



Department
for Environment
Food & Rural Affairs

Your address here
Your building address
Your postcode

T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

APEM Ltd

██████████ ██████████
██████████ ██████████
Your ref: 31067
Our ref: 60454
Date: 28/01/2021

Award of contract for the supply of GB Invasive Non-native Species Strategy Review

Contract Number: ecm_60454

The Department for Environment Food & Rural Affairs (Defra) is pleased to award this contract to you.

This Award Letter and its Annexes set out the terms of the contract between Defra as the Authority and APEM Ltd as the Supplier for the provision of these 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 the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The Services shall be performed as in your quotation submitted through Bravo project_31067 on 11/01/2021.
2. The charges for the Services shall be as set as per the pricing in your quotation.
3. The Term shall commence on 28/01/2021 and the Expiry Date shall be 27/07/2021.

4. The address for notices of the Parties are:
5. The charges for the Services shall be as set out in the Supplier's tender dated 11/01/2021.
6. The specification of the Services to be supplied is as set out in the Supplier's tender dated 11/01/2021
7. The Term shall commence on 28/01/2021 and the Expiry Date shall be 27/07/2021.
8. The address for notices of the Parties are:

Authority	Supplier
DEFRA Attention: [REDACTED] [REDACTED]	APEM Ltd Attention: [REDACTED] [REDACTED]

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

Name	Title

10. The 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 Authority, or is of a type otherwise advised by the 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.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to Accounts-Payable@def@govl.sscl.com. Within 10 working days of receipt of your countersigned copy of this letter, we 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, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email.

Liaison

For general liaison your contact will continue to be [REDACTED] [REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]


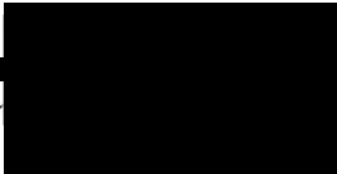
Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's eSourcing System.

Signed for and on behalf of DEFRA

Name: [REDACTED] Senior Commercial Manager – EG&S Evidence	
Signature: [REDACTED]	Date: 02/02/2021

We accept the terms set out in this Award letter and the annexed Conditions.

Signed for and on behalf of APEM Ltd

Name:  Managing Director	
Signature: 	Date: 2 February 2021