NLA media access Limited

REDACTION

Attn: REDACTION

REDACTION

Date: *27/04/2021*

Contract Reference: CCCO21A02

Dear Sir/Madam,

**Award of contract for the Provision of NLA media access**

Following your bid / proposal for the provision of *License for NLA media access* (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 Her Majesty’s Treasury (HMT) as the Contracting Authority and *NLA media access* 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 performed at the Supplier’s premises

REDACTION

* 1. The charges for the Services shall be as set out in Annex B. The total contract value shall be £ £89,657.24, including all extension options.
	2. The specification of the Services to be supplied is as set out in Annex C. Where there is conflict Annex A shall take precedence.
	3. The Term shall commence on *1st April 2021* (the “Start Date”) and the Expiry Date shall be *31st March 2022. There is no extension option.*
	4. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| REDACTION | REDACTION |

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

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

1.7.2 For the Contracting Authority:

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

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Accounts REDACTION,REDACTION 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 Accounts Payable either by email to REDACTION or by telephone REDACTION option 3 then option 2

1. **Terms and conditions**

The terms and conditions are included in the Annex D as agreed upon by the customer and supplier.

1. **Liaison**

For general liaison your contact will continue to be REDACTION, Commercial ManagerREDACTION.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTION at REDACTION within 2days 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received

Thank you for your cooperation.

Yours faithfully,

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| Signed for and on behalf of *Her Majesty’s Treasury*the Customer”) |
| Name: *REDACTION*Job Title: *REDACTION* |  |
| Signature: REDACTION |  |
| Date: REDACTION |  |

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 *NLA media access Limited* (“the Supplier”) |
| Name**:** REDACTIONJob Title: REDACTION |
| Signature: REDACTION |
| Date: REDACTION |