



The City and Guilds of London Institute

1 Giltspur Street

London

EC1A 9DD

Attn: **REDACTED TEXT**

Date: 1 March 2017

Procurement ref: CCDE16A11

Dear REDACTED TEXT,

Award of contract for the provision of the development of City & Guilds Certificate Units for Debt Collection Qualification for the Department for Work and Pensions

Following your tender for the provision of the development of City & Guilds Certificate Units for Debt Collection Qualification to the Department for Work and Pensions 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 Department for Work and Pensions as the Customer and City & Guilds 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.

If there is any conflict between the provisions of this the Award Letter and the Annexes to the Award Letter then the order of precedence will be as follows: (i) Award Letter; (ii) Annex 1; (iii) Annex 2; (iv) Annex 3 and then (v) Annex 4.

1. For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1.1. The Services shall be delivered as specified in the Statement of Requirement Appendix B, 21 Location.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £19,500 excluding VAT, 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. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on 22nd December 2016 (the “Start Date”) and the Expiry Date shall be 21st December 2017. The Authority reserves the option to extend the contract by one year in 4 month periods.

OFFICIAL



1.5. The address for notices of the Parties are:

Customer

REDACTED TEXT
Attention: *Business Development* &
Operational support,
Email: REDACTED TEXT

Supplier

REDACTED TEXT
The City and Guilds of London Institute
1 Giltspur Street
London
EC1A 9DD

Attention: Head of Employer Services
(Defence and Public Sector)

Email: REDACTED TEXT

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

Name	Title/Role
REDACTED TEXT	<i>Business Development</i> & <i>Operational support,</i>
REDACTED TEXT	Capability, Planning & Communications

2. Payment

- 2.1. Invoices should be submitted via post to the DWP invoicing team. An electronic copy of the invoice should be sent to the Debt Management People & Capability team (Andrew Holden) for approval. Once approved payment will be processed via BACS.
- 2.2. The purchase order number should be quoted on all invoices.
- 2.3. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 2.4. Before payment can be considered, each invoice must include a detailed elemental breakdown of work Liaison completed and the associated costs
- 2.5. An invoice is required for work completed up until 31st March 2017 and the remainder on the completion of the work.

3. Liaison

For general liaison your contact will continue to be REDACTED TEXT or, in their absence, REDACTED TEXT.

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 TEXT at the above address. 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 sincerely,

Signed for and on behalf of The Department for Work and Pensions (“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 The City and Guilds of London Institute (“the Supplier”)

Name: REDACTED TEXT

Job title: Director, Employer Services

Signature:

Date: 7/03/17