letter (Award Letter) and its Annexes set out the terms of the Contract between the Cabinet Office as the Contracting Authority and Tenacres Security Consulting 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 Customer 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 Services shall be performed at Aldwych House, WC2B 4HN and at a final venue that is yet to be confirmed.
   2. The Charges for the Services shall be as set out in Annex 2. The total Contract value shall be £25,000.00 excluding VAT and including all Extension options.
   3. The Specification of the Services to be supplied is as set out in Annex 3.

* 1. The Term shall commence on Saturday 01st October 2022 (the “Start Date”) and the Expiry Date shall be Saturday 30th September 2023. The Customer reserves the option to extend the Contract by one (1) period of 6 months on a time-only basis.
  2. The address for notices of the Parties are:

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| --- | --- |
| **Contracting Authority** | **Supplier** |
| Cabinet Office 70 Whitehall  London  SW1A 2AS  Attention**: REDACTED TEXT under FOIA Section 40, Personal Information.**  Email: **REDACTED TEXT under FOIA Section 40, Personal Information.** | Tenacres Security Consulting Limited 2 Lakeview Stables  Lower St Clere  Kemsing  Sevenoaks  Kent  Attention: **REDACTED TEXT under FOIA Section 40, Personal Information**.  Email: **REDACTED TEXT under FOIA Section 40, Personal Information.** |

* 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 under FOIA Section 40, Personal Information.** | **Director** |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **REDACTED TEXT under FOIA Section 40, Personal Information.** | **Head of Commercial** |
| **REDACTED TEXT under FOIA Section 40, Personal Information.** | **Head of Inquiry Finance, Commercial & Projects** |

* 1. For the purposes of the Agreement the Staff Vetting Procedures/data security requirements within Annex 3.
  2. The Contracting Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Contracting Authority, or is of a type otherwise advised by the Contracting Authority (each such conviction a “Relevant Conviction”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

1. **Payment**

## Invoices must be sent to the Inquiry at the conclusion of each month where hearings took place. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

## Invoices should be submitted to:

# REDACTED TEXT under FOIA Section 43 Commercial Interests**.**

## All invoices must include a PO number which the Inquiry will provide.

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

# REDACTED TEXT under FOIA Section 43 Commercial Interests**.**

## Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number.

## 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 REDACTED TEXT under FOIA Section 43 Commercial Interests.

1. **Liaison**

## For general liaison your contact will continue to be

REDACTED TEXT under FOIA Section 40, Personal Information.

## or, in their absence, REDACTED TEXT under FOIA Section 40, Personal Information.

## Please confirm your acceptance of the award of this Contract by signing and returning the enclosed copy of this letter to [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk) at the above address within **[7] 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 sincerely,

|  |  |
| --- | --- |
| Signed for and on behalf of Cabinet Office(“the Customer”) | |
| Name: REDACTED TEXT under FOIA Section 40, Personal Information.  Job Title: ***Head of Commercial Cabinet Office*** |  |
| Signature: REDACTED TEXT under FOIA Section 40, Personal Information. |  |
| Date: 28th November 2022 |  |

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

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| Signed for and on behalf of Ten Acres Security Consulting Limited (“the Supplier”) |
| Name**:** REDACTED TEXT under FOIA Section 40, Personal Information.  Job Title: Director |
| Signature: REDACTED TEXT under FOIA Section 40, Personal Information. |
| Date: 22nd November 2022 |