**Anthesis (UK) Ltd**

**Unit 12.2.1 The Leathermarket**

**11/13 Weston Street**

**London**

**SE1 3ER**

Attn:  **Claudia Amos**

*claudia.amos@anthesisgroup.com*

Date: 31/07/17

Procurement ref: CCCC17A49

Dear Claudia,

**Award of contract for the supply of National Infrastructure Assessment: Waste Infrastructure Analysis**

Following your tender / proposal for the supply of National Infrastructure Assessment: Waste Infrastructure Analysis to National Infrastructure Commission, 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 National Infrastructure Commission as the Customer and Anthesis (UK) 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 Customer and the Supplier agree as follows:** 
   1. The Services shall be performed at the Supplier’s premises: Unit 12.2.1 The Leathermarket

11/13 Weston Street, London, SE1 3ER.

* 1. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £59,846.20 (excl. VAT) including all extension options.
  2. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier’s response at Annex 4 subject to any clarifications as set out in Annex 5. Where there is conflict Annex 3 shall take precedence.
  3. The Term shall commence on Thursday 3rd August 2017 (the “Start Date”) and the Expiry Date shall be Wednesday 14th March 2018.The Authority reserves the option to extend the contract by up to a further 6 months.
  4. The address for notices of the Parties are:

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
| National Infrastructure Commission  Eastcheap Court  11 Philpot Lane,  London  EC3M 8UD  Attention: **Samuel Downes**  Email: samuel.downes@nic.gsi.gov.uk | Anthesis (UK) Ltd  Unit 12.2.1  The Leathermarket  11/13 Weston Street  London  SE1 3ER  Attn:  **Claudia Amos**  claudia.amos@anthesisgroup.com |

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

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| **Samuel Downes** | **NIC Contract Manager** |
| **Matt Crossman** | **NIC Team Leader** |
| **Claudia Amos** | **Anthesis Project Director** |
| **Peter Scholes** | **Anthesis Project Manager** |

1. **Payment**

## Payment can only be made following satisfactory delivery of the pre-agreed certified products and deliverables. Payment will be made in arrears, subject to invoice(s) being submitted for work carried out. Payments will be made as follows against the milestones (as of section 7.1 of the Statement of Requirements):

## 20% after delivery of milestone 3;

## 40% after delivery of milestone 4; and

## 40% after delivery of milestone 6.

## Before payment can be considered, invoice(s) must include a detailed elemental breakdown of work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: HM Treasury

Finance Department, 1 Horse Guards Road, London, SW1A 2HQ. 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.

1. **Liaison**

For general liaison your contact will continue to beract Manager - samuel.downes2078773415 or, in their absence, Matt Crossman, NIC Team Leader- matt.cro23535276.

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 Amanda Jones via the e-sourcing suite within 1 day 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.

Yours faithfully,

|  |  |
| --- | --- |
| Signed for [and on behalf of] National Infrastructure Commission (“the Customer”) | |
| Name: [***insert name***]  [***insert job title***] |  |
| Signature: |  |
| Date: |  |

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

|  |  |
| --- | --- |
| Signed for and on behalf of Anthesis (UK) Ltd (“the Supplier”) | |
| Name: [***insert name***]  [***insert job title***] |  |
| Signature: | Date: |