



Department
for Environment
Food & Rural Affairs

Nobel House
Smith Square
London
SW1P 3JR

T: 03459 335577
helpline@defra.gsi.gov.uk
www.gov.uk/defra

██████████
Synyega
Newton House
Birchwood Business Park
Warrington
WA3 6FW

Your ref: DEFRA
Application Modernisation
Software Cost
Optimisation
Our ref: project_31862
Date: 29 January 2021

Dear ██████████

**Award of contract for the supply of DEFRA Application Modernisation
Software Cost Optimisation Service between 01/01/2021 – 12/02/2021**

Following your proposal for the supply of the Application Modernisation Software Cost Optimisation Service to Defra, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Defra as the Customer and Synyega Limited as the Contractor for the provision of the Services.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) The charges for the Services shall be as set out in the Contractor's quotation dated 07 January 2021 (Annex 1).
- 2) The Term shall commence on 01 January 2021 and the Expiry Date shall be 12 February 2021.
- 3) The address for notices of the Parties are:

Customer

Department for Environment, Food and
Rural Affairs
Nobel House

17 Smith Square
London SW1P 3JR
Attention: Defra Group Commercial

Contractor

Synyega
Newton House
Birchwood Business Park
Warrington
WA3 6FW

Email:

Attention:

Email:

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to: Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ Defra – Accounts-Payable.def@sscl.gov.uk. Within 10 Working Days of receipt of your acceptance of this letter, we 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, 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 sent back to you, 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 Accounts-Payable.def@sscl.gov.uk or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will be D or, in her absence,

We thank you for your co-operation to date, and look forward to continuing a successful working relationship resulting in a smooth and successful supply of the service. Acceptance of the award of this contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

Acceptance of the offer comprised in this Agreement must be made within 7 days from the date of this Award Letter and the Agreement is formed on the date on which the Contractor communicates acceptance by signing this letter and providing the Customer with an electronic copy of the signed letter. No other form of acknowledgement will be accepted.

Please remember to quote the reference number above in any future communications relating to this contract.

Yours sincerely,

ACCEPTED ON BEHALF OF SYNYEGA LIMITED:

Signed:

[Redacted Signature]

Name:

[Redacted Name]

[Redacted Title]

[Redacted Title]

Dated:

29/01/2021

Annex 1

This Annex contains the Quotation received from 1st January 2021 to 12/02/2021.



Synyega supporting
DEFRA and Apps Mod