



Department  
for Environment  
Food & Rural Affairs

Defra Group Commercial  
APHA Weybridge  
Woodham Lane  
Addlestone  
Surrey  
KT15 3NB

T: 03459 335577  
helpline@defra.gov.uk  
[www.gov.uk/defra](http://www.gov.uk/defra)

SciQuip Ltd  
Newtown Wem  
Shrewsbury  
Shropshire  
SY4 5NU

**Our ref:** 29513  
**Date:** 07 Jan. 21

Dear Angela,

**Award Notification: Contract for the supply of a Freeze Dryer to  
the Animal Plant Health Agency (APHA)  
itt\_7470 (Project No. 29513)**

Following your tender/proposal for the supply of a Freeze Dryer to the Animal Plant Health Agency (APHA) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the Agreement between APHA as the Authority and Sci Quip Ltd as the Supplier for the provision of the Goods. 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The Goods shall be Delivered in accordance with the following instructions:

**Delivery Address**

Main Stores  
Animal Plant Health Agency (APHA)  
Woodham Lane  
Addlestone  
Surrey  
KT15 3NB

FAO: [REDACTED]

**Date of Delivery**

By 10<sup>th</sup> March 2021

**Packaging Instructions:**

Supply the Goods and any packaging in accordance with the Customer's environmental policy as provided from time to time.

2. The charges for the Goods shall be as set out in [Annex 2 / the Supplier's tender dated 06/11/20
3. The specification of the Goods to be Delivered is as set out in the Supplier's tender dated 06/11/20.
4. The address for notices of the Parties are:

Authority	Supplier
Animal Plant Health Agency (APHA) Woodham Lane Addlestone Surrey KT15 3NB  <b>Attention:</b> [REDACTED]  [REDACTED]	SciQuip Ltd Newtown Wem Shrewsbury Shropshire SY4 5NU  <b>Attention:</b> [REDACTED]  [REDACTED]

5. The Authority may require the Supplier to ensure that any person employed in the supply of the Goods 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 Agreement, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (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 supply of the Goods.

## Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), Accounts-Payable (APHA) Accounts-payable.aph@gov.sscl.com . 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, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

## Liaison

For general liaison your contact will continue to be Daryan Kaveh, Tel No. +442080269564, Email: daryan.kaveh@apha.gov.uk or, in their absence, Lucy Dunscombe, Tel No. +442080269848, Email: lucy.duncombe@apha.gov.uk

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of SciQuip Ltd and within 7 days.

Yours sincerely

[Redacted Signature Block]

***Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authorities eSourcing System.***

## **Annex 1**

### **Terms and Conditions of Contract for Goods**

The Terms and Conditions relating to this requirement shall be in accordance with the London University Procurement Consortium (LUPC) Framework Agreement No: LAB5028 LU for the supply of 'Laboratory Equipment Supply, Installation, Delivery and Post Installation Services' (Lot Two: Environmental Control).



Framework  
Agreement Terms an

## Annex 2 - Charges

The following pricing shall apply for the provision of the Goods.

Product Number	Description	Quantity
G4125A	Christ Alpha 1-4 LSCplus Freeze Dryer Ice condenser temp -55C - Performance 4kg/24 hour - Graphic LSC touch screen control - Control of vacuum, product temp, shelf temp - RS 232 interface for data download - 2 Year on site parts and labour Warranty	1
125041	Christ HED 16M Extension Unit for Heated Shelves	1
122575	Acrylic Lyocube without shelves	1
122557	LyoBase Frame 4-8 LSCplus for heated shelves (for up to 5 shelves)	1
122561	LyoShelf 256 x 300mm, heatable inc. LyoBus module & holder	1
125910	Christ Electronic Pressure Control Valve	1
125702	Christ Vacuum Hose c/w flange attachments	1
	Delivery, Installation, Set-Up and Training for 2 Units	1
	Supplied with a 2 Year on site Parts and Labour Warranty	1
<b>Total Firm Price</b>		<b>██████████</b>

### **Annex 3 - Specification**

In accordance with SciQuip Ltd's response to Invitation to Tender (ITT) N0. 7470, (Project No. 29513).