



Mekon Ltd
REDACTED

Attn: **REDACTED**

Date: **25/07/19**

Contract Reference: CCCO19A23

Dear Sir/Madam,

Award of contract for the Provision of FrameMaker Software License Subscription

Following your bid / proposal for the provision of Frame Maker Software License Subscription to The Cabinet Office, (The Contracting Authority) 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 the Cabinet Office as the Contracting Authority and Mekon Ltd as the Supplier for the provision of the Goods/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:

- 1.1. The Services shall be delivered at the Contracting Authority’s premises **REDACTED**
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £48,630.00 (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. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on **1st April 2019** (the “Start Date”) and the Expiry Date shall be 31st March **2020**.
- 1.5. The address for notices of the Parties are:

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Contracting Authority

Cabinet Office
REDACTED

Supplier

Mekon
REDACTED

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

2. Payment

2.1. All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED**

2.2. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

2.3. 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.

3. Liaison

3.1. For general liaison your contact will continue to be **REDACTED** or, in their absence **REDACTED**

3.2. 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 Contract Reference number above in any future communications relating to this Contract. You are reminded

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that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of the Cabinet Office ("the Customer")

Name:

Job Title: **REDACTED**

Signature: **REDACTED**

Date:

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

Signed for and on behalf of **Mekon Ltd** the Supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature:

Date: