



Pegasus Planning Group Ltd
5 The Priory
Old London Road
Canwell
Sutton Coldfield
B75 5SH

Attn: **REDACTED – Regional Director**
REDACTED

Date: 23rd December 2016
Procurement ref: CCCC16A81

Dear Sir/Madam,

Award of contract for the supply of Provision of a Post-Consultation Peer Review

Following your tender / proposal for the supply of Provision of a Post-Consultation Peer Review to the Department for Transport 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 Department for Transport as the Customer and Pegasus Planning Group 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 the Customer’s premises, the Department for Transport, 33 Horseferry Road, London, SW1P 4DR.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £20,000 (excluding VAT).
- 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 Term shall commence on 23rd December 2016 (the “Start Date”) and the Expiry Date shall be 31st August 2017.

1.5. The address for notices of the Parties are:

Customer

Department For Transport
33 Horseferry Road
London
SW1P 4DR
Attention: REDACTED
Email: REDACTED

Supplier

Pegasus Planning Group Ltd
5 The Priory
Old London Road
Canwell
Sutton Coldfield
B75 5SH
Attention: REDACTED
Email: REDACTED

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

Name	Title/Role
REDACTED	Director

2. Payment

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.

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 via the eSourcing Portal **within 2** 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.

Yours faithfully,

Signed for and on behalf of the Department for Transport

Name: REDACTED

Signature: REDACTED



Crown
Commercial
Service

OFFICIAL

9th Floor, The Capital,
Old Hall Street, Liverpool.
L3 9PP

T 0345 010 3503
E info@crowncommercial.gov.uk

www.gov.uk/ccs

Date:

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

Signed for and on behalf of ***Pegasus Planning Group Ltd.*** (“the Supplier”)

Name: REDACTED

Signature: REDACTED

Date: 23/12/2016

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