



**The Talking Shop**

[Redacted]

Attn: [Redacted]

[Redacted]

Date: 1<sup>st</sup> February 2017

Procurement ref: CCCO16A04

Dear Sir/Madam,

**Award of contract for the supply of Research Lab Facilities**

Following your tender / proposal for the supply of Research Lab Facilities to Department for Work and Pensions, 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 Department for Work and Pensions as the Customer and Northern Voices T/A The Talking Shop 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:**

The Service shall be performed at the supplier’s premises, [Redacted]

- 1.1. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £50,000.00 including all extension options. This is a call-of contract with no guarantee of spend.
- 1.2. 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.
- 1.3. The Term shall commence on 6<sup>th</sup> February 2017 (the “Start Date”) and the Expiry Date shall be 5<sup>th</sup> February 2018. There is no option to extend this contract.

1.4. The address for notices of the Parties are:

**Customer**

Department for Work and Pensions  
[Redacted]

**Supplier**

Northern Voices T/A The Talking Shop  
[Redacted]



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

Name	Title/Role
[Redacted]	<b>DWP - Operational Digital Services – Delivery Manager</b>
[Redacted]	<b>The Talking Shop – Managing Director</b>

## 2. Payment

2.1. Payment will be made by Purchase Order on DWP’s internal Purchase to Pay Systems.

2.2. All invoices will be benchmarked against the costs submitted by the supplier.

2.3. All invoices must be submitted, quoting a valid purchase order number to:

Department for Work & Pensions (DWP)

### [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 to CCS Communications Team 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.

Signed for and on behalf of Department for Work and Pensions (“the Customer”)

Name:

Job title:

Signature:

Date:

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

Signed for and on behalf of Northern Voices T/A The Talking Shop (“the Supplier”)

Name: [Redacted]

Signature:

Date: