

[REDACTED TEXT]

Attn: [REDACTED TEXT]

[REDACTED TEXT]

Date: 13<sup>th</sup> September 2018

Procurement ref: CCZN18A09

Dear Sir/Madam,

**Award of contract for the supply of Database Access for Public Sector Contact Details**

Following your tender / proposal for the supply of Database Access for Public Sector Contact Details to Crown Commercial Service (CCS), 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 [REDACTED TEXT] 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 delivered to the Customers premises - [REDACTED TEXT]

1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £76,000.00 (excluding VAT), including all extension options. The twelve (12) month cost of this contract will be £38,000.00 (excluding VAT) with the option to extend for a further twelve (12) month period at the cost of a further £38,000.00 (excluding VAT).

1.3. The specification of the Services to be supplied is as set out in Annex 2. Where there is conflict Annex 2 shall take precedence.

1.6. The Term shall commence on 26<sup>th</sup> September 2018 (the “Start Date”) and the Expiry Date shall be 25<sup>th</sup> September 2019. The Authority reserves the option to extend the Contract by One (1) period of twelve (12) months from 26<sup>th</sup> September 2019 until 25<sup>th</sup> September 2020.

1.7. The address for notices of the Parties are:

**Customer**

**Supplier**

OFFICIAL

[REDACTED TEXT]  
Attention: [REDACTED TEXT]

Email:  
[REDACTED TEXT]

[REDACTED TEXT]

Attention: [REDACTED TEXT]

Email: [REDACTED TEXT]

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

Name	Title/Role
[REDACTED TEXT]	[REDACTED TEXT]
[REDACTED TEXT]	[REDACTED TEXT]
[REDACTED TEXT]	[REDACTED TEXT]

1.5. 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: Accounts Payable, [REDACTED TEXT]. Within ten (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 the Customer’s Accounts Payable section either by email to [REDACTED TEXT] or by telephone [REDACTED TEXT] between 09:00-17:00 Monday to Friday.

## 3. Liaison

For general liaison your contact will continue to be [REDACTED TEXT], Email: [REDACTED TEXT] or, in their absence, [REDACTED TEXT], Email: [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] via the e-Sourcing portal **within seven (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. 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 [REDACTED TEXT] (“the Customer”)

Name: [REDACTED TEXT]  
[REDACTED TEXT]

Signature:

Date:

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

Signed for and on behalf of [REDACTED TEXT] (“the Supplier”)

Name: [REDACTED TEXT]  
[REDACTED TEXT]

Signature:

Date: