



ALARIC KING
[REDACTED TEXT]

Attn: **[REDACTED TEXT]**

Date: 29th of May 2018

Procurement ref: CCTS18A38

Dear Sir/Madam,

Award of contract for the supply of Design Templates for Phase 2 Delivery of the CCS Website

Following your tender / proposal for the supply of design templates for phase 2 delivery of the Crown Commercial Service (CCS) website to Crown Commercial Service (CCS), we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between CCS as the Customer and Alaric King 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 Customer and the Supplier agree as follows:

- 1.1. The Services shall be performed at Crown Commercial Service, **[REDACTED TEXT]**
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £13,500.00 (excluding VAT). There will be no option to extend.
- 1.3. The specification of the Services to be supplied is as set out in Annex 2. Where there is conflict Annex 2 shall take precedence.
- 1.4. The Term shall commence on Contract Award (the “Start Date”) and the Expiry Date shall be October 31st 2018.
- 1.5. The address for notices of the Parties are:

**Customer**

Crown Commercial Service
[REDACTED TEXT]
Attention:
[REDACTED
TEXT] Email:
[REDACTED TEXT]

Supplier

Alaric King
[REDACTED TEXT]
Attention:
[REDACTED
TEXT] Email:
[REDACTED TEXT]

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

Name	Title/Role
[REDACTED TEXT]	Delivery Manager
[REDACTED TEXT]	Commercial and Procurement Manager
[REDACTED TEXT]	Designer

1.7. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, 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 Supplier 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 Services.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED TEXT]. 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 [REDACTED TEXT] or by telephone on [REDACTED TEXT] between 09:0017:00 Monday to Friday.



3. Liaison

For general liaison your contact will continue to be [REDACTED TEXT] ([REDACTED TEXT]) or, in their absence, [REDACTED TEXT] ([REDACTED TEXT]).

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 to [REDACTED TEXT] at the above address **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 and on behalf of Crown Commercial Service (CCS) ("the Customer")
Name: [REDACTED TEXT]

Job Title: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: [REDACTED TEXT]

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

Signed for and on behalf of Alaric King ("the Supplier")
Name: [REDACTED TEXT]

Job Title: [REDACTED TEXT]

Signature: [REDACTED TEXT]

Date: [REDACTED TEXT]