



Department
for Environment
Food & Rural Affairs

APHA
Woodham Lane
Addlestone
Surrey
KT15 3NB

T: 03459 335577
helpline@defra.gsi.gov.uk
www.gov.uk/defra

Hall Mark Meat Hygiene Ltd
3rd Floor
The Mill
Upper Mills Estate
Stroud
Gloucestershire
GL10 2BJ

Our ref: 25513
Date: 22/02/2019

Award of Contract for the supply of one (1) temporary Senior Veterinary Inspector based at APHA Stafford

Following your tender for the supply of one (1) Senior Veterinary Inspector to APHA, we are pleased to award this contract to you.

This letter (Award Letter) sets out the terms of the Agreement between APHA as the Customer and Hall Mark Meat Hygiene Ltd as the Contractor 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 the Conditions, this Award Letter shall prevail. Please do not attach any Contractor’s terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay conclusion of the Agreement.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) The Services shall be performed at APHA Stafford, Beacon House, Staffordshire Technology Park, Stafford ST18 0AR.
- 2) The charges for the Services shall be as set out in Schedule two (2).
- 3) The specification of the Services to be supplied is as set out in Schedule one (1).
- 4) The Term shall commence on 04/03/2019, and the Expiry Date shall be 04/10/2019 on which date the contract will end unless extended or subject to early termination.

5) The address for notices of the Parties are:

Customer

APHA Weybridge
Woodham Lane
Addlestone
Surrey
KT15 3NB

Contractor

HallMark Meat Hygiene Ltd
3rd Floor
The Mill
Upper Mills Estate
Stroud
Gloucestershire
GL10 2BJ

Attention: [REDACTED]

Attention: [REDACTED]

- 1) The Customer may require the Contractor to ensure that any person employed in the supply of the Services has undertaken a Disclosure and Barring Service check. The Contractor shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Agreement, 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 Contractor 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 supply of the Services.

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to: APHA – accounts-payable.aph@sscl.gse.gov.uk or Shared Services Connected Limited, PO Box 790, Phoenix House, Celtic Springs Business Park, Newport, Gwent, NP10 8FZ. Within 10 Working Days of receipt of your acceptance of this letter via Bravo, we 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, 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 sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to accounts-payable.aph@sscl.gse.gov.uk or by telephone 0845 603 7262 between 09:00-17:00 Monday to Friday.

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 supply of the Services.

Acceptance of the award of this contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000. Acceptance of the offer comprised in this Agreement must be made within 7 days from the date of this Award Letter

and the Agreement is formed on the date on which the Contractor communicates acceptance on the Customer's electronic contract management system ("Bravo"). No other form of acknowledgement will be accepted.

Please remember to quote the reference number above in any future communications relating to this contract.

Yours sincerely

[REDACTED]

Category Manager

Animal, Plant, Food & Farming Category (including Contingency Planning)

DEFRA Group Commercial

[REDACTED]
[REDACTED]