



Information Security Systems Ltd,  
Unit 17,  
Cressex Enterprise Centre,  
Lincoln Road,  
Cressex Business Park,  
High Wycombe,  
Buckinghamshire,  
HP12 3RL

7 July 2017

DCLG Contract Number: CPD/004/118/019

## **CONTRACT AWARD LETTER**

### **CONTRACT FOR BRENT TELEPHONY SUPPORT SERVICES**

1. The documents listed below form a binding contract (the "Contract") between Information Security Systems Ltd. with offices at Unit 17, Cressex Enterprise Centre, Lincoln Road, Cressex Business Park, High Wycombe, Buckinghamshire, HP12 3RL (the "Contractor") and the Secretary of State for the Department for Communities and Local Government ("DCLG"):
  - (i) this contract award letter;
  - (ii) the specification dated 30 June 2017 (Annex A to Request for Quotation (the "RFQ")) including the Code of Conduct (APPENDIX A);
  - (iii) the conditions of contract (set out at Annex B to the RFQ);
  - (iv) your completed price schedule dated 30 June 2017;
  - (v) your responses to the specification dated 30 June 2017.
2. In the event of conflict between any of the documents forming the Contract, the conflict shall be resolved by giving precedence to the documents in the order set out above.
3. In consideration of the full and proper performance by the Contractor of this Contract and subject to the other terms of this Contract, DCLG shall pay the prices, rates and expenses specified in the price schedule.

#### **Contract Term**

4. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1<sup>st</sup> April 2017 (the "Effective Date") and shall terminate on 31<sup>st</sup> March 2018.

#### **Prices and Invoicing**



Department for  
Communities and  
Local Government

5. The approved maximum cost for the initial term of the Contract is **£30,650.00** (exclusive of Value Added Tax (VAT)). This is based on the price breakdown given in the completed price schedule dated 30 June 2017.
6. All invoices are to be submitted to FSSD CIP Team, High Trees, Hillfield Road, Hemel Hempstead, Hertfordshire, HP2 4XN.
7. Invoices must quote DCLG's contract number CPD/004/118/019 and purchase order number, which the Contractor will be notified of, and an appropriate description. Failure to do so may result in a delay in payment for which DCLG cannot be held responsible.

Contract Representatives

9. DCLG's representatives for this Contract are:

Commercial Representative: REDACTED, CCS, F13, Ashdown House, Sedlescombe Road North, St Leonards on Sea, East Sussex TN37 7GA. Tel: REDACTED. Email: REDACTED

Contract Manager: REDACTED, DCLG, Fry Building, 2 Marsham Street, London SW1P 4DF.. Tel: REDACTED. Email: REDACTED

10. The Contractor's representatives for this Contract are:

Commercial Representative and Contract Manager: REDACTED, Information Security Systems Ltd. Unit 17, Cressex Enterprise Centre, Lincoln Road, Cressex Business Park, High Wycombe, Buckinghamshire, HP12 3RL . Tel: REDACTED. Email: REDACTED

Tax

11. DCLG may consult Her Majesty's Revenue and Customs (HMRC) for advice as to whether Schedule D or E tax applies to payments made under this Contract. The decision will be based upon the content of the Contract. Copies of the Contract may be submitted to HMRC. As there may be some delay before the decision is made, it may be necessary for DCLG to deduct tax from early payments under the Contract. Such tax will be refunded if HMRC advise that Schedule D tax applies.



Execution

12. The Parties have executed and delivered this Contract as of the Effective Date.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

for Crown Commercial Service  
(CCS) and on behalf of the  
Secretary of State for  
Communities and Local Government

for the Contractor

Please confirm acceptance of this Contract as soon as possible by signing and returning this document to REDACTED. DCLG will accept a signed hard copy or a PDF version.