



Ground Transport Ltd.
F11 Waterfront Studios
1 Dock Road
London
E16 1AH

Attn: **REDACTED TEXT under FOIA Section 40, Personal Information.**

Date: 13th November 2020
Contract Reference: CCYZ20A06

Dear **REDACTED TEXT under FOIA Section 40, Personal Information.**

Award of contract for the Provision of Executive Departmental Transport Services

Cabinet Office (The Contracting Authority) wishes to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between Cabinet Office as the Contracting Authority and Ground Transport 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 Services shall be performed as indicated in the Annexes Document
- 1.2. The charges for the Services shall be as set out in Annex 2. The total contract value shall be £320,000.00.
- 1.3. The specification of the Services to be supplied is as set out in Annex 3 and within the Supplier's response at Annex 4. Where there is conflict Annex 3 shall take precedence.
- 1.4. The Term shall commence on the 13th day of November 2020 (the “Start Date”) and the Expiry Date shall be the 12th day of November 2023. The Contracting Authority reserves the option to extend the contract by 1 period of 1 year (3 + 1).



1.5. The address for notices of the Parties are:

Contracting Authority	Supplier
Cabinet Office 70 Whitehall London SW1A 2SS	Ground Transport Ltd. F11 Waterfront Studios 1 Dock Road London E16 1AH
REDACTED TEXT under FOIA Section 40, Personal Information.	REDACTED TEXT under FOIA Section 40, Personal Information.
REDACTED TEXT under FOIA Section 40, Personal Information.	REDACTED TEXT under FOIA Section 40, Personal Information.

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 TEXT under FOIA Section 40, Personal Information.	REDACTED TEXT under FOIA Section 40, Personal Information.

1.7.2 For the Contracting Authority:

Name	Title/Role for the Contracting Authority
REDACTED TEXT under FOIA Section 40, Personal Information.	REDACTED TEXT under FOIA Section 40, Personal Information.

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

The Supplier will invoice monthly in arrears.

All invoices must be sent, quoting a valid purchase order number (PO Number), to: the address already used under the Supplier's existing contract with the Customer. 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.

3. Liaison

For general liaison your contact will continue to be **REDACTED TEXT under FOIA Section 40, Personal Information.**

Please confirm your acceptance of the award of this contract by signing and returning a copy of this letter to **REDACTED TEXT under FOIA Section 40, Personal Information** via email 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 sincerely,

REDACTED TEXT under FOIA Section 40, Personal Information.

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

REDACTED TEXT under FOIA Section 40, Personal Information.

Date: 13th November 2020

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

Signed for and on behalf of Ground Transport Ltd ("the Supplier")

Name: **REDACTED TEXT under FOIA Section 40, Personal Information.**

Job Title: **REDACTED TEXT under FOIA Section 40, Personal Information.**

Signature: **REDACTED TEXT under FOIA Section 40, Personal Information.**

Date: 18/11/2020