**3KQ Ltd, Pantiles Chambers,   
85 High Street,   
Tunbridge Wells,   
Kent, TN1 1XP**

Attn:  **Redacted**

**Redacted**

Date: 24th September 2019

Contract Reference: CCZZ19A47

Dear Redacted,

**Award of Contract for the Provision of an External Evaluator for Deliberative Public Engagement**

Following your bid for the provision of an External Evaluator for Deliberative Public Engagement to National Infrastructure Commission, (The Contracting Authority) 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 National Infrastructure Commission as the Contracting Authority and 3KQ Ltd**,** 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 Contracting Authority and the Supplier agree as follows:** 
   1. The Services shall be delivered at the offices of the Supplier and on site at the locations of the deliberative engagements.
   2. The charges for the Services shall be as set out in Annex 2. The total Contract value shall be Redacted excluding VAT.
   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.
   4. The Term shall commence on Wednesday 25th September 2019 (the “Start Date”) and the Expiry Date shall be Tuesday 30th April 2020.
   5. There is no option to extend.

* 1. The address for notices of the Parties are:

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| --- | --- |
| **Contracting Authority**  **The National Infrastructure Commission Finlaison House, 15-17  Furnival Street,  London, EC4A 1AB**  **Attention: Redacted Email: Redacted** | **Supplier**  **3KQ Ltd, Pantiles Chambers,   85 High Street,   Tunbridge Wells,   Kent, TN1 1XP**  **Attention: Redacted**  **Email: Redacted** |
|  |  |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **Redacted** | **Redacted** |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **Redacted** | **Redacted** |

For the purposes of the Agreement the data security requirements within Annex 3.

1. **Payments**

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.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Invoicequeries@hmtreasury.gov.uk, Accounts Payable, NIC, Rosebery Court, St. Andrew’s Business Park, Norwich, NR7 0HS. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 Contracting Authority using the details above.

1. **Liaison**

For general liaison your contact will continue to be **Redacted**, who can be contacted at **Redacted**.

Please confirm your acceptance of the award of this Contract by signing and returning the enclosed copy of this letter to Hannah Noyce using the messaging facility of the eSourcing portal **within 3 working** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours Sincerely

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| --- | --- |
| Signed for and on behalf of The National Infrastructure Commission(“the Customer”) | |
| Name:  Job Title: Redacted |  |
| Signature: Redacted |  |
| Date: Tuesday 24th September 2019 |  |

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

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| Signed for and on behalf of 3KQ Ltd (“the Supplier”) |
| Name: Redacted  Job Title: Redacted |
| Signature: Redacted |
| Date: Wednesday 25th September 2019 |