



Department of Health

DH Procurement Services
Skipton House
80 London Road
London
SE1 6LH

30/10/15

Wendy Green
Sitra Services
CAN Mezzanine
32-36 Loman Street
London
SE1 0EH

Invitation to Tender for: A Toolkit to Enable at Least One of the Specified User Groups to Better Support Individuals who may Lack Capacity to Make their Own Decisions about their Care and/ or Treatment.

BMS Reference Number: 59988-2

Dear Wendy Green,

Thank you for tendering for the above contract. The Authority has now completed its evaluation (of all the Tenders received) and writes to inform you that you have been successful.

This letter and the documents listed below form the binding contract between yourselves and the Authority.

- (i) This Agreement Letter;
- (ii) The Invitation to Tender 'A Toolkit to Enable at Least One of the Specified User Groups to Better Support Individuals who may Lack Capacity to Make their Own Decisions about their Care and/ or Treatment' for dated 3rd September 2015 (with any enclosures);
- (iii) Your Tender response dated 30/09/2015

It is agreed that:

1. The Contract effected by the signing of this Agreement Letter constitutes the entire Agreement between the Parties relating to the subject matter of the Contract and supersedes all prior negotiations, representations or understandings whether written or oral.
2. In this Agreement words and expressions shall have either the same meanings as are assigned to them herein or in Condition 1 of the Terms and Conditions of Contract, as appropriate.
3. The Contractor shall provide the goods and services in accordance with the Contract.

4. The Parties shall be entitled to such rights and be subject to such obligations as are imposed by the Contract.
5. The period of the Contract will commence on 5/11/15 and terminate on 3/4/16
6. The **Firm Fixed Price** for the Contract is **£12,000** exclusive of Value Added Tax.
7. Suppliers must be in possession of a written Purchase Order (PO), before commencing any work under this contract. The PO number must be quoted on all invoices.

The Contractor should sign, scan and return this Agreement Letter to acknowledge the formation of the contract using the Business Management System (BMS) messaging facility.


On receipt of a signed copy, the Authority will arrange to add its signature and return the Agreement Letter for your file.

Please contact **Niall Fry** at **Niall.fry@dh.gsi.gov.uk** on receipt of this Agreement Letter to organise the commencement of the work.

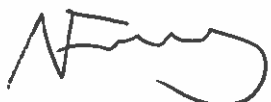
It is important to note that the Agreement Letter (and by implication the Contract) must be signed unaltered in any way. Any amendment without the prior written approval of the Authority will render the document void.

The Authority looks forward to working with you and your team.

For the Contractor

Signed:	
Full Name:	Vic Rayner
Position:	Chief Executive
Date:	15 th December 2015

For: the Secretary of State for Health

Signed:	
Full Name:	NIALL FRY
Position:	POLICY LEAD - MCA
Date:	16/12/15.