**JDP Procurement Services Ltd**

**Basepoint Business Centre,**

**Crab Apple Way,**

**Evesham,**

**Worcestershire,**

**WR11 1GP**

Attn:  **[Redacted]**

**[Redacted]**

Date: **23/04/2021**

Contract Reference: **CCOU21A01**

Dear Sir/Madam,

**Award of contract for the Provision of Office Supplies Benchmarking**

Following your bid / proposal for the provision of Office Supplies Benchmarking to Crown Commercial Service, (The Contracting 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 Crown Commercial Service as the Contracting Authority and JDP Procurement Services Ltd 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 Contracting Authority and the Supplier agree as follows:** 
   1. The Services shall be performed at the suppliers premises.
   2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £29,400 Ex-Vat.
   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.
   4. The Date of Delivery shall be Wednesday 28th April 2021.
   5. The Term shall commence on Wednesday 28th April 2021 (the “Start Date”) and the Expiry Date shall be 30th October 2021 unless subject to early termination.
   6. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Contracting Authority** | **Supplier** |
| Crown Commercial Services  9th Floor, The Capital,  Old Hall Street, Liverpool.  L3 9PP  Attention:  **[Redacted]**  Email: **[Redacted]** | JDP Procurement Services Limited  Basepoint Business Centre,  Crab Apple Way,  Evesham,  Worcestershire,  WR11 1GP  Attention:  **[Redacted]**  Email: **[Redacted]** |

* 1. The following persons are Key Personnel for the purposes of the Agreement:
     1. For the Supplier:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Supplier** |
| **[Redacted]** | Contract Manager |

1.7.2 For the Contracting Authority:

|  |  |
| --- | --- |
| **Name** | **Title/Role for the Contracting Authority** |
| **[Redacted]** | Customer Lead |

1. **Payment**

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Crown Commercial Service. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 Ben Walsingham by email to **[Redacted]**.

1. **Liaison**

For general liaison your contact will continue to be **[Redacted]** by email to **[Redacted]** or, in their absence, **[Redacted]*.***

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to Crown Commercial Service at the above address within 2 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract 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.

Thank you for your cooperation.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for and on behalf of Crown Commercial Service(“the Customer”) | |
| Name:  **[Redacted]**  Job Title:  **[Redacted]** |  |
| Signature:  **[Redacted]** |  |
| Date: 29/4/2021 |  |

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

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| Signed for and on behalf of JDP Procurement Services Ltd(“the Supplier”) |
| Name**:**  **[Redacted]**  Job Title:  **[Redacted]** |
| Signature:  **[Redacted]** |
| Date:29/4/2021 |