



Department
for Environment
Food & Rural Affairs

Suite D, Unex House, T: 03459 335577
Bourges Boulevard, helpline@defra.gov.uk
Peterborough, Cambs. www.gov.uk/defra
PE1 1NG

Carter Jonas LLP
One Chapel Place
London
W1G 0BG

Our ref: 33268
Date: 28.09.21

Dear Sir/Madam

Award of contract for the supply of Natural England's quinquennial revaluation of Non-Current Land, Building and operational Heritage Assets as at 31 March 2022 and four subsequent annual desk top revaluations as at 31 March from 2023 to 2026

Following your tender/ proposal for the supply of valuation services to Natural England, subject to receiving satisfactory references we are pleased to award this contract to you.

This letter (Award Letter) and its Annex 1 set out the terms of the contract between Natural England as the Authority and Carter Jonas 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 Services shall be performed at Carter Jonas offices and Natural England sites as required.
2. The charges for the Services shall be as set out in Annex 3 - the Supplier's tender email dated 13 September 2021 and its attachments.
3. The specification of the Services to be supplied is as set out in Annex 2.
4. The Term shall commence on 6 October 2021 and the Expiry Date shall be 31 December 2026.

5. The address for notices of the Parties is:

| Authority | Supplier |
|--|--|
| Natural England Suite D, Unex House, Bourges Boulevard, Peterborough, Cambs. PE1 1NG Attention: [REDACTED] Email: [REDACTED] | Carter Jonas One Chapel Place London W1G 0BG Attention: [REDACTED] Email: [REDACTED] |

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

| Name | Title |
|------------|---|
| [REDACTED] | Contract Manager Contract Delivery Manager |

7. For the purposes of the Agreement the environmental, social & corporate governance policy, health and safety policy, environmental policy and risk assessments are in Annex 3.
8. 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 for Natural England, [REDACTED]
[REDACTED]. 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 Enquiries@gov.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] 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 enclosed copy of this letter to Laura Peachey 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 reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of Natural England

| | |
|-------------------------|-------------------------|
| Name: [REDACTED] | Name: [REDACTED] |
| Signature: [REDACTED] | Signature: [REDACTED] |
| Date: 28 September 2021 | Date: 28 September 2021 |

We accept the terms set out in this Award letter and the annexed Conditions.

Signed for and on behalf of Carter Jonas LLP

| | |
|---|------------------|
| Name: [insert name] [insert job title] | [REDACTED] |
| Signature: [REDACTED] | Date: 04.10.2021 |

Annex 1: Conditions of Contract (attached)

Annex 2: Request for Quotation Quinquennial Revaluation of Assets (attached)

Annex 3: Carter Jonas's tender email dated 13 September 2021 and its attachments (attached)

