



Mercer



Attn:



Date: 25<sup>th</sup> October 2017

Procurement ref: CCZZ17A23

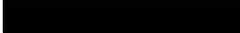
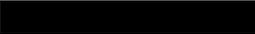
Dear ,

**Award of contract for the supply of Project Delivery Labour Market Research**

Following your tender / proposal for the supply of Project Delivery Labour Market Research to Infrastructure & Project 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 Infrastructure & Project Authority as the Customer and Mercer 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:**

 The Services shall be delivered/performed at the Supplier’s premises;   
 with meetings likely to take place 

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £25,000.00 (excluding VAT), 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. Where there is conflict Annex 3 shall take precedence.

1.4. The Term shall commence on 27<sup>th</sup> October 2017 (the “Start Date”) and the Expiry Date shall be 28<sup>th</sup> February 2018. The Authority reserves the option to extend the contract by a further 3 months.



T [Redacted]  
E [Redacted]

www.gov.uk/ccs

1.5. The address for notices of the Parties are:

**Customer**

Infrastructure & Projects Authority

[Redacted]  
[Redacted]  
Attention: [Redacted]  
Email: [Redacted]

**Supplier**

Mercers

[Redacted]  
[Redacted]  
Attention: [Redacted]  
Email: [Redacted]

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

| Name       | Title/Role  |
|------------|---|
| [Redacted] | Senior Brokering and Recruitment Manager, Infrastructure & Projects Authority |
| [Redacted] | Sourcing Executive CCS  |

**2. Payment**

- 2.1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 2.2. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- 2.3. Invoices should be sent direct to Shared Services at the following address:

Cabinet Office, [Redacted]  
[Redacted]

Email: [Redacted]

**3. Liaison**

For general liaison your contact will continue to be [Redacted] or, in their absence, [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 a copy of letter to via the eSourcing portal **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.

Yours faithfully,

Signed for and on behalf of Infrastructure & Project Authority ("the Customer")



Name: [REDACTED]

Head of Financial Control and Risk Management

Signature: [REDACTED]

Date: 3/11/2017

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

Signed for and on behalf of Mercer ("the Supplier")

Name: [REDACTED]

Principal

Signature: [REDACTED]

Date: 31/10/2017