



**NOIPOLLS
REDACTED**

Attn: **REDACTED**

Date: 1st May 2020

Contract Reference: **CCZZ20A30**

Dear Sir/Madam,

Award of contract for the Provision of NOIPOLLS LIMITED DIRECT AWARD FOR COMMUNICATIONS PROJECT IN NIGERIA

Following your bid / proposal for the provision of **communications services**, (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 **The Cabinet Office** as the Contracting Authority and **NOIPOLLS** 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 Customer 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 services shall be delivered at the premises set out on Annex A – The Service.
- 1.2. The charges for the services shall be as set out in Annex A. The total contract value shall be £94,739.86 Inc VAT, including all extension options.
- 1.3. The specification of the services to be supplied is as set out in Supplier’s response at Annex A Where there is conflict Annex A shall take precedence.
- 1.4. The Term shall commence on award, the 1st May 2020 (the “Start Date”) and the Expiry Date shall be 9 weeks later.
- 1.5. The address for notices of the Parties are:

OFFICIAL



Contracting Authority

REDACTED

Attention: REDACTED
Email: REDACTED

Supplier

**NOIPOLLS
REDACTED**

Attention: **TBC**
Email: **TBC**

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

1.6.1. For the Supplier:

| Name | Title/Role for the Supplier |
|----------|-----------------------------|
| REDACTED | Lead Contact |
| | |
| | |

1.7.2 For the Contracting Authority:

| Name | Title/Role for the Contracting Authority |
|----------|--|
| REDACTED | Lead Contact |
| REDACTED | Project Lead |
| | |

1.7. The Contracting Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Contracting Authority, or is of a type otherwise advised by the Contracting Authority (each such conviction a “**Relevant Conviction**”), or is found by the Supplier 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 Services.

2. Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: **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 the **GCSI Project Lead at the earliest opportunity**.

3. Liaison

OFFICIAL



For general liaison your contact will continue to be **REDACTED** until this contract is completed. Liaison will then be taken over by an appointed project lead in Nigeria.

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter at the above address **no later than 4th May 2020** 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 **Cabinet Office** ("the Customer")

Name: **REDACTED**

Job Title: **Commercial Lead**

Signature: REDACTED

Date: 1st May 2020

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

Signed for and on behalf of **NOIPOLLS** ("the Supplier")

Name: **REDACTED**

Job Title: **Project Lead**

Signature: REDACTED

Date: 1st May 2020