



ROL Solutions Ltd
REDACTED TEXT

Attn: **REDACTED TEXT**
REDACTED TEXT

Date: 23rd November 2016

Procurement ref: CCIH16A62

Dear **REDACTED TEXT**,

Award of contract for the Provision of Touchscreen Survey Equipment

Following your tender / proposal for the Provision of Touchscreen Survey Equipment to Her Majesty's Passport Office (HMPO) 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 HMPO as the Customer and ROL Solutions Ltd as the Supplier for the provision of the Goods & 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:

- 1.1. The Goods & Services shall be delivered at HMPO premises as set out within Annex 3.
- 1.2. The charges for the Goods & Services shall be as set out in Annex 2. The total contract value shall be £49,130.00, including all extension options.
- 1.3. The specification of the Goods & Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4.
- 1.4. The Term shall commence on 28th November 2016 (the "Start Date") and the Expiry Date shall be 27th November 2017. The Authority reserves the option to extend the contract by a further period of 12 months.

- 1.5. The address for notices of the Parties are:

Customer

HMPO

Supplier

ROL Solutions

OFFICIAL



REDACTED TEXT

REDACTED TEXT

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

Name	Title/Role
REDACTED TEXT	REDACTED TEXT
REDACTED TEXT	REDACTED TEXT

2. Payment

A Purchase Order will be raised of which the supplier will be required to submit an invoice upon receipt of the Contract.

All invoices must be sent, quoting a valid purchase order number (PO Number) to be sent to Home Office Shared Service Centre, **REDACTED TEXT**. 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.

3. Liaison

For general liaison your contact will continue to be **REDACTED TEXT** as per the contact details above.

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 Goods & Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT** on via the E-Sourcing Portal **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.

Yours faithfully,

Signed for and on behalf of HMPO ("the Customer")

Name: **REDACTED TEXT**

Senior **REDACTED TEXT**

Signature: **REDACTED TEXT**

Date: 23/11/2016



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowncommercial.gov.uk
www.gov.uk/ccs

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

Signed for and on behalf of ROL Solutions ("the Supplier")

Name: **REDACTED TEXT**
REDACTED TEXT

Signature: **REDACTED TEXT**

Date: **REDACTED TEXT**