



CIPFA Business Limited
77 Mansell Street
London E1 8AN

Attn: **REDACTED**
REDACTED

Date: 27/10/16

Procurement ref: CCSN16A12

Dear Sir/Madam,

Award of contract for the supply of Research Into The Public Service Mutuals Sector

Following your tender / proposal for the supply of research and a report concerning the Public Service Mutuals Sector to the Cabinet Office, 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 the Cabinet Office as the Customer and CIPFA Business Limited 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 premises and at numerous locations across the UK.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £38,250, including all extension options.
- 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 Date of Delivery shall be 27/10/16.
- 1.5. The Term shall commence on 27/10/16 (the “Start Date”) and the Expiry Date shall be 15/12/16. The Authority reserves the option to extend the contract by 1 period of 4 weeks.



1.6. The address for notices of the Parties are:

Customer

Cabinet Office
1 Horse Guards Road
London SW1A 2HQ
Attention: **REDACTED**
Email: **REDACTED**

Supplier

CIPFA Business Limited
77 Mansell Street
London E1 8AN
Attention: **REDACTED**
Email: **REDACTED**

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

Name	Title/Role
REDACTED	REDACTED
REDACTED	REDACTED
REDACTED	REDACTED

2. Payment

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice submitted 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: Shared Services Accounts Payable, Room 6124, Tomlinson House, Norcross Blackpool, FY5 3TA. 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. If you have a query regarding an outstanding payment please contact the Customer's Accounts Payable section either by email to **REDACTED** or by telephone to **REDACTED** between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will be **REDACTED** on **REDACTED**

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** at the above address 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. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.



Crown
Commercial
Service

OFFICIAL

2nd Floor, Aviation
House, 125
Kingsway, London
WC2B 6NH

T **REDACTED**
E **REDACTED**

www.gov.uk/ccs

Yours faithfully,

REDACTED

REDACTED

Commercial Specialist
Crown Commercial Service



Crown
Commercial
Service

OFFICIAL

2nd Floor, Aviation House, 125 Kingsway, London WC2B 6NH
T **REDACTED**
E **REDACTED**
www.gov.uk/ccs

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

Name: **REDACTED**

Job Title: **REDACTED**

Signature **REDACTED**

Date: 9/11/16

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

Signed for and on behalf of CIPFA Business Limited (“the Supplier”)

Name:

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 4/11/16