



Department
for Environment
Food & Rural Affairs

COMMERCIAL IN CONFIDENCE

DGP Intelsius Ltd
1 Harrier Court
Elvington Business Park
Elvington
York
YO41 4EA

Our Ref: 22075
Date: 27th March 2015

FTAO [REDACTED]

By Email to: [REDACTED]

Dear [REDACTED]

Award of contract for the Supply of Veterinary Field Kits containing safety needles (Goods)

Following your proposal for the supply of the Goods to the Department for Environment, Food and Rural Affairs (**Customer**), we are pleased to award this contract to you.

This letter (**Award Letter**) and its schedules set out the terms of the contract between the Customer and DGP Intelsius Ltd (**Contractor**) for the provision of the Goods.

Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract attached to this Award Letter (**Conditions**).

If there is any conflict between this Award Letter and the Conditions, this Award Letter shall prevail.

Please do not attach any Contractor terms and conditions to this Agreement as they will not be accepted by the Customer and may delay the process.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) The Goods shall be Delivered in accordance with the following instructions:

Delivery Address

Animal and Plant Health Agency
Woodham Lane
New Haw



Department
for Environment
Food & Rural Affairs

Addlestone
Surrey
KT15 3NB

- 2) The charges for the Goods shall be as set out in Schedule 2: Pricing Schedule.
- 3) The specification of the Goods to be Delivered is as set out in Schedule 1: Specification Schedule.
- 4) The address for notices of the Parties are:

Customer

Animal and Plant Health Agency

Attention: [REDACTED]

Email: [REDACTED]

Contractor

DGP Intelsius Ltd

Attention: [REDACTED]

Email: [REDACTED]

- 5) The Customer may require the Contractor to ensure that any person employed in the supply of the Goods has undertaken a Disclosure and Barring Service check. The Contractor shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Goods, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a **Relevant Conviction**), or is found by the Contractor 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 supply of the Goods.

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to: SSCL, Lion House, Willowburn Trading Estate, Alnwick, Northumberland, NE66 2PF. Within ten (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 customer 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 ssd.enquiries@defra.gsi.gov.uk or by telephone **0845 603 7262** between 09:00-17:00 Monday to Friday.



Department
for Environment
Food & Rural Affairs

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 supply of the Goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [REDACTED] at the below email address by the 30th March 2015. 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,

[REDACTED]
Category Manager
Department for Environment, Food and Rural Affairs
Procurement & Commercial Function
Room 401, Foss House, Kings Pool
1-2 Peasholme Green
York
YO1 7PX
[REDACTED]



Department
for Environment
Food & Rural Affairs

We accept the terms set out in this Award Letter and its schedules, including the Conditions.

SIGNED for and on behalf of [insert name of Contractor]

Signature:

Name (block capitals)

Position:

B STRATEGIC ACCOUNT MANAGER

Date:

27/03/2015

SIGNED for and on behalf of the Authority

Signature:

Name (block capitals)

Position:

Procurement

Date:

27/3/2015