



Willis Towers Watson
REDACTED

Attn: REDACTED
REDACTED

Date: Monday 06th November 2017
Procurement ref: CCFI17A27

Dear Sir/Madam,

Award of contract for the supply of Insurance Brokerage Service

Following your tender / proposal for the supply of Insurance Brokerage Services to the Infrastructure and Projects 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 Projects Authority as the Customer and Willis Towers Watson 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 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 agreement shall take effect from Tuesday 07th November 2017 with a current expiry date of Wednesday 06th November 2019, with the Authority retaining the discretion to extend this contract by two further increments on a +1+1 basis.
- 1.2. The Services shall be delivered at Willis Towers Watson's premises.
- 1.3. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £3,012.00 (ex VAT) including all extension options but excluding the additional insurance charges charged by the appointed insurance company and not Willis Towers Watson.
- 1.4. 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.



1.5. The address for notices of the Parties are:

Customer

Infrastructure Projects Authority
REDACTED

Attention: REDACTED

Email: REDACTED

Supplier

Willis Towers Watson
Willis Limited
REDACTED

Attention: REDACTED
Email: REDACTED

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

Name	Title/Role
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Cabinet Office,
REDACTED

Within ten [10] working days of receipt of your countersigned copy of this letter, the Customer 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 Purchase Order Number, item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Each invoice must include a detailed elemental breakdown of work completed and the associated costs.

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 REDACTED Accounts Payable section either by:

email to REDACTED or by

telephone REDACTED between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be REDACTED

Tel: 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 this letter to REDACTED at the above address by Tuesday 07th November 2017, and electronically 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,

REDACTED
Crown Commercial Service
REDACTED
REDACTED

Signed for on behalf of Infrastructure Projects Authority (“the Customer”)

Name: REDACTED
REDACTED

Signature: REDACTED

Date: 24th January 2018



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

Signed for and on behalf of Willis Towers Watson (“the Supplier”)

Name: REDACTED

REDACTED

Signature: REDACTED

Date: 11th December 2017