



REDACTED  
REDACTED  
REDACTED  
REDACTED  
REDACTED

Attn: REDACTED  
REDACTED

Date: 13/10/2016

Procurement ref: CCCC16A49

Dear Sir/Madam,

**Award of contract for the supply of Cambridge, Milton Keynes and Oxford Future Planning Options Project**

Following your tender / proposal for the supply of a Cambridge, Milton Keynes and Oxford Future Planning Options Project to HM Treasury, 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 HM Treasury as the Customer and 5<sup>th</sup> Studio 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 Customer and the Supplier agree as follows:**

- 1.1. The Services shall be delivered at the offices of the supplier. However, frequent meeting will need to take place with the National Infrastructure Commission at the supplier’s offices, or at the Commission’s offices in the Eastcheap Court 11Philpot Lane, London EC3M 8UD and meeting spaces at 1 Horse Guard Road, London SW1A 2HQ.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £74,161.79, including all extension options.
- 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 Term shall commence on 14/10/2016 (the “Start Date”) and the Expiry Date shall be 13/04/2017.

1.5. The address for notices of the Parties are:

**Customer**

HM Treasury  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

Attention: **REDACTED**  
Email: **REDACTED**

**Supplier**

5<sup>th</sup> Studio Limited  
**REDACTED**  
**REDACTED**  
**REDACTED**  
**REDACTED**

Attention: **REDACTED**  
Email: **REDACTED**

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

Name	Title/Role
<b>REDACTED</b>	<b>Senior Policy Advisor</b>
<b>REDACTED</b>	<b>National Infrastructure Commission</b>

**2. Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED**. 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 **REDACTED** between 09:00-17:00 Monday to Friday.

**3. Liaison**

For general liaison your contact will continue to be **REDACTED**, email address: **REDACTED** or, in their absence, **REDACTED**, email address: **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 enclosed copy of this letter to **REDACTED** 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 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  
Commercial  
Service

OFFICIAL

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House, 125  
Kingsway, London  
WC2B 6NH

T 0207 276 8886  
E  
ManagedProcurementService@cro  
wncommercial.gov.uk

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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Yours faithfully,

**REDACTED**

Commercial Specialist

Signed for and on behalf of HM Treasury (“the Customer”)

Name:

Signature:

Date:

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

Signed for and on behalf of 5<sup>th</sup> Studio Limited (“the Supplier”)

Name:

Signature:

Date:

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OFFICIAL

Award letter