



Panalytical Limited
The Bruel & Kjaer Building
Jarman Way
Royston
SG8 5BQ

Attn: [REDACTED]

REDACTED

Date: 27 September 2017

Procurement ref: CCZI17B56

Dear Sir/Madam,

Award of contract for the supply of XRD support agreement

Following your tender / proposal for the supply of XRD support agreement to the Home Office Centre for Applied Science and Technology, 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 the Home Office Centre for Applied Science and Technology as the Customer and Panalytical Limited 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 CAST Sandridge, Woodcock Hill, Sandridge, St Albans, AL4 9HQ.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total (4 year) contract value shall be £27,483.00.
- 1.3. 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.
- 1.4. The Term shall commence on 02 October 2017 (the "Start Date") and the Expiry Date shall be on 01 October 2021.



1.5. The address for notices of the Parties are:

Customer

Home Office Centre for Applied Science and
Technology
Woodcock Hill, Sandridge,
Herts
AL4 9HQ

Attention: [REDACTED] REDACTED
Email: [REDACTED]

Supplier

Panalytical Limited
The Bruel & Kjaer Building
Jarman Way, Royston
SG8 5BQ

Attention: [REDACTED] REDACTED
Email: [REDACTED]

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 9BB or emailed to [REDACTED] 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 the Customer's Accounts Payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00-17:00 Monday to Friday. REDACTED REDACTED

3. Liaison

For general liaison your contact will continue to be [REDACTED] or [REDACTED] in their absence, [REDACTED] 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 [REDACTED] 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

REDACTED



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crownccommercial.gov.uk

www.gov.uk/ccs

Yours faithfully,

Name:

REDACTED

Crown Commercial Service

for and on behalf of the Home Office Centre for Applied
Science and Technology

Signed for and on behalf of the Home Office Centre for
Applied Science and Technology ("the Customer")

Name:

REDACTED

Signature:

REDACTED

Date:

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

Signed for and on behalf of Panalytical Limited ("the Supplier")

Name:

REDACTED

Signature:

Date:

24-10-17

REDACTED

OFFICIAL