



Department
for Environment
Food & Rural Affairs

T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

[REDACTED]
CryoPDP Couriers

[REDACTED]
Feltham

Our ref: [REDACTED]

Date: [REDACTED]

Award of contract for the supply of Specialist International Courier Services

Following recent communication and receipt of your price proposal for the supply of specialist international courier services to APHA, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between APHA as the Authority and CryoPDP Couriers 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay the conclusion of the Agreement.

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

1. The charges for the Services shall be as set out in Annex 2 dated 27/04/2022
2. The specification of the Services to be supplied is as set out in Annex 3
3. The Term shall commence on 01/01/2022 and the Expiry Date shall be 31/03/2023
4. The address for notices of the Parties are:

Authority	Supplier
Animal and Plant Health Agency (APHA) Penrallt Offices Caernarfon Gwynedd LL55 1BN [REDACTED] [REDACTED]	Apollo House [REDACTED] Feltham Middx [REDACTED] Attention [REDACTED] Email: [REDACTED]

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

Name	Title
[REDACTED]	[REDACTED]

6. The 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 Authority, or is of a type otherwise advised by the 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.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to Accounts-Payable.aph@govl.sscl.com. Alternatively you may post to Shared Services Connected Ltd, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ. Within 10 working days of receipt of your countersigned copy 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 Accounts-Payable.aph@govl.sscl.com or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be [REDACTED] email [REDACTED] or, [REDACTED] in their absence.

We thank you for your co-operation to date, and look forward to continuing a successful working relationship resulting in a smooth and successful delivery of the Services. The Authority would be grateful if you could arrange the contract to be executed, by responding to this letter to [REDACTED]. No other form of acknowledgement will be accepted.

Yours faithfully,

[REDACTED]

Category Manager

Defra Group Commercial

Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's eSourcing System.

