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Hawk Management (UK) Ltd



Attn: [Redacted]



Date: 11/08/17

Procurement ref: [Redacted]

Dear [Redacted],

**Award of contract for the supply of Apprentice Training Provider**

Following your tender / proposal for the supply of Band B1 and Band C Business Admin Apprentices, 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 the Cabinet Office as the Customer and Hawk Management (UK) Ltd as the Supplier for the provision of the Service. 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:**

- 1.1. The Service shall be performed at the Customer’s premises.
- 1.2. The charges for the Service shall be as set out in Annex 2. For the avoidance of doubt the value of this Contract will not exceed £25,000 at Annex 2 (including all extension options).
- 1.3. The specification of the Service 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 Wednesday 16<sup>th</sup> August 2017 (the “Start Date”) and the Expiry Date shall be Thursday 15<sup>th</sup> February 2018. The Authority reserves the option to extend the contract by 6 months.



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1.5. The address for notices of the Parties are:

**Customer**

Cabinet Office

[Redacted]

Attention: [Redacted]

Email: [Redacted]

**Supplier**

Hawk Management (UK) Ltd

[Redacted]

Attention: [Redacted]

Email: [Redacted]

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

Name	Title/Role
[Redacted]	Early Talent Manager

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

**2. Liaison**

For general liaison your contact will continue to be [Redacted], [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 the enclosed copy of this letter via the E-Sourcing portal. 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 on behalf of the Cabinet Office (“the Customer”)

Name: [Redacted]

**Early Talent Manager**

Signature: REDACTED

Date: [Redacted]



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

Signed for and on behalf of Hawk Management (UK) Ltd (“the Supplier”)

Name: 

**Finance Director**

Signature: REDACTED

Date: 