



Department
for Environment
Food & Rural Affairs

Animal and Plant Health Agency
Woodham Lane, New Haw
Addlestone, Surrey
KT15 3NB

T: 03459 335577
helpline@defra.gsi.gov.uk
www.gov.uk/defra

██████████
Cap Coder Ltd
42 Monument Business Park
Warpsgrove Lane
Chalgrove
Oxford
OX44 7RW

Our Ref: Project 23824
Date: 28th September 2018

Dear ██████████

Award of Contract for the supply, delivery, installation and training for one (1) automated bench-top crimper at APHA Quality Assurance (QA) Unit, Sutton Bonington.

Following your tender for the supply of above to the Animal and Plant Health Agency (APHA), we are pleased to award this contract to you.

This letter (Award Letter) and Annex One (1) set out the terms of the Agreement between APHA as the Customer and Cap Coder Ltd as the Contractor for the provision of the Goods.

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 One (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 Contractor’s 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 Goods shall be Delivered to the Customer’s address as detailed in Schedule One (1).
- 2) The Specification of the Goods to be Delivered is as set out in Schedule One (1).
- 3) The charges for the Goods shall be as set out in Schedule Two (2).
- 4) The address for notices of the Parties are:

Customer

QA Unit
APHA Sutton Bonington
The Elms
College Road
Sutton Bonington
Loughborough
LE12 5RB

Contractor

Cap Coder Ltd
42 Monument Business Park
Warpsgove Lane
Chalgrove
Oxford
OX44 7RW

Attention: [REDACTED]

Attention: [REDACTED]

- 5) The Customer may require the Contractor to ensure that any person employed in the supply of the Goods 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 relevant to the nature of the Agreement, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or 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 supply of the Goods.

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to: Accounts-payable.aph@sscl.gov.uk or Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ.

Within ten (10) Working Days of receipt of your acceptance of this letter via Bravo, we 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, 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 our Accounts Payable section either by email to Accounts-Payable.aph@sscl.gov.uk or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be [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 supply of the Equipment.

Acceptance of the award of this contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

Acceptance of the offer comprised in this Agreement must be made within seven (7) days from the date of this Award Letter and the Agreement is formed on the date on which the Contractor communicates acceptance on the Customer's electronic contract management system ("Bravo").

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

[Redacted]

Category Manager

Animal, Plant, Food & Farming Category (including Contingency Planning)

DEFRA Group Commercial

[Redacted]
[Redacted]