



redacted

Attn: redacted

redacted

Date: 13/12/2016

Procurement ref: CCIS16A32

Dear Sir/Madam,

Award of contract for the Provision of Company Data

Following your tender / proposal for the supply of Company Data to the Home Office, 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 Home Office as the Customer and Bureau Van Dijk 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 made available to the redacted.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be redacted, including all extension options.
- 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 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 15th December 2016 (the “Start Date”) and the Expiry Date shall be 14th December 2017. The Authority reserves the option to extend the contract by [1] period of [12] months.

1.5. The address for notices of the Parties are:

Customer	Supplier
redacted Attention: redacted	redacted Attention: redacted



Email: redacted

Email: redacted

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

Name	Title/Role
redacted	Strategic Communications – Customer lead
redacted	Supplier Application Manager – Supplier lead
redacted	Sourcing Executive – Contract lead

2. Payment

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: redacted. Within 10 working days of receipt of your countersigned copy of this letter, the Customer 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, 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. If you have a query regarding an outstanding payment please contact the Accounts Payable section either by email to redacted or by telephone redacted between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison 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 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 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 faithfully,

Signed for Home Office (“the Customer”)

Name: redacted
Strategic Communications

Signature: redacted

Date: 3/1/17



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Commercial
Service

OFFICIAL

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Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowcommercial.gov.uk

www.gov.uk/ccs

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

Signed for and on behalf of redacted (“the Supplier”)

Name: redacted

Position: Account Manager

Signature: redacted

Date: 13/12/16

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