



REDACTED

Attention: REDACTED

Email: REDACTED

Date: 26th April 2017

Procurement ref: CCCO17A03

Dear Sir/Madam,

1. Purchase of Newspaper Licence

Following your quotation for the supply of Licence for Newspaper Access to HM Treasury (the Customer) we are pleased to purchase the Goods from you.

This letter, together with Crown Commercial Services (CCS) Standard Terms and Conditions (available on request) and NLA Media Access Ltd (the Supplier) Terms and Conditions at Annex 1 set out the terms between the Parties for the provision of the Goods.

Where there is a conflict between the terms and conditions of the Supplier and the Customer (the Parties), The Customer's shall take precedence.

The Customer shall not enter into an automatic renewal clause with the Supplier and hereby issues 12 Months' notice to terminate this contract from the contract Start Date. For clarity, this agreement shall terminate on the stated Expiry Date of the 31st March 2018.

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

- 2.1. The charges for the Goods shall be as set out in Annex 2.
- 2.2. The total contract value shall be £58,415.81 excluding VAT
- 2.3. The specification of the Goods is a licence to access newspapers as described in Annex 2
- 2.4. The Term shall commence on 1st April 2017 (the "Start Date") and the Expiry Date shall be 31st March 2018.
- 2.5. The address for notices of the Parties are:

Customer

Supplier

HM Treasury

NLA Media Access Ltd



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3. Payment

Within 10 working days of receipt of your countersigned copy of this letter, the Customer will send the Supplier a unique PO Number. The Supplier must be in receipt of a valid PO Number before submitting an invoice.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Accounts Payable, Finance Team - Finance & HR Operational Services, HM Treasury, **REDACTED**

If there are any queries regarding any outstanding payments please contact the HM Treasury's Accounts Payable section by email to invoicequeries@hmtreasury.gsi.gov.uk quoting the applicable PO Number.

The Authority wishes to thank you for your co-operation to date. Please confirm your acceptance of this purchase 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.

Yours faithfully,

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

Name: **REDACTED**

Signature:

Date:

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

Signed for and on behalf of NLA Media Access Ltd ("the Supplier")

Name: **REDACTED**

Signature: **REDACTED**

Date: 26/04/17

OFFICIAL