



JYL HANDTOHAND

Redacted

Attn: Redacted

Date: Thursday 31st August 2017

Procurement ref: CCCO17A16

Dear Sir/Madam,

Award of contract for the supply of CCCO17A16 Provision of Hard Copy News.

Following your proposal for the supply of hard copy news to the Home 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 Home Office as the Customer and JYL Hand to Hand 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 performed at **the Supplier’s premises and delivery shall be to the Customer’s premises.**
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £250,000.
- 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.
- 1.4. The Term shall commence on Friday 1st September 2017 (the “Start Date”) and the Expiry Date shall be Tuesday 31st August 2018.

1.5. The address for notices of the Parties are:

Customer

Supplier

OFFICIAL



HOME OFFICE

Redacted

JYL HANDTOHAND

Redacted

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to Redacted, or the relevant address as agreed with individual Customers.

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.

3. Liaison

For operational liaison your contact will be Redacted or Redacted. For contractual issues your contact will continue to be 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 Tiffany Morgan 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.

Yours faithfully,

Signed for and on behalf of Home Office ("the Authority")

Name: Tiffany Morgan
Category Specialist

Signature:

Date: Thursday 24th August 2017

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

Signed for and on behalf of JYL Hand to Hand ("the Supplier")

Name:

Signature:

Date:

OFFICIAL



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Service

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