



Trescal Ltd
Saxony Way
Blackbushe Business Park
Yateley
Hampshire
GU46 6GT

Attn: REDACTED

REDACTED@trescal.com

Date: 26/05/2016

Procurement ref: SO18178

Dear Sir/Madam,

Award of contract for the supply of Provision of a Calibration Service

Following your tender / proposal for the supply of a Calibration Service to the Centre for Applied Science and Technology (CAST), 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 CAST as the Customer and Trescal Ltd 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 Customer’s premises:

1.1.1 CAST Sandridge, Woodcocks Hill, St Albans, AL4 9HQ

1.1.2 CAST Langhurst, Langhurstwood Road, Horsham, RH12 4WX

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be no greater than £100,000.00.

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. Where there is conflict Annex 3 shall take precedence.

1.4. The Term shall commence on 30th May 2016 (the “Start Date”) and the Expiry Date shall be 29th May 2018 unless subject to early termination.



1.5. The address for notices of the Parties are:

Customer

Centre for Applied Science & Technology
(CAST)
Woodcock Hill
Sandridge
St Albans
Herts
AL4 9HQ

Attention: REDACTED
Email: REDACTED@homeoffice.gsi.gov.uk

Supplier

Trescal Ltd
Blackbushe Business Park
Yateley
Hampshire
GU46 6GT

Attention: REDACTED
Email: REDACTED@trescal.com

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

Name	Title/Role
REDACTED	ISS Manager
REDACTED	Not Known

1.7. 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: Home Office Shared Service Centre, HO Box 5015, Newport, Gwent, NP20 8BB. Email: post.room.rescan@homeoffice.gsi.gov.uk 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 our Customer’s Accounts Payable section either by email to post.room.rescan@homeoffice.gsi.gov.uk or by telephone REDACTED between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be 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 Patrick Civil via the e-Sourcing portal message service 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 on behalf of CAST ("the Customer")

Name: REDACTED

Signature:

Date: 26/05/2016

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

Signed for and on behalf of Trescal Ltd ("the Supplier")

Name: REDACTED

Area Sales Manager

Signature:

Date: