



BritainThinks

**West Wing,
Somerset House,
London, WC2R 1LA**

Attn: **REDACTED**

REDACTED

Date: 29th March 2017

Procurement ref: CCZZ16A32

Dear Madam,

Award of contract for the supply of Civil Service Governance Research

Following your tender / proposal for the supply of research services to Cabinet Office, 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 Cabinet Office as the Customer and BritianThinks 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 CCZZ16A32 Appendix C - Cabinet Office Terms and Conditions for Contract' 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 Cabinet Office offices at 70 Whitehall London SW1A 2AS, the suppliers offices at West Wing, Somerset House, London WC2R 1LA. Whilst the focus groups will take place in London, England, Edinburgh, Scotland and in Cardiff, Wales.
- 1.2 The total contract value shall be £14,500, including all extension options.
- 1.3 The specification of the Services to be supplied is as set out in 'Annex 3 CCZZ16A32 Appendix B - Statement of Requirements' and within the Supplier's response at 'Annex 4 CCZZ16A32 Provider Response' subject to any clarifications as set out in 'Annex 5 CCZZ16A32 Clarification Questions _ Answers'. Where there is conflict Annex 3 shall take precedence.
- 1.4 The Term shall commence on Wednesday 29th March 2017 (the "Start Date") and the Expiry Date shall be Wednesday 28th June 2017. The Authority reserves the option to extend the contract by up to 6 months.

OFFICIAL



1.5 The address for notices of the Parties are:

Customer	Supplier
<p>Cabinet Office 70 Whitehall London SW1A 2AS</p> <p>Attention: REDACTED Email: REDACTED</p>	<p>BritainThinks West Wing, Somerset House, London, WC2R 1LA</p> <p>Attention: REDACTED Email: REDACTED</p>

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

Name	Title/Role
REDACTED	REDACTED
REDACTED	REDACTED

2. PAYMENT

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Shared Services Accounts Payable, Room 6124, Tomlinson House, Norcross Blackpool, FY5 3TA 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 Cabinet Office's Accounts Payable section either by email to SSCL.POINVOICEPAYMENTS@DWP.GSI.GOV.UK or by telephone on 0845 602 8244 between 09:00-17:00 Monday to Friday.

3. LIAISON

For general liaison your contact will continue to be **REDACTED** at **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 via email to **REDACTED** 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,

Signed for and on behalf of Cabinet Office (“the Customer”)

Name: **REDACTED**

Commercial Manager

Signature:

REDACTED

Date: 29/03/17

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

Signed for and on behalf of BritainThinks (“the Supplier”)

Name: **REDACTED**

Director

Signature:

Date:

Annex 1 CCZZ16A32 Appendix C - Cabinet Office Terms and Conditions for Contract

REDACTED

Annex 3 CCZZ16A32 Appendix B - Statement of Requirements

REDACTED

Annex 4 CCZZ16A32 Provider Response

REDACTED

Annex 5 CCZZ16A32 Clarification Questions _ Answers

REDACTED

OFFICIAL