



REDACTED
INFORMATION

Date: 23rd December 2019

Contract Reference: CCSO19A80

Award of contract for the Provision of Company Watch Ltd Licenses

Following your proposal for the provision of Company Watch Ltd data and data cleansing to the Cabinet Office (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 Cabinet Office as the Contracting Authority and Company Watch 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 Contracting Authority and the Supplier agree as follows:

- 1.1. The Services shall be delivered at the Contracting Authority’s premises at REDACTED INFORMATION.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £98,000 excluding VAT.
- 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. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on Monday 6th January 2020 (the “Start Date”) and the Expiry Date shall be Friday 8th January 2022.
- 1.5. The address for notices of the Parties are:



Contracting Authority

Government Commercial Function
REDACTED INFORMATION

Supplier

Company Watch Limited
REDACTED
INFORMATION

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 INFORMATION	REDACTED INFORMATION
REDACTED INFORMATION	REDACTED INFORMATION

1.6.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED INFORMATION	REDACTED INFORMATION
REDACTED INFORMATION	REDACTED INFORMATION
REDACTED INFORMATION	REDACTED INFORMATION

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: REDACTED INFORMATION. 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 unique identification number
- Your Company name, address and contact information
- The Company name and address of the customer you're invoicing
- A clear description of what you're charging for
- The date the goods or service were provided (supply date)
- The date of the invoice
- The amount(s) being charged
- VAT amount if applicable
- The total amount owed
- A valid Purchase Order number



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 REDACTED INFORMATION.

3. Liaison

For general liaison your contact will continue to be REDACTED INFORMATION

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to REDACTED INFORMATION within 3 working days 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 sincerely,

REDACTED INFORMATION

Signature:

Date: 23rd December 2019

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

Signed for and on behalf of Company Watch Ltd
("the Supplier")

REDACTED INFORMATION



Crown
Commercial
Service

OFFICIAL

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

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

www.gov.uk/ccs

Signature:

Date: 23 December 2019

Signed for and on behalf of the Contracting
Authority ("the Customer")
REDACTED INFORMATION
Team

Signature:

Date:

OFFICIAL