



InVentry Limited
22-23 Howley Business Village
Pullan Way
Leeds
LS27 0BZ

Attn: REDACT

[REDACT](#)

Date: 15th June 2016

Procurement ref: SO17781

Dear Sir/Madam,

Award of contract for the supply of Visitor Management System

Following your tender / proposal for the supply of Visitor Management System to CAST, 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 CAST as the Customer and InVentry Ltd as the Supplier 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 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 Goods and Services shall be performed at:

1.1.1 CAST - REDACT

1.1.2 CAST - REDACT

1.2. The charges for the Goods and Services shall be as set out in Annex 2. The total contract value shall be £26,785.00, including all extension options.

1.3. The specification of the Goods and 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 Date of Delivery shall be within 12 weeks of contract award

1.5. The Term shall commence on Monday 20th June 2016 (the “Start Date”) and the Expiry Date shall be 19th June 2019



1.6. The address for notices of the Parties are:

Customer

CAST – REDACT

Attention: REDACT
Email: REDACT

Supplier

InVentry Ltd, 22-23 Howley Business Village
Pullan Way, Leeds, LS27 0BZ.

Attention: REDACT
Email: [REDACT](#)

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

Name	Title/Role
REDACT	REDACT
REDACT	REDACT

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Home Office Shared Service Centre, HO Box 5015, Newport, Gwent NP20 8BB. Within 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 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 returned, 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 post-room-rescan@homeoffice.gsi.gov.uk or by telephone 01633 581514 between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be REDACT or, in their absence, REDACT.

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 and Goods. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Tina Morgan 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 CAST (“the Customer”)

Name: REDACT



Signature: REDACT

Date: 16th June 2016

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

Signed for and on behalf of Invenry Ltd ("the Supplier")

Name: REDACT

Signature: REDACT

Date: