



Radio Technical Services Limited trading as RTS Communications

REDACTED
REDACTED
REDACTED
REDACTED
REDACTED

Attn: REDACTED
REDACTED

Date: **14/02/2019**

Contract ref: **CCIH19A01**

Dear Sir/Madam,

Award of contract for the Provision of Audio Visual Equipment and support services for the Infected Blood Inquiry

Following your bid / proposal for the provision Audio Visual Equipment and support services for the IBI, (The Contracting Authority) we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between ***The Infected Blood Inquiry*** as the Contracting Authority and ***RTS Communications*** as the Supplier for the provision of the Goods and 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Goods and Services shall be delivered and performed at
 - 1.1.1. **Fleetbank House, London**
 - 1.1.2. **Belfast International Conference Centre, Belfast**
 - 1.1.3. **Crowne Plaza Hotel, Leeds**
 - 1.1.4. **Edinburgh International Conference Centre, Edinburgh**
 - 1.1.5. **Royal Welsh College of Music and Drama, Cardiff**

- 1.2. The charges for the Goods and Services shall be as set out in Annex 2. The total contract value shall not exceed £520,000.00 (plus VAT). This value is not guaranteed and payment will be made only for Services delivered.



1.3. The specification of the Goods and 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 **15th February 2019** (the "Start Date") and the Expiry Date shall be **31st March 2021. There will be no option to extend.**

1.5. The address for notices of the Parties are:

Contracting Authority	Supplier
Infected Blood Inquiry	Radio Technical Services Limited trading as
REDACTED	RTS Communications
REDACTED	
REDACTED	REDACTED
Attention: REDACTED	Attention: REDACTED
Email: REDACTED	Email: REDACTED
Phone: REDACTED	

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

1.6.1. For the Supplier:

Name	Title/Role for the Supplier
REDACTED	REDACTED

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED	REDACTED

For the purposes of the Agreement the Staff Vetting Procedures/data security requirements within Annex 3.

1.7. The Contracting Authority 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 Contracting Authority, or is of a type otherwise advised by the Contracting 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 Services.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 Shared Services either by email to REDACTED **or phone Tel:** REDACTED

3. Liaison

For general liaison your contact will continue to be REDACTED (**Contact Details in Section 1**) or, in their absence, REDACTED **email-** REDACTED

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED at REDACTED **within 1 day** from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract 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.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of **The Infected Blood Inquiry** ("the Customer")
Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date: REDACTED

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

Signed for and on behalf of **RTS Communications**
("the Supplier")



Crown
Commercial
Service

OFFICIAL

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Old Hall Street, Liverpool.
L3 9PP

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

www.gov.uk/ccs

Name: REDACTED

Job Title: REDACTED

Signature: REDACTED

Date: REDACTED

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