



**BRE Global Limited**  
**Bucknalls Lane, Garston,**  
**Watford WD25 9XX**

Attn: **REDACTED**

Date: 7<sup>th</sup> February 2018

Procurement ref: CCZZ17A36

Dear Sir/Madam,

**Award of contract for the supply of Fire Performance of Cladding Materials Research**

Following your tender for the supply of Fire Performance of Cladding Materials Research to the Ministry of Housing, Communities and Local Government, 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 the Ministry of Housing, Communities and Local Government as the Customer and BRE Global Limited 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 Suppliers premises.
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £150,000.00, including all extension options.
- 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 . Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on Monday 5<sup>th</sup> February (the “Start Date”) and the Expiry Date shall be 5<sup>th</sup> November 2018. **The Authority reserves the option to extend the contract by nine (9) months.**

- 1.5. The address for notices of the Parties are:

**Customer**

**Supplier**

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Ministry of Housing, Communities and Local  
Government  
Fry Building, 2 Marsham Street, Westminster  
London SW1P 4DF

Building Research Establishment  
Limited  
Bucknalls Lane, Garston, Watford  
WD25 9XX

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

Name	Title/Role
REDACTED	Project Manager BRE
REDACTED	MHCLG Contract Manager

## 2. Payment

2.1. During the start-up phase, the Supplier must update the milestone payment schedule provided with their proposal. This must then be submitted for approval to the Customer and updated throughout the length of the contract and any extension. The schedule should include T&S payments. All milestones must have a specific date (day, month and year).

2.2. An invoice cannot be submitted for payment until the milestone deliverable and a draft invoice have been accepted by the Customers contract manager.

2.3. Once a deliverable has been accepted by the Customer contract manager, the invoice, which should include a detailed elemental breakdown of work completed and the associated costs, should be submitted to: REDACTED

The invoice must quote the purchase order number.

2.4. Any request for ad-hoc advice shall be made in writing by the Customer's contract manager, who will agree the fee for the work before the task work is undertaken.

2.5. All costs should be exclusive of VAT.

## 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. Your contract will follow this letter later this week. When the contract is received please review, sign and return a copy of this letter along with the contract within 7 days via the eSourcing portal. Please remember to quote the procurement reference number above in any future communications relating to this contract.

Yours faithfully,

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Crown  
Commercial  
Service

OFFICIAL

9<sup>th</sup> Floor, The Capital,  
Old Hall Street, Liverpool.  
L3 9PP

T 0345 010 3503  
E [info@crownccommercial.gov.uk](mailto:info@crownccommercial.gov.uk)

[www.gov.uk/ccs](http://www.gov.uk/ccs)

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Signed for Ministry of Housing, Communities and Local Government (“the Customer”)

Name

Signature:

Date: 30<sup>th</sup> January 2018

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

Signed for and on behalf of BRE Global Limited (“the Supplier”)

Name: **[insert name]**

**[insert job title]**

Signature:

Date:

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