



**Frame Projects Ltd.,**

**REDACTED**

Attn: **REDACTED**

**REDACTED**

Date: 28<sup>th</sup> March 2019

Contract Reference: CCZZ19A02

Dear **REDACTED**,

**Award of contract for the Provision of Research of Design Principles**

Following your bid / proposal for the provision of Research of Design Principles to National Infrastructure Commission, (The Contracting Authority) 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 National Infrastructure Commission as the Contracting Authority and Frame Projects Ltd 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 Contracting Authority and may delay the conclusion of the Agreement.

**1. For the purposes of the Agreement, the Contracting Authority and the Supplier agree as follows:**

- 1.1. The location of the Services will be carried out at the offices of the Supplier. However frequent meetings will need to take place with the National Infrastructure Commission at **REDACTED**.
- 1.2. The charges for the Services shall be as set out in your bid submission dated 27<sup>th</sup> February 2019. The total Contract value shall be £49,108.75, including all extension options.
- 1.3. The specification of the Services to be supplied is as provided as part of the procurement and delivered in line with your bid submission dated. Where there is conflict the specification shall take precedence.
- 1.4. The Term shall commence on 29<sup>th</sup> March 2019 (the “Start Date”) and the Expiry Date shall be 28<sup>th</sup> March 2020. The Customer reserves the option to extend the Contract by 1 period of 12 months (1 year).

OFFICIAL



1.5. The address for notices of the Parties are:

**Contracting Authority**

**National Infrastructure Commission,  
REDACTED**

Attention: **REDACTED**  
Email: **REDACTED**

**Supplier**

**Frame Projects Ltd.,  
REDACTED**

Attention: **REDACTED**  
Email: **REDACTED**

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

1.6.1. For the Supplier:

<b>Name</b>	<b>Title/Role for the Supplier</b>
<b>REDACTED</b>	<b>REDACTED</b>

1.7.2 For the Contracting Authority:

<b>Name</b>	<b>Title/Role for the Contracting Authority</b>
<b>REDACTED</b>	<b>REDACTED</b>
<b>REDACTED</b>	<b>REDACTED</b>

## 2. Payment

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. Initially proposed to be at delivery of task stages 3, 5 and 7. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. All invoices must be sent, quoting a valid purchase order number (PO Number), to: the National Infrastructure Commission **REDACTED**. Within 10 working days of receipt of your countersigned copy of this letter, the Contracting Authority 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 Contracting Authority 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 **REDACTED** or **REDACTED** by email to **REDACTED**.

### Liaison

For general liaison your contact will continue to be **REDACTED** or, in their absence, **REDACTED**.



Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to **REDACTED** via the e-sourcing portal **within 7** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the Contract Reference number above in any future communications relating to this Contract.

Thank you for your cooperation.

Yours faithfully,

Signed for and on behalf of National Infrastructure Commission  
("the Contracting Authority")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 28<sup>th</sup> March 2019

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

Signed for and on behalf of Frame Projects Ltd.  
("the supplier")

Name: **REDACTED**

Job Title: **REDACTED**

Signature: **REDACTED**

Date: 28<sup>TH</sup> March 2019