

Kings College London
REDACTED TEXT

Attn: **REDACTED TEXT**
REDACTED TEXT

Date: **18th of July 2019**

Contract Reference: **CCHR19A28**

Dear Sir/Madam,

Award of contract for the Provision of HMT History for Day Course

Following your bid / proposal for the provision of HMT History training course to HM Treasury (The Contracting Authority) 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 HM Treasury as the Contracting Authority and Kings College London 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Services shall be performed at the Contracting Authority’s premise of **REDACTED TEXT**
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £30,000.00 exc VAT
- 1.3. 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.
- 1.4. The Term shall commence on 23rd of July 2019 (the “Start Date”) and the Expiry Date shall be 31st of March 2020.
- 1.5. The address for notices of the Parties are:

Contracting Authority

Supplier

REDACTED TEXT

REDACTED TEXT

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 TEXT	Manager, The Policy Institute

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED TEXT	Deputy Director

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **HM Treasury, REDACTED TEXT**. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 the key personnel for the Contracting Authority

If electronic invoicing is required please contact **REDACTED TEXT** using the detail provided at 1.5 in order to get the process for this.

3. Liaison

For general liaison your contact will continue to be **REDACTED TEXT** Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED TEXT** at **REDACTED TEXT** within **3 days** from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **HM Treasury** ("the Customer")
REDACTED TEXT
REDACTED TEXT

REDACTED TEXT

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

Signed for and on behalf of ***Kings College London*** (“the Supplier”)

REDACTED TEXT

REDACTED TEXT

REDACTED TEXT