



Warwick Business School
Room EO.13
Social Studies Building
The University of Warwick
Coventry
CV4 7AL
Attn: **Redacted**
Redacted

Date: 31 March 2017

Procurement ref: CCPF17A05

Dear Sir/Madam,

Award of contract for the Membership of the Knowledge and Innovation Network at Warwick University

Following your invoice for the renewal of the membership of the Knowledge and Innovation Network at Warwick University to Her Majesty's Treasury, we are pleased to award this contract to you. This letter (Award Letter) and its Annexes set out the terms of the contract between Her Majesty's Treasury as the Customer and The university of Warwick as Supplier for the provision of the Services.

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

- 1.1. HM Treasury will have access to the membership of the Knowledge and Innovation Network.
- 1.2. The charges for the Services are a one off subscription fee giving a total contract value of £13,500 excluding VAT.
- 1.3. The Date of Delivery shall be 01 October 2016.
- 1.4. The Term shall commence on 01 October 2016 (the "Start Date") and the Expiry Date shall be 31 September 2017.
- 1.5. The Supplier's Terms and Conditions will apply and are attached at Annex 1.
- 1.6. The address for notices of the Parties are:

Customer:

Her Majesty's Treasury
Unit 1
1 Horse guards Road
London
SW1A 2HQ
Attention: Redacted

Supplier:

Warwick Business School
Room EO.13
Social Studies Building
The University of Warwick
Coventry
CV4 7AL



Email: Redacted

Attention: Redacted

Email: Redacted

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Accounts Payable, Finance Team – “Redacted”. 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 HM Treasury’s Accounts Payable section either by email to “redacted”.

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. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to me at the address below **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.

Yours faithfully,

Redacted

Redacted



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Service

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

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

www.gov.uk/ccs

Signed for and on behalf of **Her Majesty's Treasury** ("the Customer")

Name:

Position:

Signature:

Date:

Signed for and on behalf of **The University of Warwick**
("the Supplier")

Name:

Position:

Signature:

Date:

OFFICIAL