



**3G Forensics Ltd
The Old Station Yard
Station Road
Wilburton
CF6 3PZ**

Attn: **REDACT**

REDACT

Date: 6th April 2017

Procurement ref: CCSO17B06

Dear Sir/Madam,

Award of contract for the supply of Provision of MacGrabber

Following your tender / proposal for the supply of MacGrabber equipment to Home Office Immigration Enforcement, we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Home Office Immigration Enforcement as the "Authority" and 3G Forensics Ltd as the "Supplier" for the provision of the MacGrabber equipment.

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.

The Supplier terms and conditions set out in Annex 1 – Agreement Annexes are accepted by the Authority and shall govern this award for the duration of the Contract.

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

- 1.1. The Goods shall be delivered at an address to be determined by the Authority.
- 1.2. The charges for the Goods/Services shall be as set out in Annex 1. The total contract value shall be £17,230.00.
- 1.3. The specification of the Goods to be supplied is as set out in Annex 1 and within the Supplier's response at Annex 1
- 1.4. The Date of Delivery shall be from 17th April 2017 to 16th April 2018.
- 1.5. The Term shall commence on 17th April 2017 (the "Start Date") and the Expiry Date shall be 16th April 2018.

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1.6. The address for notices of the Parties are:

Customer

**5th Floor Beckett House
60-68 St Thomas Street
London SE1 3QU**

Attention: REDACT
Email: REDACT

Supplier

**3G Forensics Ltd
The Old Station Yard
Station Road
Wilburton
CB6 3PZ**

Attention: REDACT
Email: [REDACT](#)

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

Name	Title/Role
REDACT	Commercial Lead
REDACT	Director

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Home Office Shared Service Centre, PO Box 5015, Newport, Gwent. NP20 9BB. Within 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 ap-hold-resolution@homeoffice.gsi.gov.uk or by telephone 01633 581644 between 09:00-17:00 Monday to Friday.

3. Liaison

For general liaison your contact will continue to be REDACT Tel: REDACT or, in their absence, REDACT.

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 REDACT **via Salesforce, ref: 00Db0egy4._500b010xoN8:ref (please quote this in the subject heading) 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.



Crown
Commercial
Service

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

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

www.gov.uk/ccs

Yours faithfully,

Signed for on behalf of Home Office Immigration Enforcement (“the Customer”)

Name: REDACT – Commercial Lead

Signature: REDACT

Date: 8th April 2017

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

Signed for and on behalf of 3G Forensics Ltd (“the Supplier”)

Name: REDACT – Director

Signature: REDACT

Date 8th April 2017

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