



University of the West of England

REDACTED

Attn: REDACTED

Date: 12th June 2020

Contract Reference: CCZZ19A86

Dear REDACTED

Award of contract for the Provision of Literature Review on Impacts of Infrastructure

Following your bid / proposal for the provision of Literature Review on Impacts of Infrastructure to the National Infrastructure Commission (NIC) (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 the National Infrastructure Commission (NIC) as the Contracting Authority and the University of the West of England 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:

- 1.1. The Services shall be carried out at the office of University of the West of England, REDACTED
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £20,000.00 (excluding VAT).
- 1.3. The specification of the Services to be supplied is as set out in Attachment 3 – Statement of Requirements 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 15th June 2020 (the “Start Date”) and the Expiry Date shall be 2nd December 2020. There shall be no option to extend this Contract.
- 1.5. The address for notices of the Parties are:

Contracting Authority

Supplier

OFFICIAL



National Infrastructure Commission (NIC)
REDACTED

University of the West of England
REDACTED

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED** 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 Nathan Wyatt either by email to **REDACTED** or by telephone on **REDACTED**

3. Liaison

For general liaison your contact will continue to be **REDACTED – National Infrastructure Commission (NIC)**.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter via the e-Sourcing portal addressed to **REDACTED within 7 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 the National Infrastructure Commission (NIC) (“the Customer”)

REDACTED Category Executive

REDACTED

Date: 12th June 2020

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

Signed for and on behalf of the University of the West
of England (“the Supplier”)

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: