

Jonathan Hayward
Independent Audit Ltd
Holland House
4 Bury Street
London
EC3V 5AW

Ref: DN 310559

Date: 19th January 2018

Dear Jonathan

Contract Award: UK Export Finance Board Effectiveness Review

Thank you for submitting a bid in response to our request for proposal to conduct a Board Effectiveness Review for UK Export Finance (UKEF). The evaluation of tenders for the Procurement is complete and (UKEF) are pleased to inform you that your organisation was the first ranked bidder and therefore propose to award you the contract.

This letter the "Award Letter" and accompanying Contract Agreement (Annex 1) set out the terms of the Agreement between UKEF as the Customer and Independent Audit Limited as the Contractor 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 the Conditions, this Award Letter shall prevail. Please do not attach any Contractors terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay conclusion of the Agreement.

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

- 1) the charges for the Services shall be as set out in Appendix 2 of the Agreement.
- 2) the specification of the Services shall be as set out in Appendix 1 of the Agreement.
- 3) The Term shall commence on 26th January 2018 and the Expiry Date shall be 25th July 2018, with an option to extend by two (2) months.
- 4) The address for notices of the Parties are:

Customer

UK Export Finance

1 Horse Guards Road
London
Westminster
SW1A 2HQ
Attention: Jamie Hart

Contractor

Independent Audit Ltd

Holland House
4 Bury Street
London
EC3V 5AW
Attention: Jonathan Hayward

Email: jamie.hart@ukexportfinance.gov.uk

Email: jonathan.hayward@independentaudit.com

The following persons are Key Personnel for the purpose of the Agreement: Daniel Patrick = daniel.patrick@ukgi.gov.uk

The Customer may require the Contractor to ensure that any person employed in the provision of the Services 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 i) relevant to the nature of the Services, ii) relevant to the work of the Customer, iii) is of a type otherwise advised by the Customer (each such conviction a "Relevant Conviction"), iv) 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 Services.

Payment

Within ten (10) working days of receipt of your acceptance of this letter, we will send you a unique PO Number. All invoices should be sent, quoting a valid purchase order (PO Number) to UK Export Finance, 1 Horse Guards Road, London, SW1A 2HQ. 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 procurement@ukexportfinance.gov.uk

Liaison

For general liaison your contact will continue to be Lara Famosa: lara.famosa@trade.gov.uk

We thank you for your co-operation to date, and look forward to continuing to forge 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 Lara Famosa at the address shown below within seven (7) days from the date of this letter. 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 sincerely

Lara Famosa
Procurement Hub
Commercial
Department for International Trade
3 Whitehall Place, London, SW1A 2AW

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

Signed for and on behalf of Independent Audit Ltd

Name: JONATHAN HAYWARD

Job Title: DIRECTOR

Signature: 

Date: 22-1-18

Signed for and on behalf of UK Export Finance

Name:

Job Title:

Signature:

Date: