



Improvement and Development Agency
Redacted

Attn: Redacted

Date: 13th December 2019

Procurement ref: CCCC19A68

Dear Redacted,

Award of contract for the Provision of One Public Estate Programme Managed Services

Following your proposal for a consultancy-based exercise to the Office of Government Property, 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 Office of Government Property as the Customer and the Improvement and Development Agency 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 across England.

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £3,870,000 exc. 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. This Contract shall be deemed to have commenced on the 1st April 2019 (the “Start Date”) and the Expiry Date shall be 31st March 2022.

1.5. The address for notices of the Parties are:

OFFICIAL



Customer

Office of Government Property
Redacted

Attention: Redacted
Email: Redacted

Supplier

Improvement and Development Agency
Redacted

Attention: Redacted
Email: Redacted

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

| Name | Title/Role |
|----------|------------------------------------|
| Redacted | Office Of Government Property |
| Redacted | Improvement and Development Agency |

2. Payment

Prices should be submitted in pounds sterling and be inclusive of expenses. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

The Authority shall pay the Supplier within Thirty (30) calendar days of receipt of a valid invoice, paid against a valid Purchase Order issued by the Authority; the method of payment will be by BACS.

3. Liaison

For general liaison your contact will continue to be Redacted.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter via the eSourcing portal **within 2** 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.



Yours sincerely,

Signed for and on behalf of the Office of Government Property (“the Customer”)

Name: Redacted

Redacted

Signature: Redacted

Date: 19/12/19

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

Signed for and on behalf of the Improvement and Development Agency
 (“the Supplier”)

Name: Redacted

Redacted

Signature: Redacted

Date: 17/12/19