



National Institute of Economic and Social Research

**REDACTED**

**REDACTED**

Date: Thursday 5<sup>th</sup> September 2019

Contract Reference: **REDACTED**

Dear Sir,

**Award of Contract for the provision of Annual Corporate Membership of NIESR 2019-20 to 2023-24**

Following your proposal for the provision of an annual corporate membership of NIESR (2019-20 to 2023-24) to Her Majesty's Treasury (the 'Customer'), we are pleased to award this Contract to you.

This Award letter and its Annexes set out the terms of the Contract between Her Majesty's Treasury (the 'Customer') and the National Institute of Economic and Social Research (NIESR, the 'Supplier') for the provision of the Goods and Services detailed in Annex 2.

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 – Terms and Conditions (herein, 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 Goods and Services shall be delivered/performed at both:

1.1.1. The Supplier's premises, specifically, the National Institute of Economic and Social Research **REDACTED**

1.1.2. The Customer's premises, specifically, HM Treasury, **REDACTED**

1.2. The charges for the Goods and Services shall be as set out in Annex 2. The total Contract value shall be £58,500.00.

1.3. The Supplier's proposal of the Goods and Services to be supplied is as set out in Annex 2.

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1.4. The Term shall commence on Friday 1<sup>st</sup> March 2019 (the “Start Date”) and the Expiry Date shall be Wednesday 28<sup>th</sup> February 2024.

1.5. The address for notices of the Parties are:

**Customer**

**REDACTED**

**Supplier**

**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

1.7.2 For the Customer:

Name	Title/Role for the Customer
REDACTED	REDACTED

## 2. Payment

2.1. All invoices must be sent, quoting a valid purchase order number (PO Number), to: **REDACTED**  
Email: **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.

2.2. 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 our Accounts Payable section either by email to **REDACTED** or by telephone **REDACTED option 3**, and then **option 4** between 09:00-17:00 Monday to Friday.

## 3. Liaison

3.1. For general liaison your contact will continue to be **REDACTED** or **REDACTED**



3.2. 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 this letter to Crown Commercial Service **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.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **Her Majesty's Treasury** ("the Customer")

Name: **REDACTED**

Job Title: **REDACTED**

Signature:

Date:

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

Signed for and on behalf of the **National Institute of Economic and Social Research** ("the Supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: **REDACTED**

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