

BLAZIE

Midsummer Court,
314 Midsummer Boulevard,
Milton Keynes, MK9 2UB
Attn: REDACTED

Date: 24 April 2017

Procurement ref: CPD04/117/161

Dear Sir/Madam,

Award of contract for the supply of DCLG FSSD SAP/HR Assistive Technology Integration work

Following your proposal for the provision of Assistive Technology Integration Services to the Department for Communities & Local Government (DCLG) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between DCLG as the Customer and Blazie 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:

- 1.1. The Services shall be performed at the Customer’s address in 2 Marsham Street, London SW1P 4DF and PINS in Bristol (full address to be confirmed by customer contact).
- 1.2. The charges for the Services shall be as per your proposal dated 24 April 2017 and set out in the attached Annex 2 to this Award Letter. The total contract value shall be £23,350.00 excluding VAT.
- 1.3. The specification of the Services to be supplied is as set out in Statement of Requirement issued with the Invitation to Tender letter dated 19 April 2017.
- 1.4. The Services will be provided as soon as possible, to be agreed with the customer contact, REDACTED.
- 1.5. The Term shall commence on 25/4/17 (the “Start Date”) and the Expiry Date shall be 24/4/18.

F13, Ashdown House
Sedlescombe Road North,
St Leonards on Sea,
East Sussex TN37 7GA.

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1.6. The address for notices of the Parties are:

Customer

DCLG, FSSD, 3rd Floor,
High Trees, Hillfield Road,
Hemel Hempstead, Herts.
HP2 4XN
Attention: REDACTED
Email: REDACTED

Supplier

Blazie
Midsummer Court,
314 Midsummer Boulevard,
Milton Keynes
MK9 2UB
Attention: REDACTED
Email: REDACTED

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

Name	Title/Role
REDACTED	DCLG
REDACTED	Blazie

1.8. The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: FSSD DCLG CP2P Team, 4th Floor High Trees, Hillfield Road, Hemel Hempstead HP2 4XN or emailed to CLGInvoices@communities.gsi.gov.uk. Within 5 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.

3. Liaison

For general liaison your contact will continue to be REDACTED, as detailed 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 Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED as soon as possible. No other form of acknowledgement will be accepted. Please

OFFICIAL

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

Yours faithfully,

Signed for and on behalf of DCLG (“the Customer”)

Name:

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 Blazie (“the Supplier”)

Name:

Job Title:

Signature:

Date: